

Doing Business In Grand Falls-Windsor



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Town of Grand Falls-Windsor

The Town of Grand Falls-Windsor council is pleased to provide you with this guide to “Doing Business in Grand Falls-Windsor”.

This brochure contains valuable information on our town, as well as contacts for provincial and federal government departments and other agencies you will need to contact in order to establish your new business. This document will be an efficient time saver for you, as it identifies many of the steps you should to follow and contacts you will need for business information.

Our goal is to show you know that the Town of Grand Falls-Windsor is a business-friendly community that welcomes your business.



Contents

.....	3	• Edge Legislation.....	11
• Location.....	3	• Workplace Health & Safety	12
• Permits.....	4	• Labour Standards.....	12
• Taxation.....	5	<i>Federal Government</i>	13
• Community Services.....	6	• Incorporation Kit	13
• Exploits Regional Chamber of Commerce	7	• Business Number	13
• Parks and Recreation	8	• Atlantic Canada Opportunities Agency (ACOA).....	14
<i>Provincial Government</i>	9	• Community Business Development Corporations (CBDC)	15
• Business Name.....	9		
• Retail Sales Tax.....	9		
• Licensing Authorities.....	10		

Legal Disclaimer: This guide provides a general overview of the regulations, permits and procedures applicable to doing business in Grand Falls-Windsor. The Town of Grand Falls-Windsor does not guarantee, warrant or make any representations that the information contained herein is the complete authority if regulations, permits, taxes, and processes as they apply to business.
www.grandfallswindsor.com

Municipal Government

Location

The Economic Development Department can assist you if you are considering starting a business but do not have an exact location in mind. This department can provide you with the most recent listings of vacant commercial properties and serviced building lots that are available in Grand Falls-Windsor. The Economic Development Department can also provide you with other valuable data such as demographics, socio-economic and statistical information that may help you in planning for your new business.

Contact:

Gary Hennessey, Economic Development Officer

Economic Development Department
 P. O. Box 439
 5 High Street
 Grand Falls-Windsor, NL
 A2A 2J8
 Phone: (709) 489-0483
 Fax: (709) 489-0465
 Email: ghennessey@grandfallswindsor.com

Stan Singh, Business Development Officer

Economic Development Department
 P. O. Box 439
 5 High Street
 Grand Falls-Windsor, NL
 A2A 2J8
 Phone: (709) 489-4628
 Fax: (709) 489-0465
 Email: ssingh@excitecorp.nf.ca

If you already have a location in mind, you should contact the Engineering Department to determine the zoning and whether or not your proposed business is a permitted use.

Permits

The Engineering Department can provide you with details on obtaining a development permit, which includes application forms and copies of zoning and land use regulations. It is recommended that you contact this department at the beginning stages of planning for your new business.

Contact:

Mary Wong, Community Planner

P.O. Box 439

5 High Street

Grand Falls-Windsor, NL A2A 2J8

Phone: 709-489-0211

Fax: 709-489-0465

Email: planner@grandfallswindsor.com

Once you have chosen the name and location for your business, this information is sent to the Department of Municipal and Provincial Affairs, Assessment Division. The property is then assessed and listed on the town's Assessment Roll. *Note: Permits and fees available on www.grandfallswindsor.com*



Taxation

All businesses that operate in Grand Falls-Windsor are required to pay business tax to the town. This business tax is separate and in addition to the commercial property tax and water and sewer fees. It should be noted that businesses which operate from rented properties are also subject to business tax. These tax rates will vary based on the type of business activity.

The town also invests major capital funds for streets, recreational facilities and underground infrastructure such as water, sewer and storm sewer systems. A portion of this investment is recovered from frontage assessments, recreation assessments and other service levies.

Prior to making any land purchases, or commencing any land development, the prospective buyer should contact the town to determine the amount of assessments or levies that may be due, if any.

Grand Falls-Windsor Town Council participates in Economic Diversification and Growth Enterprises (EDGE), a program by the Provincial Government and will apply the incentive to all qualifying EDGE companies, as determined by the Provincial Government (for more details about the EDGE program in Grand Falls-Windsor, please see page 11 and contact the Department of Innovation, Trade and Rural Development).

Contact:

Barry Griffin, CA - Director of Finance and Human Resources

P. O. Box 439

5 High Street

Grand Falls-Windsor, NL

A2A 2J8

Phone: (709) 489-0400

Fax: (709) 489-0465

Email: bgriffin@grandfallwindsor.com

Community Services

New business owners may wonder what their municipality provides in terms of Community Services to ensure a good standard and quality of living for their employees. Grand Falls-Windsor provides the following municipal services to its residents:

- Snow Clearing
- Garbage Collections
- Street Lighting
- Policing
- Water and Sewer Services
- Animal and Pest Control
- Firefighting
- Parks and Recreation

Contact:

Michael Pinsent, P. Eng. - Town Manager

P. O. Box 439

5 High Street

Grand Falls-Windsor, NL

A2A 2J8

Phone: (709) 489-0407

Fax: (709) 292-0018

Email: mpinsent@grandfallswindsor.com



Exploits Regional Chamber of Commerce

The Chamber of Commerce in Grand Falls-Windsor has about 215 members that represent local businesses of our community. Members pay an annual fee which ranges from \$125 (up to 10 employees) to \$210 (10+ employees), plus HST.

The Exploits Valley Chamber of Commerce holds luncheons with guest speakers representing various areas of government and industry. These meetings and luncheons held by the Chamber's also promote the business and catering services of its members.

Members also benefit from preferred merchant rates on Visa and MasterCard transactions.

Contact:

Exploits Regional Chamber of Commerce

2 Mill Road

P.O. Box 272

Grand Falls-Windsor, NL

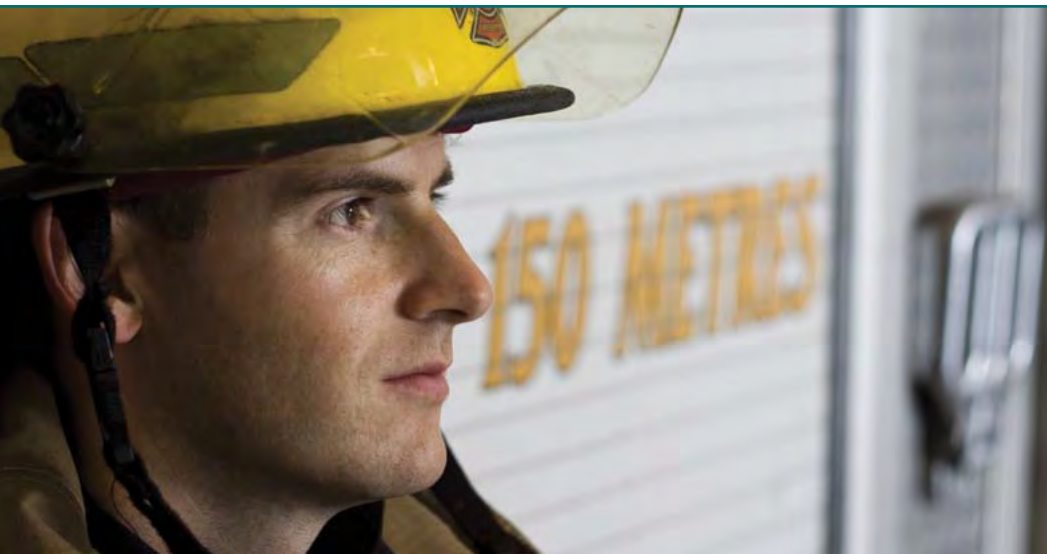
A2A 2J7

Phone: (709) 489-7512

Fax: (709) 489-7532

Email: info@exploitschamber.com

Website: www.exploitschamber.com



Parks and Recreation

- Operates an extensive network of recreational programs, parks, and facilities.
- Provides regular maintenance for streams, wetlands, public gardens and trees.
- Offers information and advice on urban forestry and gardening to prospective developers and homeowners
- Partners with community organizations to provide programs and services to our citizens.

Facilities and Attractions:

- Francis M. Nichols Community Centre
- Swimming Pool
- Outdoor Track and Field
- Joe Byrne Memorial Stadium
- Windsor Stadium
- Playgrounds
- Softball/Baseball Fields and Buildings
- Tennis Complex
- Beach Volleyball Courts
- Basketball Courts
- Walking Trails
- Cross Country Ski Trails

Contact:

Keith Antle - Director of Parks and Recreation

P. O. Box 439

5 High Street

Grand Falls-Windsor, NL

A2A 2J8

Phone: (709) 489-0450

Fax: (709) 489-0454

Email: dnichols@grandfallwindsor.com

Provincial Government

Business Name

All limited companies are required to be incorporated provincially. This includes corporations without share capital. Before choosing a company name, you should first check with the Registrar of Companies to ensure it is unique and not prohibited. There is a procedure to reserve the name once it is approved. *Note: There is a fee to incorporate your company and an annual maintenance fee.*

Contact:

Department of Government Services

Commercial Registrations Division

Registry of Deeds & Companies

Ground Floor, East Block

Confederation Building

St. John's, NL A1B 4J6

Phone: (709) 729-3317

Web site: www.gov.nl.ca/gs/cca

Retail Sales Tax

Taxable goods in Newfoundland and Labrador are subject to provincial sales tax. Any person or firm who, in the ordinary course of business, sells tangible goods to a purchaser for use or provides an eligible service, must register with the Department of Finance, Tax Administration Branch. This branch provides both a sales tax registration number and remittance forms.

Contact:

Department of Finance

Tax Administration Branch

Retail Sales Tax Division

3rd Floor, East Block

Confederation Building

P.O. Box 8720

St. John's, NL A1B 4K1

Phone: (709) 729-6297

Fax: (709) 729-2856

Web site: www.gov.nl.ca/fin

Licensing Authorities

The Government Service Centre (GSC) is a branch of the Department of Government Services. It provides a coordinated and consolidated approach to the administration of government services.

This Service Centre processes applications for Crown Land, Food Establishment Licenses, Liquor Licenses, Building Accessibility, Electrical Installations, Fire & Life Safety, Waste Disposal site, plus a large number of other activities.

The Government Service Centre conducts inspections relating to most of these applications and others, such as inspecting Public Buildings, Meat & Milk Quality and Special Care Homes.

Contact:

Provincial Building

Grand Falls-Windsor, NL A2A 1W9

Phone: (709) 292-4206

Fax: (709) 292-4528

Website: www.gov.nl.ca/gs/gsc



EDGE Legislation

As part of the government's goal to diversify the economy and stimulate private sector job creation, substantial tax holidays and start-up assistance is being offered to new businesses. These incentives supplement a wide range of other support programs already available in the Province.

Businesses meeting the established criteria can obtain designation as an Economic Diversification and Growth Enterprise (EDGE) corporation and obtain incentives such as:

- A 10-year holiday from provincial corporate income tax, post-secondary education and health (payroll) tax, and retail sales tax, followed by a 5-year phase in of these taxes.
- A grant of \$2,000 for each permanent job created in the first five years of operation.

Following designation as an EDGE corporation, a facilitator can be appointed to assist a business with obtaining permits, licenses and other governmental authorizations necessary to implement the business plan.

To obtain EDGE designation, an applicant must meet certain criteria.

Further information about this program can be obtained from the Department of Innovation, Trade and Rural Development. Decisions on all applications are made within 30 days.

Contact:

Leonard Rowe - Industry Development Officer

28 Pippy Place

St. John's, NL A1B 3X4

Phone: (709) 729-1945

Facsimile: (709) 729-7609

Email: lrowe@gov.nl.ca

Website: <http://www.intrd.gov.nl.ca/intrd/>

Brian Baker, Economic Development Officer

Department of Business, Trade & Rural Development

Provincial Building

Grand Falls-Windsor, NL A2A 1W9

Phone: (709) 292-4450

Fax: (709) 292-4454

Email: dframpto@gov.nl.ca

Workplace Health and Safety

All businesses with one or more employees must register with the Workplace Health and Safety Compensation Commission (WHSCC). The WHSCC operates a work injury insurance program which provides benefits to injured workers and protects employers from most law suits by injured workers or their dependents. The program is funded completely by employers in the Province. The amount of premium payable varies according to the type of business - the higher the risk of injury, the higher the premium.

Contact:

Workplace Health, Safety and Compensation Commission

146-148 Forest Road
P.O. Box 9000, Station "C"
St. John's, NL A1A 3B8
Phone: (709) 778-1000
Toll Free: 1-800-563-9000
Fax: (709) 738-1714
Web site: www.whscc.nf.ca

Labour Standards

You should contact the Department of Human Resources, Labour and Employment to obtain the minimum wage orders and labour standards.

Contact:

Department of Human Resources, Labour and Employment

42 Hardy Avenue
P.O. Box 559
Grand Falls-Windsor, NL A2A 2J9
Telephone: 1-888-632-4555
Web site: www.gov.nl.ca/hre

Federal Government

Incorporation Kit

Industry Canada is the agency through which you can obtain a Federal Incorporation Kit for your company. You should also consult a lawyer for legal advice to assist you with the structuring of your business.

Contact:

Industry Canada

P.O. Box 8950
St. John's, NL A1B 3R9
Phone: (709) 772-4782
Fax: (709) 772-5093
Web site: www.ic.gc.ca

Business Number

Canada Revenue Agency has implemented a new numbering system, the Business Number that simplifies the way businesses deal with government. It is based on the idea of "one business, one number".

The Business Number includes major business accounts: corporate income tax, import/export, payroll deductions and the goods and services tax. You can conveniently register your new business for one or all four accounts at one time and at one Canada Revenue Agency Office.

Contact:

Canada Revenue Agency

Sir Humphrey Gilbert Building
P.O. Box 5968
St. John's, NL A1C 5X6
Toll Free: 1-800-959-5525
Web site: www.cra.gc.ca

Atlantic Canada Opportunities Agency (ACOA)

ACOA is the federal government department responsible for leading economic development throughout the Atlantic region.

ACOA assists small and medium-sized enterprises and helps to establish or expand businesses in industries where sustained employment growth appears likely. ACOA offers repayable financial assistance under customized terms. Some of the strategic sectors are: Tourism; Aquaculture; Information Technology and Diversified Manufacturing.

Contact:

Scott Dawe

Atlantic Canada Opportunities Agency

4 Bailey Street

Grand Falls-Windsor, NL A2A 2T5

Phone: 709-489-6600

Fax: 709-489-8711

Email: sdawe3@acoa-apeca.gc.ca

Web site: www.acoa.ca



Community Business Development Corporation (CBDC)

Community Business Development Corporations (CBDC) can assist aspiring entrepreneurs in the creation of small businesses and also with the expansion and modernization of existing businesses by providing financial and technical services.

They offer financial assistance up to a maximum of \$150,000, which is available in the form of repayable loans to existing and aspiring business owners. Small Business Owners and Managers can benefit from business counselling and advice, as well the entrepreneurship development and training.

The technical assistance available from CBDC is usually in the form of guidance and coaching, and sometimes advocating on behalf of our clients to other lending establishments or regulatory agencies. Each office is staffed with a team of professionals, whose job is to assist people who are in various stages of the business cycle by reviewing business plans, offering advice and making suggestions where warranted in order to help your business succeed.

Contact:

Dexter Fewer - Executive Director

CBDC Central

10 Pinsent Drive

Grand Falls-Windsor, NL A2A 2R6

Phone: (709) 489-4496

Fax: (709) 489-5897

Email: dfewer@cbdc.ca

Website: www.cbdc.ca



