

**starting a
small
business**

“Whatever the mind can
conceive and believe, the
mind can achieve.”

-Napoleon Hill-

Thank you to our partners Merci à nos partenaires



CONROY TREBB SCOTT HURTUBISE LLP
BARRISTERS, SOLICITORS • AVOCATS, NOTAIRES



RBC Royal Bank®

Canada-Ontario
Business Service Centre
Serving Ontario Business
Centre de services aux entreprises
Canada-Ontario



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REGIONAL BUSINESS CENTRE RÉGIONAL DES AFFAIRES

NEED HELP WITH YOUR NEW BUSINESS VENTURE?

The Regional Business Centre staff are ready to assist you throughout the process.



Our services include:

- Information on starting and expanding a business
- Assistance with business plan development
- Guidance on regulations, licenses and registrations
- Market research and access to resource library
- Access to loans, grants and other financial incentive programs
- Business seminars, networking and mentoring opportunities
- Online business registrations
- One-on-one consultations



Be sure to pick up the following guides:

- Starting a Small Business Guide
- Writing a Business Plan Guide
- The Funding Handbook
- Greater Sudbury Statistics Handbook



LICENSES, PERMITS AND REGISTRATIONS

Use this matrix as a checklist of the licenses, permits, or registrations you may require to start your business. Information on these items is found on the following pages.

MUNICIPAL	PROVINCIAL	FEDERAL
<input type="checkbox"/> Licenses and permits (p. 3)	<input type="checkbox"/> Provincial Incorporation (p. 6) <input type="checkbox"/> Master Business License (p. 11)	<input type="checkbox"/> Federal Incorporation (p. 8)
<input type="checkbox"/> Zoning Regulations (p. 10)		
	<input type="checkbox"/> WSIB Insurance* (p. 13) <input type="checkbox"/> Employer Health Tax* (EHT) (p. 14) <input type="checkbox"/> Ministry of Labour* (p. 14)	<input type="checkbox"/> Payroll Deductions* (p. 16) <input type="checkbox"/> HST (p. 15)
<input type="checkbox"/> Business Insurance* (p. 17)		
<input type="checkbox"/> Industry Specific (p. 19)		

*These accounts and registrations are required if you are hiring employees.

Biz Pal

Biz Pal is an online Business Permits and Licences Service and is the result of collaboration between the federal, provincial, regional, and local participating governments.

Answer a short series of questions about your current or proposed business to create a customized list of the permits and licences you may need from all levels of government.

www.greatersudbury.ca/bizpal/

CHOOSING YOUR LEGAL STRUCTURE

You have the choice of registering your business name as a sole proprietorship, partnership, or a corporation. Choosing the structure that is suitable for your business can sometimes be challenging. However, it is wise to evaluate each form of business organization to determine which one is appropriate.

Keep the following things in mind:

- Different structures are accompanied by different abilities to reduce costs and maximize profits.
- If you are looking for investors, partners, or raising share capital, it may be easier to accomplish this with a certain type of business structure.
- Taxation regulations and procedures differ according to business structure.

OPTION 1:

Sole Proprietorship

A sole proprietorship is a single unincorporated business owner. This form of business organization is the most simple and common for self-employed people. As a sole proprietor you assume complete responsibility/ liability for your business. Any income generated and expenses incurred are claimed through personal income taxes each year.

If the business will operate in your given name, you are not required to register the business. If you attach any word to your given name, you are required to register under the Business Names Act.

Bill Gates -***Does Not Need to Register***

Bill Gates Computers -***Does Need to Register***

Claiming your business income

For details on how to claim your income on your personal income taxes as a Sole Proprietor visit the Canada Revenue agency website to obtain the guide:

<http://www.cra-arc.gc.ca/E/pub/tg/t4002/README.html>

OPTION 2:

Partnerships: General and Limited

A General partnership is the ownership structure involving two or more individuals, corporations, trusts, or partnerships joining together to carry on the business as one. As a partnership, each partner assumes unlimited liability for the debts and liabilities of that partnership. The partnership is bound by the actions of any member, as long as the actions are within the usual scope of the operations.

The partnership follows the same registering procedures as the sole proprietorship. If you are considering forming a partnership, a partnership agreement will identify the terms and conditions for all parties involved. You may request resources to help draft a partnership agreement from the Regional Business Centre.

In a limited partnership, the partners are liable only to the extent of the capital they have contributed. There must be at least one managing partner, and that one partner has unlimited liability. The limited partner will become a general partner if they take on ANY part of the management in the partnership. Typically, only accountants and lawyers are able to open LLPs in Ontario.

Refer to the Limited Liability Partnership Act for the rights powers, and obligations of the limited partner. A paper or electronic copy can be found at:

Ontario Government Bookstore

880 Bay St.

Toronto, ON M7A 1N8

www.e-laws.gov.on.ca

Claiming your business income

For details on how to claim your income on your personal income taxes as a Partner visit the Canada Revenue agency website to obtain the guide:

<http://www.cra-arc.gc.ca/E/pub/tg/t4002/README.html>

OPTION 3:

Incorporation

Incorporation is the legal structure which creates a business as a completely separate legal entity from its directors/owners. With time a corporation offers little liability of the owners, since the entity can enter into contracts separately and distinctly from the directors/owners.

It is important to note:

- If the owner personally guarantees a contract, then that owner is taking on liability.
- If the owner personally does something that affects the business, they will be held responsible/liable.
- If the owner files the incorporation papers themselves, if there are any mistakes or missing clauses, they would become personally liable once again.

***Seek consultation from a lawyer for more details.*

If you have decided to incorporate your business, you have some options to consider.

1. Two types of Incorporation*:

- Provincial (www.ontario.ca/en/business/STEL02_163189)
OR
- Federal (www.corporationscanada.ic.gc.ca)

2. Incorporating the business name (IE. Microsoft Inc.)

OR

Registering as a numbered company (IE. 123456 Ontario Ltd.)

3. Two options for filing the Articles of Incorporation:

- Independently (file by yourself)
OR
- Hiring a lawyer to complete the process on your behalf (suggested)

Note:

If you register as a numbered company and you wish to use an 'operating as' name, you must register that name under the corporation with the province (Master Business License, see page 10).

Claiming your corporation's income

For details on how to file Corporate taxes, visit the Canada Revenue agency website to obtain the guide:

<http://www.cra-arc.gc.ca/E/pub/tg/t4012/README.html>

Provincial Incorporation

If you are incorporating provincially the following must be completed:

1. Articles of incorporation (Form 1) in duplicate. Forms are available online (www.ontario.ca/en/business/STEL02_163189) or from a lawyer.
2. An original copy of a NUANS Name Search Report. This report reserves the name for a 90-day period. You can complete the NUANS name search either by telephone or electronically. A NUANS is not required if incorporating a numbered company.

The following is a selection of available resources where you can complete a NUANS name search if you are incorporating provincially.

Telephone	Teranet Enterprises Inc. 1 (800) 668-8208 \$52.00 + GST + Shipping
Electronically	Cyberbahn Inc. www.cyberbahngroup.com OnCorp Direct www.oncorp.com Teranet Enterprises Inc. www.dyedurham.ca

3. Covering letter giving a contact name, return address and telephone number. If a future date of incorporation (up to 30 days ahead) is required it must be set out in the covering letter.
4. A cheque of \$360 made payable to the Minister of Finance for filing in person, by e-mail, by fax, or by mail. You can file online through a licensed provider where cost will vary.

You can file articles of incorporation:

<p>Online</p>	<p>OnCorp Direct Inc. www.oncorp.com Telephone: (416) 964-2677 Toll free: 1-800-461-7772</p> <p>Cyberbahn, a division of Thomson Reuters Canada Limited www.cyberbahngroup.com Telephone: (416) 595-9522 Toll free: 1-800-806-0003</p> <p>Teranet Enterprises Inc. (formerly. Dye and Durham) www.eservicedd.ca Telephone: (416) 595-7177 Toll free: 1-800-668-8208</p>	<p>varies</p>
<p>Mail</p>	<p>Companies and Personal Property Security Branch Ministry of Government Services 393 University Ave., Suite 200, Toronto ON M5G 2M2</p> <p>Articles (in duplicate, original Ontario based NUANS name search report (if applicable), covering letter</p>	<p>\$360</p>
<p>In Person</p>	<p>Service Ontario 199 Larch St. – Third Floor, Sudbury ON Sudbury, ON P3E 5P9 (705) 564-0060 1-800-361-3223</p>	<p>\$360</p>

Federal Incorporation

If you are incorporating federally the following must be completed:

1. Articles of incorporation (Form 1) in duplicate. Forms are available from a lawyer or online (<http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs03988.html>).
2. Complete Initial Registered Office Address and First Board of Directors (Form 2). Available online at <http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs03988.html>.
3. An original copy of a NUANS Name Search Report. This report reserves the name for a 90-day period. You can complete the NUANS name search either by telephone or electronically. A NUANS is not required if incorporating a numbered company.

If you are incorporating your business federally you can complete a NUANS name search electronically at www.nuans.com cost \$20.

1. Include information about the proposed name.

You can complete a "Corporate Name Information" Form. Available online at <http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs03988.html>

You can file articles of incorporation:

Online	Corporations Canada www.corporations.ic.gc.ca	Fee: \$200
Mail	The Director, Canada Business Corporations Act Jean Edmonds Tower, South 9 th Floor, 365 Laurier Ave. West Ottawa Ontario K1A 0C8	Fee: \$250
Fax	613-941-0999	Fee: \$250

Fees can be paid by cheque, MasterCard, and Visa. Cheques are payable to the Receiver General for Canada and can be sent to:

The Director, Canada Business Corporations Act
Jean Edmonds Tower, South
9th Floor, 365 Laurier Ave. West
Ottawa Ontario K1A 0C8

Note:

*This is a guideline about how to incorporate a business on your own. **Depending on the complexity of your business situation, you may wish to contract the services of a lawyer.***

Sole Proprietorship vs. Partnership vs. Incorporation

Type of Business Organization	Advantages	Disadvantages
<p>Sole Proprietorship <i>Business owned by one person, called a "proprietor."</i></p>	<ul style="list-style-type: none"> • Low start-up costs • Owner has direct control • All profits go to owner • Less regulations than other forms of business • Minimal requirements for working capital • Tax advantages for the small business owner (losses can be applied against other income of proprietor) 	<ul style="list-style-type: none"> • Owner assumes all risk of business; responsible for payment of all business debt • Difficult to raise capital • Lack of continuity (ownership not transferable) • Possible tax disadvantages (profits must be added to personal income)
<p>Partnership <i>Business owned by two or more individuals or corporations.</i></p>	<ul style="list-style-type: none"> • Low start-up costs • Ease of formation • Broader management base • Limited outside regulation • Partners provide sources of additional capital and skills • Possible tax advantage 	<ul style="list-style-type: none"> • Partners assume personal liability for debts of business • Difficulty in raising additional capital • Divided authority • Difficulty in finding suitable partners • Partners can legally bind each other without prior approval • Lack of continuity • More complex record keeping and tax returns
<p>Corporation <i>A separate legal entity which can enter into contracts and own property, separately and distinctly from its owners who are the shareholders.</i></p>	<ul style="list-style-type: none"> • Limited liability (generally limited to individual's personal investment in the business) • Continuous existence (ownership transferable) • Legal entity • Easier to raise capital • (i.e. money for the business can be raised by selling shares) • Specialized management • Possible tax advantages 	<ul style="list-style-type: none"> • Most expensive and complicated form of business to organize • Closely regulated • Charter restrictions • Extensive record keeping and complex taxation • Shareholders may be held legally responsible in certain circumstances

MUNICIPAL

Business Licenses

The City of Greater Sudbury has set by-laws with respect to business licenses, zoning and business taxes. You can obtain and apply for a business license at the By-Law Enforcement Office. Keep in mind that every municipality is different, therefore, if you will be working in multiple communities, ensure that you review the requirements with each one.

Please contact the Compliance and Enforcement Services for more information:

Compliance and Enforcement Services (By-Law Department)
City of Greater Sudbury
Tom Davies Square, Main Floor
(705) 671-2489 ext 2320
<http://www.city.greatersudbury.on.ca>

Zoning Regulations

The three main categories of zones are residential, commercial, and industrial. Zoning by-laws include type of activity, size of building, parking, number of employees, amount of traffic, and size of sign. If the location you have chosen must be re-zoned, issues, such as time and cost, may be important factors.

To enquire about zoning a particular property, contact:

Planning Services
Tom Davies Square, 3rd Floor
(705) 671-2489 ext 4295
<http://www.city.greatersudbury.on.ca>

PROVINCIAL

Master Business License

This license is required for all businesses operating in Ontario under a trade/business name. The license allows the business to **advertise the name and to open a business bank account**. Financial institutions require proof of registration to open a business account. The Master Business License will provide them with the business identification number (9 digit ID number).

The Business Name

The business name that you have chosen can be searched at the Regional Business Centre before registering your business. The search is conducted in Ontario and searches for that exact business name only. **The fee is \$8.00 per search.**

There are 2 ways to do a business name search (see below).

In Person	Regional Business Centre Tom Davies Square, 200 Brady Street Sudbury, ON P3E 5K3 (Credit card only)	Service Ontario 3 rd Floor, 199 Larch Street (Self-serve stations only)
Online	Service Ontario www.ontario.ca/en/services_for_business	

Note:

The registration of the business name does not grant you exclusive use of the name. In other words, the Regional Business Centre is not required to inform you of a business name that has already been registered.

In order to legally protect your business name, you would have to register a trademark/trade name or incorporate that name in the area you wish to be protected. If you would like more information on protecting your business name, contact the Regional Business Centre.

Where to Register

When you are ready to register your business, you can visit the Regional Business Centre where an employee will assist you with the **online registration** and answer any questions you may have. There is a fee of **\$60.00** (renewable every five years). The online registration also enables you to register for Retail Sales Tax/Vendor's Permit, Employer Health Tax and Workplace Safety and Insurance.

There are three ways you can register (see below).

In Person	Regional Business Centre Tom Davies Square, 200 Brady Street Sudbury, ON P3E 5K3 (Credit card only)	Service Ontario 3 rd Floor, 199 Larch Street (Self-serve stations only)
Online	Service Ontario www.ontario.ca/en/services_for_business	
By Mail	Ministry of Government Services 393 University Avenue Toronto, ON M5G 2M2 1-800-361-3223 \$80.00 fee	

Ontario Tax Services (ONT-TAXS)

The ministry is introducing new and improved Ontario Tax Services, or ONT-TAXS, which includes:

One business number (*You only need one Business Number (BN) for access to information about your federal and provincial government accounts*) New Internet services – **ONT-TAXS online**

ONT-TAXS online provides self-serve options such as filing tax returns, making tax payments, the ability to view up to four years of account history, update account information, and request a refund of overpayment tax.

To register and/or obtain more information, contact:

Ontario Tax Services
1-866-ONT-TAXS
<http://www.rev.gov.on.ca/en/about/onttaxs.html>

Ontario's Workplace Safety and Insurance Board

(Formerly Worker's Compensation)

The Workplace Safety and Insurance Act covers most industries. Employers are required to pay into this fund through assessment, coverage, accident reporting requirements and appeal procedures. You are required to contact the Workplace Safety and Insurance Board within **10** calendar days of hiring an employee.

As an owner, you do have the option to apply for personal coverage under the Workplace Safety and Insurance Act, but it is not required as it is for all employees.

To register and/or obtain more information, contact:

Workplace Safety and Insurance Board
30 Cedar Street
Sudbury, ON P3E 1A4
(705) 675-9301 or 1-800-461-3350
www.wsib.on.ca

Ontario's Employer Health Tax (EHT)

The Employer Health Tax is a payroll tax that applies to all employers in Ontario. Employer Health Tax payments are made monthly, quarterly or annually based on the size of the payroll. The first \$400,000 of the payroll is exempt from Employer Health Tax.

To register and/or obtain further information, contact:

Employer Health Tax
1-800-465-6699
www.rev.gov.on.ca/en/tax/eht

Ontario's Employment Standards

The Ministry of Labour, through the Employment Standards Program, will provide you with information regarding the terms and conditions of employment. Vacation, minimum wage, working conditions and statutory holidays are examples of the terms and conditions.

To obtain more information, contact:

Ministry of Labour
159 Cedar Street
Sudbury, ON P3E 6A5
(705) 564-7400
1-800-531-5551
www.labour.gov.on.ca/english/es

FEDERAL

Harmonized Sales Tax (HST)

The HST is composed of the 5% federal tax (GST) and the 8% provincial tax (PST) for a combination total amount of 13% (HST).

HST follows the same general rules as GST with a few differences.

Every person/business engaged in a commercial activity with worldwide revenues greater than \$30,000 within 12 consecutive months is required to register and charge the HST. If your gross worldwide revenues are less than \$30,000, you are not required to register and therefore, do not charge this tax to your customers.

There is no fee for this registration.

NOTE: *If you are already registered for GST, your business will automatically be registered for HST.*

To register and/or obtain more information, contact:

Canada Revenue Agency

1-800-959-5525

www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps

FYI - Before you register you need:

- Social Insurance Number (Sole-proprietorship)
- Business structure
- Name and Location of the business
- Business activity
- Contact person/ representative (name and address)
- Sales estimate for year/ reporting period
- Fiscal year end (generally Dec 31 - normally only corporations can choose different fiscal year ends)
- Effective date

Payroll Deductions (Source Deductions)

As an employer, you have the responsibility of making certain deductions on behalf of your employees. The federal deductions consist of Employment Insurance Premium (EI), Canada Pension Plan Contributions (CPP) and Personal Income Tax (T4s). There is no fee for this registration.

Income Tax

As an employer, you are responsible for deducting income tax from the remuneration or other income you pay.

There is no age limit for deducting income tax and there is no employer contribution required.

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ncmtx/menu-eng.html>

Canada Pension Plan (CPP)

Employer must match dollar for dollar

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/cpp-rpc/menu-eng.html>

Employment Insurance (EI)

Employer must provide 1.4 times each dollar deducted from the employee

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ei/menu-eng.html>

Self-employed Canadians are now able to access Employment Insurance (EI) special benefits. There are four types of EI special benefits:

- maternity benefits;
- parental benefits;
- sickness benefits; and
- compassionate care benefits.

To register and/or obtain more information, contact:

Canada Revenue Agency

1-800-959-5525

www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll

FYI Before you register you need:

- Social Insurance Number (Sole-proprietorship)
- Business structure
- Name and Location of the business
- Business activity
- Contact person/ representative (name and address)
- Payroll estimates for year/ first payroll date
- Effective date

Business Insurance

Insurance coverage at some level is required by most businesses and is usually necessary as a condition of a loan from a financial institution. As a sole proprietor, having sufficient insurance coverage is especially important because you are personally liable for all debts. For those of you that are starting a home-based business, your existing homeowner's policy does not automatically cover business assets and operations. The latter also holds true for vehicle insurance policies.

There are several types of commercial insurance to consider for your business, some of which include:

- liability insurance
- home insurance
- vehicle insurance
- disability insurance
- property insurance

Contact an insurance broker to discuss your specific business insurance needs.

Business Start-up Checklist

Business Preparation

- Develop your business idea
- Choose an option (*start from scratch, buy an existing business or purchase a franchise*)
- Determine a form of ownership (*sole proprietorship, partnership, or corporation*)
- Determine your business name
- Prepare a thorough business plan that clearly summarizes your business' activities

Business Start-up

- Interview and hire expert help such as an accountant, lawyer, insurance agent and banker;
- Register your business name with the province of Ontario (*the Master Business License*);
- Register with, and apply for, all Municipal licenses and permits; *if required*
- Register for HST and/or payroll deductions (federal); *if applicable*
- Contact the Ministry of Labour for any Employment Standard questions;
- Register with Workplace Safety and Insurance Board; *if applicable*
- Register with industry specific agencies; *if applicable*
- Open a business bank account (*Ask the Regional Business Centre staff about the Royal Bank incentive*);
- Check zoning and land use regulations with the municipality;
- Lease or purchase appropriate business premises and equipment, and set up your space;
- Purchase appropriate insurance for your business activities (*Ask the Regional Business Centre staff about the Gougeon Insurance incentive*);
- Determine your employee needs and hire capable people; *if applicable*
- Determine your marketing initiatives and launch them.

Once you have checked all the above items, contact the staff at the Regional Business Centre to discuss your next steps.

INDUSTRY SPECIFIC CONTACTS

Alcohol and Gaming Commission of Ontario

1-800-522-2876

www.agco.on.ca

Apprenticeship training

Ministry of Training, Colleges and Universities

159 Cedar St, Ste 506

Sudbury, ON P3E 6A5

(705) 564-3030

1-800-603-5999

www.edu.gov.on.ca/eng/tcu/

Bonding

Insurance Bureau of Canada

151 Yonge Street, Suite 1900

Toronto, Ontario M5C 2W7

1 (800) 387-2880

www.abc.ca

Building Permits

Building Services City of Greater Sudbury

200 Brady St.

Sudbury, ON P3E 5W5

(705) 671-2489 ext. 4278

www.city.greatersudbury.on.ca

Businesses causing any type of emission (including light or sound emissions), producing wastes (storage and disposal), etc.

Ministry of Environment

Sudbury District Office

199 Larch St. - Suite 1201

Sudbury ON P3E 5P9

(705) 564-3237

1 (800) 890-8516

www.ene.gov.on.ca

Canadian Innovation Centre

Waterloo Research & Technology Park

Accelerator (Accelerator Centre)

295 Hagey Blvd, Suite 15

Waterloo, ON N2L 6R5

(519) 885-5870

www.innovationcentre.ca

Canadian Public Tenders – MERX

1-800-964-MERX (6379)

www.merx.com

City of Greater Sudbury Public Tenders

www.greatersudbury.ca/pubapps/tenders/

Construction Business (houses)

Tarion Warranty Corporation

1877-9TARION

(705) 560-7100

www.tarion.com

Cosmetics

Health Canada Product Safety Officer

2301 Midland Avenue

Toronto, Ontario M1P 4R7

1-866-662-0666

www.hc-sc.gc.ca

Day Care/ Nursery

Ministry of Children and Youth Services

Sudbury Local Office

199 Larch St.

Sudbury, ON. P3E 5P9

(705) 564-8153

1-800-268-6119

www.children.gov.on.ca

Environmental Protection Act / Certificate of Approval

When a company or individual emits or has the potential to emit any contaminant into the natural environ

Charlotte Morden, Environment and Health and Safety Intern, NORCAT

cmorden@norcat.org

(705) 521-8324 x 203

Export Development Canada

151 O'Connor

Ottawa, ON K1A 1K3

1-866-283-2957

www.edc.ca

Fire Regulations and Permits

Greater Sudbury Emergency Services- Fire

(705) 855-9062

www.city.greatersudbury.on.ca

Food Premises, Food & Drug Act and regulations, Septic Tank Installations, etc.

Sudbury District Health Unit
1300 Paris St.
Sudbury, ON P3E 3A3
705) 522-9200
<http://www.sdhu.com>

Health and Safety Standards-Consumer Packaging and Labelling Act

Competition Bureau of Canada
Phase 1, Place du Portage
50 Victoria Street
Gatineau, Quebec K1A 0C9
1-800-348-5358
www.competitionbureau.gc.ca

Import/Export Business

(duties, tariffs, quotas and/or importer's number)
Canada Border Services Agency
1050 Notre Dame Ave
Sudbury ON P3A 5C2
(705) 669-2187
1-800-267-8376
www.cbsa-asfc.gc.ca

Intellectual Property

(Patents, Trademarks, Copyrights, Industrial Design)
Canadian Intellectual Property Office
Place du Portage 1
50 Victoria Street
Gatineau, Quebec K1A 0C9
1-866-997-1936
www.cipo.ic.gc.ca

Labelling

Food Labeling, Food and Drug Allergy Regulations
Canadian Food Inspection Agency Regional Director, North East Ontario
Room 208, Unit 6
345 College Street East
Belleville, Ontario K8N 5S7
1-800-442-2342
www.inspection.gc.ca

Motor vehicle dealers and salespersons registration

Ontario Motor Vehicle Industry Council
789 Don Mills Road
Suite 800
Toronto ON M3C 1T5
1-800-943-6002
www.omvic.on.ca

Pesticide License

1-800-461-6290

Police Checks

Greater Sudbury Police Service
190 Brady Street
SUDBURY, Ontario, P3E 1C7
(705) 675-9171
<http://www.police.sudbury.on.ca>

**Private Schools, Educational Facility, Trade Certification, Estheticians/
Beauticians**

159 Cedar St, Ste 506
Sudbury, ON P3E 6A5
(705) 564-3030
1-800-603-5999
www.edu.gov.on.ca/eng/tcu/

Registration Under the Consumer Protection Act, Incorporations.

Land Registry Office
Ontario Government Building – Third Floor
199 Larch St.
Sudbury, ON P3E 5P9
(705) 564-4300

Security Guard, Private Investigator, Security Alarm Monitoring Station

Ministry of Community Safety and Correctional Services
(416) 326-0050
www.mcscs.jus.gov.on.ca

Taxi/Limousine Service

Ministry of Transportation
1-800-387-7736
www.mto.gov.on.ca

Tourist Establishments

Ministry of Tourism
(416) 326-9326
www.tourism.gov.on.ca

Travel Industry Council of Ontario

1-888-451-8426

www.tico.on.ca

Translation and Interpretation

Association of Translators and Interpreters of Ontario

(613) 241-2846

www.atio.on.ca

Video Rental/Sales- Film Exchange license

Ministry of Government Services

1-800-268-6024

www.ofrb.gov.on.ca

For more information on industry specific guides, please visit

Canada-Ontario Business Service Centre's site at:

www.canadabusiness.ca

or call 1-800-567-2345.

Useful Internet Sites

General Information

Regional Business Centre	www.regionalbusiness.ca
Canada - Ontario Business Service Centre	www.canadabusiness.ca
Royal Bank (Business Section- sample plans and info)	www.rbcroyalbank.com
BDC (Plan template and info)	www.bdc.ca

Market Research

Statscan	www.statcan.gc.ca
Canada 411 Directory	www.canada411.ca
Key Facts – City of Greater Sudbury	www.greatersudbury.ca/keyfacts
Greater Sudbury Development Corporation	www.mysudbury.ca/invest
Industry Canada	www.ic.gc.ca
Esource Suppliers Directory	www.esourcecanada.com
Frasers	www.frasers.com
Benchmarking Tool - Business Profile	www.strategis.ic.gc.ca search "SME Benchmarking Tool"

Others

Provincial:

Ministry of Economic Development & Trade	www.ontariocanada.com
Ministry of Finance	www.fin.gov.on.ca
Ministry of Revenue	www.rev.gov.on.ca
Northern Ontario Heritage Fund Corporation	www.nohfc.com
Health Unit e-laws	www.e-laws.gov.on.ca

Federal:

Service Canada	www.servicecanada.gc.ca
Canada Revenue Agency (GST, payroll, etc.)	www.cra-arc.gc.ca
Canadian Intellectual Property Office (patents, trademarks, etc.)	www.cipo.ic.gc.ca
Canadian Border Services Agency (Import, Export)	www.cbsa.gc.ca
Strategis – Industry Canada	www.ic.gc.ca
FedNor- Industry Canada	www.fednor.ic.gc.ca