



***STARTING A BUSINESS  
IN  
SIOUX LOOKOUT***

# **STARTING A BUSINESS IN SIOUX LOOKOUT**

*Prepared by the Municipality of Sioux Lookout January 2024*

## **MUNICIPAL LICENCES, BUILDING PERMITS, LOCAL TAXES AND ZONING**

### **ECONOMIC DEVELOPMENT OFFICER**

Information can be obtained from the Economic Development Officer (EDO) for a number of items. The EDO has access to numerous studies and reports that may provide market, housing, and economic indicators to assist in making your decision to open a business in Sioux Lookout. Additionally, the EDO has information related to funding opportunities for entrepreneurs of any age, not for profit corporations and investors.

Contact:

**Jennifer Esposito, Economic Development Officer  
Municipality of Sioux Lookout**

**Office Location:  
25 Fifth Avenue, Second Floor –  
Town Office**

**Mailing Address:  
25 Fifth Avenue, P.O. Box 158  
Sioux Lookout, ON P8T 1A4  
807-737-4670 ext. 2228 (phone)  
807-737-3436 (fax)  
[edo@siouxlookout.ca](mailto:edo@siouxlookout.ca)**

### **LICENCES**

The Municipality of Sioux Lookout has no business licensing requirements. Generally, if the base of operations for the business is located within the boundaries of the Municipality of Sioux Lookout and the business (or landowner) will pay taxes to the Municipality, a Business License will not be required. However, you should check with the By-Law Enforcement Office if your business relates to the care of animals (Animal Control By-Law), taxi service (taxi licensing is required) or the burning of combustible materials (a burning permit is required). Certain permits are required for these types of operations.

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

Contact:

**By-law Enforcement Department**  
**Jeremy Funk, Emergency Services Manager**  
**Municipality of Sioux Lookout**  
**25 Fifth Avenue, P.O. Box 158**  
**Sioux Lookout, ON P8T 1A4**  
**807-737-2564 ext. 7701 (phone)**  
**807-737-4626 (fax)**  
[firechief@siouxlookout.ca](mailto:firechief@siouxlookout.ca)

### **BUILDING PERMITS**

A Building Permit may be required for new construction or renovations. Before undertaking any building or plumbing project, further information should be obtained from:

**Development Services Department,**  
**Jody Brinkman, Manager of Development**  
**Services/Chief Building Official**  
**Municipality of Sioux Lookout**  
**25 Fifth Avenue, P.O. Box 158**  
**Sioux Lookout, ON P8T 1A4**  
**807-737 2700 ext. 2244**  
**(phone) 807-737 3436 (fax)**  
[cbo@siouxlookout.ca](mailto:cbo@siouxlookout.ca)

To find out what the permit fee is, please contact the Chief Building Official.

### **OBTAINING REZONING**

If a site is chosen for a proposed business that does not conform to the Zoning By-law or the Official Plan, an application may be made to the Municipality of Sioux Lookout for an amendment. An Amendment application form may be obtained from:

**Development Services Department**  
**Meridith Culham, Planning Coordinator**  
**Municipality of Sioux Lookout**  
**25 Fifth Avenue, P.O. Box 158**  
**Sioux Lookout, ON P8T 1A4**  
**807-737 2700 ext. 2234**  
**(phone) 807-737 3436 (fax)**  
[planning@siouxlookout.ca](mailto:planning@siouxlookout.ca)

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

The fee for filing for rezoning is \$800.00 (By-law No. 06-18).

An Official Plan Amendment Application fee is \$1000.00 (By-law No. 06-18).

### **OBTAINING A MINOR VARIANCE**

To obtain a building permit to construct, renovate or alter a building, which does not exactly comply with the existing Zoning By-law requirements, a minor variance may be required. Minor variances are usually granted if the requested variance does not challenge the basic spirit and purpose of the Zoning By-Law and is distinctly “minor” in nature.

Application for a Minor Variance requires the completion of an Application form, a fee of \$400.00 (By-law No. 06-18) and copies of the proposed plan. Applications and further information can be obtained from:

**Development Services Department**  
**Meredith Culham, Planning Coordinator**  
**Municipality of Sioux Lookout**  
**25 Fifth Avenue, P.O. Box 158**  
**Sioux Lookout, ON P8T 1A4**  
**807-737-2700 (phone)**  
**807-737-3436 (fax)**

[planning@siouxlookout.ca](mailto:planning@siouxlookout.ca)

### **LOCAL TAXES - MUNICIPAL ACCOMMODATION TAX (MAT)**

Any Fixed Roof Accommodation provider operating a transient accommodation (bookings of 30 days or less) within the boundaries of the Municipality of Sioux Lookout must be aware of the Municipal Accommodation Tax.

A Fixed Roof Accommodation provider is described as an owner/operator of a transient accommodation business that operates any of the following:

- Hotels
- Motels
- Bed & Breakfast establishment
- Airbnb establishment
- Hostels

The MAT came into full effect on January 1, 2020 at a rate of four percent (4%) as approved by Sioux Lookout Council and authorized as per section 400.1 of the Municipal Act, 2001 and Ontario Regulation 435/17.

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

Forms for an Accommodation Establishment can be found on the MAT webpage:

<https://www.siouxlookout.ca/en/your-local-government/municipal-accommodationtax.asp>

For more information and to submit your Establishment Information application please contact:

**Finance Department**  
Carly Collins, Treasurer  
Municipality of Sioux Lookout  
25 Fifth Avenue, P.O. Box 158  
Sioux Lookout, ON P8T 1A4  
807-737 2700 (phone) 807-737  
3436 (fax)  
[treasurer@siouxlookout.ca](mailto:treasurer@siouxlookout.ca)

## **PROVINCIAL REGISTRATIONS, LICENCES, AND REGISTRATIONS**

### **REGISTRATIONS**

#### **MINISTRY OF GOVERNMENT SERVICES**

**Companies and Personal Property Securities Branch**

**Suite 200, 393 University Avenue**

**Toronto ON M5G 2M2**

**General Inquiry: 416-314-8880**

**Toll Free: 1-800-361-3223 (Province-Wide)**

<http://www.canadabusiness.ca> -- for information

[http://www.ontario.ca/en/services\\_for\\_business/STEL02\\_039990.html?openNav](http://www.ontario.ca/en/services_for_business/STEL02_039990.html?openNav) – for information and to register online

Companies Branch registers business names of sole proprietorships, partnerships and corporations; authorizes creation of limited partnerships; incorporates business and not-for-profit entities and licenses foreign extra- provincial corporations. The branch also maintains and operates the Public Record, which is searched regularly by clients. Ontario Business Connects provides electronic registration for business names, and primary service providers OnCorp Direct Inc. and Cyberbahn Inc. provide searches electronically.

#### **Services Offered to the Public:**

- Search for Business Names that have been registered

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

- Register or renew your Business Name, get a Master Business License and, if eligible, apply for additional accounts with different government bodies

New businesses and existing corporations can prepare their registrations using these workstations and electronically transmit them to the different ministries involved with starting or expanding a business. Individuals starting an incorporated business can register their Business Name instantly and complete three of the most commonly required applications (Employer Health Tax, Health Tax for the Self- Employed and Workplace Safety and Insurance Board) at the workstations. Clients can instantly renew their Business Name registration and apply for the Federal Business Number.

In Sioux Lookout you can visit the Service Ontario Office to access the Business Connects Kiosk to register your business or access additional information.

**Service Ontario  
62 Queen Street  
807-737-1318**

# STARTING A BUSINESS IN SIOUX LOOKOUT

## LICENCES

### TOURIST ESTABLISHMENT LICENCES

It is possible that if you start up an establishment that provides accommodation for the general public, including hotels, motels, tourist resorts, and campgrounds, it will have to be licensed by the province. For information contact:

**MINISTRY OF NORTHERN DEVELOPMENT & MINES**  
**Regional Economic Development Branch**  
**Kimberly Williamson, Northern Development Advisor**  
**62 Queen Street, PO Box 147**  
**Sioux Lookout, ON P8T 1A2**  
**Phone: 807-737-6692**  
**Email: [Kimberly.Williamson@ontario.ca](mailto:Kimberly.Williamson@ontario.ca)**  
**Website: [www.mndm.gov.on.ca](http://www.mndm.gov.on.ca)**

## REGULATIONS

### FOOD PREMISES

All businesses in Ontario engaged in the preparation or serving of food must comply with Ontario regulations. It is the responsibility of Health Units to provide health inspectors to carry out inspections to ensure that these Provincial Standards are met.

For more information contact:

**Public Health Inspector**  
**NORTHWESTERN HEALTH UNIT**  
**75-D Van Horne Avenue**  
**Dryden, ON P8N 2B2**  
**Phone: 1-807-223-3301 Fax:**  
**1-807-223-5754**  
**[www.nwhu.on.ca](http://www.nwhu.on.ca)**

### OCCUPATIONAL HEALTH

The Occupational Health and Safety Act applies to all workers and work places in Ontario with a few exceptions. It involves the responsibilities of employers, supervisors, workers and suppliers with regard to occupational health and safety. The Act also covers the establishment of joint labour and management health and safety

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

committees; the control of the exposure of workers to toxic substances; refusals to work where health or safety is in danger, and reporting of accidents.

More information can be obtained from:

### **MINISTRY OF LABOUR**

**Satellite Office – Dryden**

**479 Government Road**

**Dryden, ON P8N 3B3**

**General Inquiry: 1-807-223-4898**

**Toll Free: 1-800-465-5016 (Thunder Bay)**

**Fax: 1-807-223-4344**

<http://www.labour.gov.on.ca/english/hs/>



# STARTING A BUSINESS IN SIOUX LOOKOUT

## TAXES

### HARMONIZED SALES TAX

As of July 1, 2010, Ontario harmonized its retail sales tax with the GST to implement the HST at the rate of 13%.

Almost everyone has to pay HST on purchases of taxable supplies of property and services. A limited number of sales or supplies are exempt from HST such as used residential housing, most health care and dental services, certain childcare services, and many educational services.

Although the consumer pays the tax, businesses are generally responsible for collecting and remitting it to the government. Businesses that are required to have a GST/HST registration number are called registrants.

Registrants collect the GST/HST on most of their sales and pay the GST/HST on most purchases they make to operate their business. They can claim an input tax credit, to recover the GST/HST paid or payable on the purchases they use in their commercial activities.

GST/HST registrants must meet certain responsibilities. Generally, they must file returns on a regular basis, collect the tax on taxable supplies they make in Canada, and remit any resulting net tax owing.

For more Harmonized Sales Tax information view the Canada Revenue Agency website:

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>

**Thunder Bay Tax Services Office**  
**MINISTRY OF FINANCE**  
**1<sup>st</sup> & 3<sup>rd</sup> Flrs., 130 South Syndicate Avenue**  
**Thunder Bay ON P7E 1C7**  
**General Inquiry: 1-807-622-8512**  
**Toll Free: 1-800-959-5525 (English)**

### HARMONIZED SALES TAX -- REMITTANCE

Every business with annual revenues of goods and services of more than \$ 30,000 is required to be registered. Businesses registered for the HST are eligible to claim an Input Tax Credit for the HST paid on business purchases. The credit is applied against

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

the HST charged on sales to determine whether tax should be remitted or a refund claimed.

If both an excise tax and the HST are applicable, the excise tax is applied before the HST.

To obtain a HST remittance number or for more information contact:

**Sudbury District Office  
1050 Notre Dame Avenue  
Sudbury, Ontario P3A 5C1**

OR

**HST Information Office  
Thunder Bay District Office  
130 South Syndicate Avenue  
Thunder Bay, Ontario P7E 1C7  
Telephone: 1-800-959-5525**

Forms and Publications are available from:

**1-800-959-2221**

The Website is located at:

[www.cra-arc.qc.ca](http://www.cra-arc.qc.ca)

### **PROVINCIAL FUNDING**

The Ministry of Northern Development and Mines administers the funding program of the Northern Ontario Heritage Fund Corporation. \$100 million in annual funding creates opportunities for Municipalities, First Nations, Not for Profit Corporations and Businesses to access grants and loans to improve economic opportunities and create jobs. For more information please contact:

**Kimberly Williamson  
Ministry of Northern Development and Mines  
62 Queen Street, PO Box 147  
Sioux Lookout, ON P8T 1A2  
807-737-6692 (phone)  
Email: [Kimberly.williamson@ontario.ca](mailto:Kimberly.williamson@ontario.ca)  
[www.mndm.gov.on.ca](http://www.mndm.gov.on.ca) [www.nohfc.ca](http://www.nohfc.ca)**

# STARTING A BUSINESS IN SIOUX LOOKOUT

## FEDERAL REGULATIONS AND TAXES

### INCORPORATION

If a corporation intends to have branch operations in more than one province it may be advantageous to procure Federal incorporation. A corporation must be registered in each province in which it does business. Check with each province for further details.

For Federal incorporation there is a flat fee of \$ 500. Articles are filed with:

**Corporations Directorate  
Industry Canada  
9<sup>th</sup> Floor, 365 Laurier Avenue West  
Ottawa, Ontario K1A 0C8  
Telephone: 1-613-941-9042  
Fax: 1-613-941-0601 Inquiries  
1-613-941-0999 Incorporation  
1-613-941-5789 Copies of Chart Documents etc.**

OR

**Corporations Directorate  
Industry Canada  
3<sup>rd</sup> Floor 151 Yonge Street  
Toronto Ontario M5C 2W7  
Telephone: 1-416-954-2714  
Fax: 1-416-973-8714**

Kits and information are also available on the [website: www.info.fbc.ca](http://www.info.fbc.ca)

It is the responsibility of those seeking incorporation to conduct their own name search. A number of lawyers can provide articles of incorporation and name search services. Check the Yellow Pages.

### **IMPORT – EXPORT**

Anyone importing products into Canada on a regular basis should obtain an importer's number. Some products are on a restricted list of imports and some are exportable only on a quota basis.

Anyone considering entering the import business should first contact:

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

**Canada Customs and Revenue Agency  
201 North May Street  
Thunder Bay, Ontario P7C 3P4  
Telephone: 1-807-626-1603**

An importer's number can be obtained from:

**Canada Customs and Revenue Agency  
130 South Syndicate Street  
Thunder Bay, Ontario P7E 1C7  
Telephone: 1-800-959-8281**

Anyone considering entering the export business should first contact:

**Innovation, Science and Economic Development Canada - (FedNor)  
Federal Economic Development Initiative for Northern Ontario  
Ché Curtis-September, Initiatives Officer  
Sioux Lookout, ON**

**Telephone:  
(249) 377-5304  
1-877-FED-NOR3 (1-877-333-6673)**

**Fax:  
807-468-2273**

### **FUNDING OPPORTUNITIES FOR SMALL BUSINESS DEVELOPMENT**

#### **NORTHERN ONTARIO HERITAGE FUND CORPORATION (NOHFC)**

##### **Northern Business Opportunity Program**

The Northern Business Opportunity Grant supports economic development in Northern Ontario by encouraging productivity, expansion, and global investment in Northern communities. These include Business Expansion Projects, Small Business Start-up Projects, New Investment Projects, Film and Television Industry Projects.

##### **Program Streams**

###### **1) Business Expansion Projects**

NOHFC assists existing businesses in Ontario that intend to expand and or retain their operations within Northern Ontario to improve competitiveness, increase productivity, export, grow revenues and create jobs.

## STARTING A BUSINESS IN SIOUX LOOKOUT

For more information on this stream please visit the NOHFC website:

<https://nohfc.ca/en/pages/programs/invest-north-program>

### 2) Small Business Start-up Projects

NOHFC assists new businesses in Northern Ontario that intend to commence operations in existing and emerging priority economic sectors

For more information on this stream please visit the NOHFC website:

<https://nohfc.ca/en/pages/programs/invest-north-program/investment-launch-stream>

### 3) New Investment Projects

NOHFC assists competitive businesses that, currently do not have a presence in Ontario, expand operations to Northern Ontario and create jobs.

For more information on this stream please visit the NOHFC website:

<https://nohfc.ca/en/pages/programs/invest-north-program/investment-locate-stream>

### 4) Innovative Projects

The objective of the Innovation stream is to support the research, development and commercialization of new and innovative technologies in Northern Ontario.

For more information on this stream please visit the NOHFC website:

<https://nohfc.ca/en/pages/programs/invest-north-program/innovation-stream>

## **PATRICIA AREA COMMUNITY ENDEAVOURS (PACE)**

**PACE** 's Business Development Coordinator assists entrepreneurs in business or contemplating a business within the Patricia Region by providing:

Business Services: ○ Business advice, counselling, information and referrals ○ Help with business plans ○ Export support ○ Entrepreneurial training ○ Information on Federal and Provincial programs and services ○ Financial Assistance

**PACE** administers an investment fund to help finance new or existing small businesses for start-up, expansion, or stabilization plans that help maintain or create jobs.

Repayable financing up to \$150,000 on commercial terms through loans, loan guarantees, or equity investments may be available when financing from other

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

sources is insufficient. Loan approvals are for business purposes only and the applicant must meet the following eligibility criteria:

- Credit worthiness and a background of experience or a sound working knowledge of the proposed business.
- Generated employment within the Patricia Region.
- Sufficient capital has been invested by the owner.
- The business plan indicated a reasonable chance of success. □ The business location is within the Patricia Region.

If you feel that your business idea fits the above defined eligibility criteria, you are invited to fill in a Business Loan Application.

For further information, please contact the following:

**Patricia Area Community Endeavours  
Business Development Coordinator  
66 Keith Avenue, Unit 2  
PO Box 668  
Dryden, ON P8N 2Z3  
807-221-3293  
1-800-465-5307**

**E-mail: [noreenc@pace-cf.on.ca](mailto:noreenc@pace-cf.on.ca) Website:  
[www.pace-cf.on.ca](http://www.pace-cf.on.ca)**

**NORTHWEST BUSINESS CENTRE:  
Empowering Entrepreneurs in Real Time**

The Northwest Business Centre (NWBC) is your resource for small business in the Kenora and Rainy River District. The NWBC offers free and confidential, one-on-one business support through personal consultation. We offer guidance, resource and deliver referrals to ensure you are ready for your next step!

### **STARTER COMPANY PLUS**

Starter Company Plus is a Government of Ontario funded program designed to create sustainable jobs for its residents through entrepreneurship. The program is open to those looking to purchase, expand, or open a new business.

Through Starter Company Plus participants will receive one-on-one business training, business plan development, mentorship and the chance to receive funds for their venture of up to \$5,000.

#### **How it Works**

Starter Company is a training program for enterprising young people between the ages of 18-29 who to start, buy, or expand a business in their community. The program will provide training sessions on aspects of running a successful business;

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

mentorship from local business up and running; as well as gain additional experience running a successful business that may help you obtain more traditional financing such as bank loan if you so require in the future.

Successful applicants may then apply for the Starter Company Grant to receive up to \$5,000 to kick off a new business or expand your current business and successful applicants must provide matching funds worth 25% (in cash or equivalent) of the grant.

### **You are eligible for Starter Company Plus if you are:**

- 18 years of age or older
- An Ontario resident and Canadian citizen (or permanent resident)
- Not attending school full-time or returning to school
- Starting, expanding or buying a small business
- To qualify for a grant, you must be able to make a contribution to your business in cash or in kind, it has to be equivalent to at least 25% of the grant amount
- Prepared to complete the business training components of the Starter Company Plus program as prescribed by the Small Business Centre as the Program Provider

For more information contact:

Phone: 807.467.4643

Email: [smallbusiness@nwbiz.ca](mailto:smallbusiness@nwbiz.ca)

*Funding provided by the Government of Ontario*

## **SMALL BUSINESS RESOURCES**

### **NORTHWEST BUSINESS ENTERPRISE CENTRE**

The Northwest Business Enterprise Centre (NWBiz) has an office located in Dryden, Ontario and will provide service to Sioux Lookout businesses upon request.

NWBiz provides the following services:

#### **Business planning**

Every business starts with thorough research and planning. We assist as you embark on this important first step. We'll connect you to information, provide you with contacts and guide you through the processes to help you achieve your business dreams.

#### **Financial connections**

Grants, loans -- there are financing options for start-up businesses. We provide you with opportunities and connect you with organizations that can finance your start-up.

## **STARTING A BUSINESS IN SIOUX LOOKOUT**

### **Business tools and resources**

Our offices contain hundreds of business books and online tools to assist every stage of your business. Drop in anytime to browse our libraries.

### **Education and training**

Through workshops, seminars and business keynote events, we host speakers and experts to help you learn and continually develop your business.

For further information, please contact the following:

#### **Northwest Business Enterprise Centre, Kenora Office**

**227 Second Street South**

**Kenora, ON P9N 1G1**

**807-737-467-4643**

**1-866-336-7779**

[smallbusiness@nwbiz.ca](mailto:smallbusiness@nwbiz.ca)

[www.nwbiz.ca](http://www.nwbiz.ca)

#### **PARO Centre: For Women's Enterprise**

The PARO Centre for Women's Enterprise, specializes in supporting Ontario women in business in small and medium sized businesses, and social enterprises.

To find more information on their services, resources and mentorship connections, please visit their website or contact the individual below:

**Karen Evans, Lead Business Counsellor, Northern Ontario**

**Email: [trainer@paro.ca](mailto:trainer@paro.ca)**

**Website: [www.paro.ca/parobiz/](http://www.paro.ca/parobiz/)**

#### **Nishnawbe Aski Development Fund**

Nishnawbe Aski Development Fund (NADF) is a not-for-profit Aboriginal Financial Institution serving entrepreneurs, businesses and communities in Northern Ontario. We offer a variety of services to support Aboriginal business and economic development, including financing, business support, community planning, and workshops and bookkeeping training.

To find more information on support for Aboriginal businesses and economic support, please visit their website: <http://www.nadf.org/>



## **STARTING A BUSINESS IN SIOUX LOOKOUT**

### **CANADA BUSINESS ONTARIO**

Canada Business Ontario offers helpful resources to new entrepreneurs for business start-up information.

Please visit the Canada Business Ontario website for further information.

<https://www.canada.ca/en/services/business/start.html>

*For further information related to the content of this document or to discuss your business start-up needs, please contact the author, Jennifer Esposito, Economic Development Officer. [edo@siouxlookout.ca](mailto:edo@siouxlookout.ca); 807-737-2700 x 2228.*