



STARTING A BUSINESS IN SIOUX LOOKOUT

*Prepared by the Municipality of Sioux Lookout
January 2020*

STARTING A BUSINESS IN SIOUX LOOKOUT

MUNICIPAL LICENCES, BUILDING PERMITS, LOCAL TAXES AND ZONING

ECONOMIC DEVELOPMENT MANAGER

Information can be obtained from the Economic Development Manager (EDM) for a number of items. The EDM 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 EDM has information related to funding opportunities for entrepreneurs of any age, not for profit corporations and investors.

Contact:

**Vicki Blanchard, Economic Development Manager
Municipality of Sioux Lookout**

**Office Location:
53 Front Street, Main Floor –
Heritage Railway Station**

**Mailing Address:
25 Fifth Avenue, P.O. Box 158
Sioux Lookout, ON P8T 1A4
807-737-4670 x 2228 (phone)
807-737-3436 (fax)
edm@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.

Contact:

**By-law Enforcement Department
Rob Favot, Emergency Services Manager
Municipality of Sioux Lookout
25 Fifth Avenue, P.O. Box 158
Sioux Lookout, ON P8T 1A4
807-737-2564 (phone)
807-737-4626 (fax)
firechief@siouxlookout.ca**

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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 (phone)
807-737 3436 (fax)
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:

**Infrastructure & Development Services
Department Karen Costello, 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**

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).

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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
Karen Costello, 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

LOCAL TAXES - MUNICIPAL ACCOMODATION 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.

Forms for an Accommodation Establishment can be found on the MAT webpage:
<https://www.siouxlookout.ca/en/your-local-government/municipal-accommodation-tax.asp>

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

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Finance Department
Christy McIntomney, 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

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 – 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
- 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.

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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**

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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
Ché Curtis-September, Northern Development Advisor
62 Queen Street, PO Box 147
Sioux Lookout, ON P8T 1A2
Phone: 807-737-6992
Email: Che.curtis-september@ontario.ca
Website: 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

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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 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/>

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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
1st & 3rd Flrs., 130 South Syndicate Avenue
Thunder Bay ON P7E 1C7
General Inquiry: 1-807-622-8512
Toll Free: 1-800-959-5525 (English)

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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 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

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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:

Ché Curtis-September
Ministry of Northern Development and Mines
62 Queen Street, PO Box 147
Sioux Lookout, ON P8T 1A2
807-737-6692 (phone)
Email: Che.curtis-September@ontario.ca
www.mndm.gov.on.ca
www.nohfc.ca

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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
9th 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
3rd 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.strategis.ic.gc.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.

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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:

**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
Brent Lundy, Initiatives Officer
100 Park Street
Kenora, ON
P9N 3W9**

**Telephone:
(807) 468-6846
1-877-FED-NOR3 (1-877-333-6673)**

**Fax:
807-468-2273**

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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.

For more information on this stream please visit the NOHFC website:
<https://nohfc.ca/en/pages/programs/northern-business-opportunity-program/nbop-business-expansion-projects>

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/northern-business-opportunity-program/nbop-small-business-start-up-projects>

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/northern-business-opportunity-program/nbop-new-investment-projects>

4) Film and Television Industry Projects

The objective of the Film and Television Industry Projects stream is to increase film and television industry jobs and investment in Northern Ontario and to effect the establishment of infrastructure to grow and support the industry.

For more information on this stream please visit the NOHFC website:
<https://nohfc.ca/en/pages/programs/northern-business-opportunity-program/nbop-film-and-television-industry-projects>
<https://nohfc.ca/en/pages/programs/northern-business-opportunity-program>

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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 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

Noreen Cox

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

Website: www.pace-cf.on.ca

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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; 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 Beth Greene by:
Phone: 807.467.2954
Email: beth@nwbiz.ca

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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.

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

Allyson Pele

227 Second Street South

Kenora, ON P9N 1G1

807-737-467-4643

1-866-336-7779

Allyson@nwbiz.ca

www.nwbiz.ca

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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:

Andrea Zappe

Email: businessgrowth3@paro.ca

Website: <https://paro.ca/2013/>

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/>

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.

<http://www.cbo-eco.ca/en/index.cfm/guides/business-start-up-info-guide/>

For further information related to the content of this document or to discuss your business start-up needs, please contact the author, Vicki Blanchard, Economic Development Manager. edm@siouxlookout.ca; 807-737-2700 x 2228.