



BUSINESS RESOURCE GUIDE

Booklet 2



BUSINESS RESOURCE GUIDE

INSTRUCTION BOOKLET

By

GEDC Business Centre

www.gedc.ca

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INTRODUCTION

The Business Resource Guide provides information on existing local and regional supporting organizations that can assist with resources available to support entrepreneurs in the Greenstone region.

Supporting organizations have been categorized per their services and programs to make for quicker retrieval of information; based on your entrepreneur classification, funding or advisory supports needed.

This guide was compiled upon request of the business community and recommendations made in the past BR+E Greenstone Project.

The guide will be reviewed annually to ensure information is up to date. Please contact the GEDC Business Centre with any comment or concerns regarding the guide for consideration in the next edition.

DISCLAIMER:

The information in this guide is accurate as of the date of publication. Depending on your industry there may be other supports or opportunities available which are not listed. Information on programs and services within has been excerpted from the respective organization's website.

Please contact GEDC via e-mail at info@gedc.ca regarding any updates.

LEGEND

Classification



General



Youth



Women



Indigenous



Francophone

Services

Advisory Support



**Advisory/Business
Guidance**



Information/Resources

Entrepreneurial Funding



Financing



Grants

Other



**Internships/
Apprenticeships**



Training/Workshops



Networking/Events

SUPPORTING ORGANIZATIONS

LOCAL

Geraldton Chamber of Commerce

www.geraldtonchamber.com

The Geraldton District Chamber of Commerce is "*The Voice of Business*" serving the membership by providing leadership and influencing effective change for a healthy business environment. The Chamber is an action agency designed to meet business community needs. It is a voluntary organization of individuals and businesses that join together to advance the commercial, financial, industrial, and civic interests of our community. It is a public relations vehicle, a legislative monitor at the local provincial and federal levels of government, an information bureau, and a research and promotion medium.

Longlac Chamber of Commerce

www.longlacchamber.com



The Longlac Chamber of Commerce mandate is to help local businesses prosper and succeed by listening to their needs and providing a unified voice to local politicians and groups. In this way, the Chamber can help make doing business in Longlac prosperous for all. The purpose of the Chamber of Commerce is to improve the community through the voice of business in your town.

Classification



Services



Greenstone Economic Development Corporation

www.gedc.ca



Greenstone Economic Development Corporation (GEDC) also known as GEDC Business Centre is your local Community Futures Development Corporation (CFDC). GEDC encourages and strengthens the growth of new and existing businesses in the Greenstone region through resources, knowledge and support in both official languages.

- Access to capital
- Business workshops, seminars and training
- Advisory/counselling services
- Business plan guidance
- Assessing viability of business ideas

GEDC is the first point of contact, staffed with professionals committed to help entrepreneurs achieve business success.

Classification



Services



Greenstone Regional Skills Centre

www.gcfi.net



The Greenstone Regional Skills Centre focuses on providing trades and related training for regional populations, with a dedicated emphasis on Aboriginal people, and a specific focus on preparing the workforce for employment in mining and the related sectors. The purpose of the Greenstone Regional Skills Centre is to provide a long-term solution on developing and maintaining a workforce to support mining, natural resources and related industries.

- Training

Classification



Services



Ministry of Labour, Training and Skills Development

<https://www.ontario.ca/page/education-and-training>



Ministry of Labour, Training and Skills Development

Employment Ontario (Skills)

Employment Ontario can help employers train their staff and find the talent they need.

- Apprenticeships
- Adult learning
- Second Career
- Bridge training

Classification



Services



MTW Employment Services

www.mtwjobassist.ca



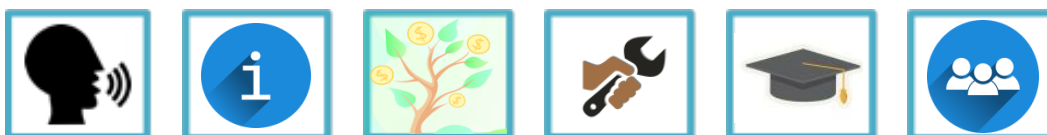
MTW Employment Services is funded by Employment Ontario for the purpose of providing bilingual assistance to Greenstone residents with their Employment & Training needs. They have many employer incentive programs to assist Greenstone businesses.

- Second Career
- Employment incentives
- Supports (clothing, work boots, safety vest...)
- Youth Job Connection Program
- Apprenticeship
- Canada-Ontario Job Grant
- Hire needs (job fair, job matching, plus more)

Classification



Services



Municipality of Greenstone

www.greenstone.ca



The Greenstone Municipal Economic Development (GMED) works in close cooperation with other local, provincial and federal economic development and tourism organizations. The GMED acts as a liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development and assists in capitalizing on economic development opportunities and projects that are identified. The GMED works to facilitate strategic partnerships, spearhead labour force development, and support economic prosperity across the region, services include:

- Confidential information/Market research/Market access information
- Investment marketing
- Current labour force and other statistics
- Site location tours

The Protective and Planning Services Department has an extensive list of responsibilities within the Municipality including:

- Licensing
- Property maintenance standards
- By-law enforcement
- Building permits/Planning & development

Classification



Services



Northern Ontario Heritage Fund Corporation (NOHFC)

<https://nohfc.ca/>



The Northern Ontario Heritage Fund Corporation (NOHFC) has a mandate to promote and stimulate economic development initiatives in Northern Ontario by providing financial assistance to projects that stabilize, diversify and foster the economic growth and diversification of the region. NOHFC is an operational service agency established under the enabling legislation of the Northern Ontario Heritage Fund Act. The NOHFC has an appointed Board of Directors, chaired by the Ministry of Energy, Northern Development and Mines. NOHFC's objectives are set out in the Northern Ontario Heritage Fund Act. NOHFC programs focus on the growth of existing and emerging priority economic sectors.

- Northern Business Opportunity Program
- Northern Innovation Program
- Strategic Economic Infrastructure Program
- Northern Community Capacity Building Program
- Northern Event Partnership Program
- Northern Ontario Internship Program

Classification



Services



Service Ontario

www.ontario.ca/page/business-services



Business Services – You can do many things with a single Service Ontario account. Start with the following

- Start and operate a Business
- Economic Development
- Indigenous
- Export and Trade
- Infrastructure

Classification



Services



Thunderbird Friendship Centre

<http://www.ofifc.org/centre/thunderbird-friendship-centre-geraldton>



The Thunderbird Friendship Centre's Apatisiwin Employment Counsellors provide community-based and one-to-one support and resources, and can assist clients access a range of training, education and skills development opportunities. Career Developers work to create new job opportunities, engage with small and medium sized businesses, and community partners, and work to match potential employers with people looking for in-demand jobs and careers. Some key Employer Services include:

- Client referral
- Pre-screening
- Candidate pool
- Job matching services
- Interview scheduling
- Training & workshops

Classification



Services



Creating an Environment of Safety and Trust

Health and Safety Regulations for Small Businesses

Health and Safety is a fundamental aspect to every business that impacts both employers and workers. One of the keys to ensuring everyone is safe, and that workers know their rights, is through The Occupational Health and Safety Act (OHSA). The OHSA is legislation that applies to all workplaces and is enforced by the Ministry of labour. The OHSA establishes procedures for dealing with workplace hazards and provides enforcement of the law where compliance has not been achieved voluntarily by workplace parties.

Employers are responsible in maintaining health and safety in the workplace. The OHSA outlines duties for employers which includes and is not limited to the following:

- do everything you reasonably can to protect your workers in each situation
- inform, instruct and supervise workers to protect their health and safety
- make sure that every worker and supervisor takes the required training, including basic occupational health and safety awareness training, and keep records of that training

Below are 3 general tips to work towards ensuring a safe work environment:

1. Create a bulletin board where required posters/information/regulations/policies are displayed - place this information in a conspicuous area that is accessible by all workers.
2. Perform monthly site inspections (e.g. third week of each month) that way these are completed regularly and if missed on the third week, there is time to finish the inspection during the fourth week.
3. Continuously update your Health and Safety Program.

Note: This article does not constitute legal advice. To determine your rights and obligations under the Occupational Health and Safety Act (OHSA) and its regulations, please contact your legal counsel or refer to the legislation.

Links to Resources:

- 1) www.labour.gov.on.ca
- 2) www.pshsa.ca
- 3) www.workplacesafetynorth.ca

LOCAL FINANCIAL INSTITUTIONS

Caisse Alliance

www.caissealliance.com



Do you dream of starting a business and creating your own company, Caisse has tools and advice specifically for you.

- Business Accounts
- Financing your business
- Business Credit Availability Program
- Successful transfer or sale of your business

RBC Royal Bank

www.rbcroyalbank.com



RBC business services help your business reach its full potential. Whether you are a start-up or a large corporation RBC has the tools you need to start and run your business all in one place.

- Starting your Business
- Growing your Business
- Managing your Business
- Banking Solutions for your Business

TD Canada Trust

www.tdcanadatrust.com



TD Canada Trust has a range of products and services that will help achieve your business goals.

- Business Banking Accounts
- Business Investments
- Financing Services
- Cash Management Information, Consolidation & Reporting
- Cash Management Payables and Receivables
- Global Services
- Business Credit Life Insurance
- Wealth Advisory Services

Classification



Services



REGIONAL

Anishinabek Employment and Training Services (AETS)

www.aets.org



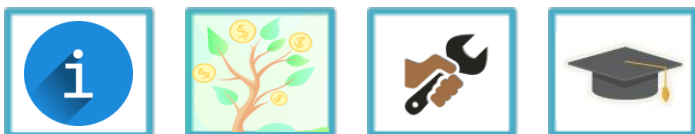
Aboriginal Entrepreneurs Pathways to Success - whatever challenges may be, more and more Aboriginal are overcoming them and finding success in the world of business. Aboriginals are using their resources, multi-tasking skills as a pathway into the business world.

- Self-employment benefits
- Wage subsidies

Classification



Services



Business Development Bank of Canada (BDC)

www.bdc.ca



The Business Development Bank of Canada is the only bank devoted exclusively to entrepreneurs. They support small and medium-sized businesses in all industries and at every stage of growth with money and advice. BDC helps entrepreneurs take their business further.

- Financing
- Capital
- Advisory services
- Articles and tools

Classification



Services



Canada Revenue Agency

<https://www.canada.ca/en/revenue-agency.html>



Government
of Canada

Gouvernement
du Canada

The Canada Revenue Agency provides information on the following topics:

- Income Tax
- GST / HST
- Payroll
- Business Number Registration

Classification



Services



FedNor

www.fednor.gc.ca



Government
of Canada

Gouvernement
du Canada

FedNor is the Government of Canada's economic development organization for Northern Ontario. Through its programs and services, and through its financial support of projects that lead to job creation and economic growth, FedNor works with businesses and community partners to build a stronger Northern Ontario.

Support for businesses:

- Business Financing
- Business Services

Support for not-for-profit:

- Grow your community's economy
- Set the Stage for Business Growth
- Strengthening Francophone communities

Classification



Services



Futurpreneur Canada

www.futurpreneur.ca



From business plan to business success Futurpreneur Canada offers financing, mentoring and expertise to get your start-up off the ground. If you're 18 – 39 and ready to launch a business, they are there to help you.

- Start a Business
- Mentor an entrepreneur
- How-To's & templates
- Build your network

Classification



Services



Government of Canada

www.canada.ca/en/services/business.html



Government
of Canada

Gouvernement
du Canada

Government Services for Business and Industry providing resources and information.

- Starting a business
- Business grants and financing
- Business taxes
- Federal corporations
- Hiring and managing employees
- International trade and investment
- Permits, licences and regulations
- Doing business with government
- R&D and innovation
- Research and business intelligence
- Intellectual property and copyright
- Maintaining your business
- Protecting your business
- Insolvency for business

Classification



Services



Head Start in Business – North Claybelt CFDC

<https://www.headstartinbusiness.com/>



Head Start in Business boasts an exceptional lineup of workshops, activities, contests and events for youth aged 4 – 34, as well as incredible summer camps for entrepreneurial-minded youth aged 9-17.

- Summer Youth Enterprise Camp (children ages 9-13)
- Start Me Up
- Enterprise Olympics
- Hector the Business Plan Assistant

Classification



Services



Kiikenomaga Kikenjigewen Employment & Training Services (KKETS)

www.kkets.ca



As Two Paths One Destination. Generating Skilled Aboriginal Workers for Your Business
Apprenticeships KKETS will assist you in building the workforce you need by facilitating practical, hands-on training and apprenticeships for Aboriginal workers

- Partnership
- Apprenticeships

Classification



Services



Métis Nation of Ontario (MNO)

www.metisnation.org



To carry out the work outlined in The Statement of Prime Purpose, the MNO established a province-wide infrastructure to deliver programs and services for Métis people in Ontario, in the areas of healing and wellness, education, labour market development, housing, Duty to Consult and Accommodate, community relations, traditional knowledge, intergovernmental relations, economic development, finance, communications, human resources and information technology.

- Economic Development
- Education & Training
- Healing & Wellness
- Infinity Property Services
- Intergovernmental Relations
- Lands, Resources & Consult.

Classification



Services



Ministry of Economic Development, Job Creation and Trade

<https://www.ontario.ca/page/ministry-economic-development-job-creation-trade>



Supporting a strong, innovative economy that can provide jobs, opportunities and prosperity for all Ontarians. We're helping to grow the economy and create good jobs. Find the resources you need to do business work and invest in Ontario.

- Jobs and Employment
- Ontario Immigrant Nominee Program
- Hire highly-skilled foreign workers faster
- Economic development
- Research and innovation
- Export and investment services
- Calendar of trade programs and events

Classification



Services



Nishnawbe Aski Development Fund (NADF)

www.nadf.org



NADF is a not-for-profit Aboriginal Financial Institution serving entrepreneurs, businesses and communities in Northern Ontario. They offer a variety of services to support Aboriginal business and economic development, including financing, business support, community planning, and workshops and bookkeeping training. Whether you need funding to start or grow your business, support to build community capacity or professional business advice, NADF has the tools to help you succeed.

- Client Support and Advisory
- Business Development
- Community Development
- Appraisal Services
- Due Diligence
- Workshops
- Financing

Classification



Services



Northern Ontario Angels (NOA)

www.northernontarioangels.ca



NOA offers entrepreneurs a trusted link into the investment marketplace by bringing entrepreneurs and investors together to explore new business opportunities. They will guide you through the investment process, ensuring that you and your business are investment-ready before you ever meet a potential advisor.

- Investment readiness assessments and preparation
- Presentation skills coaching
- Facilitation of investor presentations
- Entrepreneur Education Seminars (various topics)
- Networking opportunities

Classification



Services



Northwestern Ontario Innovation Centre (NOIC)

www.nwoinnovation.ca



Starting a business in Northwestern Ontario. Starting and growing a business is a daunting task so the Innovation Centre team is there to make the process easier for you.

- Figure it out
- Find Customers
- Resources
- Get Funding
- HireTalent – ICT Connection
- Youth Programs and Initiatives

Classification



Services



Thunder Bay & District Entrepreneur Centre

www.ThunderBayCEDC.ca



The Thunder Bay & District Entrepreneur Centre's free services provide a variety of tools to help turn an idea into a successful venture. The services meet the needs of small, medium and large businesses.

- Streamline the start-up and expansion process of your business idea
- Assist with business and marketing plans
- Information on funding, financial and legal options
- Provide referrals and act as liaison
- Assist on site selection
- Collection of statistics, demographics and labour market data
- Discuss opportunities and incentives

Classification



Services



CONTACT INFORMATION

Local

Geraldton Chamber of Commerce

PO Box 128
Geraldton, ON P0T 1M0
Fax: (807) 854-0895
chamber@geraldtonchamber.com
www.geraldtonchamber.com

Longlac Chamber of Commerce

PO Box 877
Longlac, ON P0T 2A0
info@longlacchamber.com
www.longlacchamber.com

Greenstone Economic Development Corporation (GEDC)

GEDC Business Centre

1409 Main Street / PO Box 1018
Geraldton, ON P0T 1M0
Phone: (807) 854-2273
Fax: (807) 854-2474
info@gedc.ca
www.gedc.ca

Greenstone Regional Skills Centre

105 MacOdum Drive
Geraldton, ON P0T 1M0
Phone: (807) 854-2335 Extension 0
www.gcfi.net

Ministry of Labour, Training and Skills Development

Employment Ontario (Skills)

208 Beamish Avenue West
Geraldton, Ontario
P0T 1M0
Phone 807-854-1966
Fax 807-854-0335
MAESD.ThunderBay@ontario.ca
<https://www.ontario.ca/page/education-and-training>

MTW Employment Service

423 Main St, Unit A,
Geraldton, ON P0T 1M0
Phone: (807) 854-1234
www.mtwjobassist.ca

101 King St, Suite B,
Longlac, ON P0T 2A0
Phone: (807) 876-4222

200 Centre Ave
Nakina, ON P0T 2H0
Phone: 1-888-294-5559

Business Resource Guide

Municipality of Greenstone

1800 Main Street / PO Box 70
Geraldton, ON P0T 1M0
Phone: (807) 854-1100
www.greenstone.ca

Northern Ontario Heritage Fund Corporation

Ministry of Energy, Northern Development and Mines

208 Beamish Ave. West
Geraldton, ON P0T1M0
Phone: (807) 854-0267
marla.michel@ontario.ca
www.nohfc.ca

Service Ontario

208 Beamish Ave. W
Geraldton, ON P0T 1M0
Phone: 1-800-267- 8097
www.ontario.ca/page/business-services

Thunderbird Friendship Centre

301 Beamish Avenue West
PO Box 340
Geraldton, ON P0T 1M0
Phone: (807) 854-1060 ext.209
Fax: (807) 854-0861
apat@thunderbirdfriendshipcentre.ca
www.ofifc.org/centre/thunderbird-friendship-centre

Local Financial Institutions

Caisse Alliance

101 King Street
Longlac, ON P0T 2A0
Phone: (807) 876-1636
Fax: (807) 876-4840
www.caissealliance.com

RBC Royal Bank

109 Main Street
Geraldton, ON P0T 1M0
Phone: (807) 854-0691
www.rbcroyalbank.com

TD Canada Trust

300 Main Street
Geraldton, ON P0T 1M0
Phone: (807) 854-1014
www.tdcanadatrust.ca

Regional

Anishinabek Employment and Training Services

285 Red River Road
Thunder Bay, ON P7B 1A9
Toll Free: 1-866-870-AETS
Fax: (807) 346-0310
www.aets.org

Business Development Bank of Canada (Branch#601)

973 Balmoral St., Unit 201
Thunder Bay, ON P7B 0E2
Toll-Free: 1-888-463-6232
www.bdc.ca

Canada Revenue Agency

130 Syndicate Ave. S
Thunder Bay, ON P7E 1C7
Toll-Free: 1-800-959-5525
www.cra-arc.gc.ca

FedNor

Innovation, Science and Economic Development Canada / Government of Canada
201 May Street North, Suite 301
Thunder Bay, P7B 3P4
Toll-Free: 1-877-333-6673
TTY: 1-866-694-8389
Fax: (807) 346-8474
www.fednor.gc.ca

Futurpreneur Canada

133 Richmond Street West, Suite 700
Toronto, ON M5H 2L3
Toll-Free: 1-800-464-2923
Fax: 1-877-408-3234
www.futurpreneur.ca

Government of Canada

www.canada.ca/en/services/business.html

Head Start in Business – North Claybelt CFDC

6 Ash Street
Kapuskasing, ON P5N 2C8
Toll Free: 1-888-289-4233
Fax: (705) 337-6285
info@northclaybelt.com
www.northclaybelt.com

Kiikenomaga Kikenjigewen Employment & Training Services

28 Cumberland Street N., 3rd Floor
Thunder Bay, ON P7A 4K9
Phone: (807) 768-4470
Fax: (807) 768-4471
kkets-reception@matawa.on.ca / www.kkets.ca

Métis Nation of Ontario

226 South May Street, Main Floor
Thunder Bay, ON P7E 1B4
Phone: (807) 624-5025
www.metisnation.org

Ministry of Economic Development, Job Creation and Trade

777 Bay Street, 21st Floor
Toronto, ON M5G 2N4
Phone: (416) 326-8475
<https://www.ontario.ca/page/ministry-economic-development-job-creation-trade>

Nishnawbe Aski Development Fund

100 Anemki Drive, Suite 107
Fort William First Nation, ON P7J 1J4
Phone: (807) 623-5397
Fax: (807) 623-3746
www.nadf.org

Northern Ontario Angels

1297 Central Ave.
Thunder Bay, ON P7G 1N2
Toll-Free: 1-888-696-0808
Fax: (807) 344-8592
noa@tbaytel.net
www.northernontarioangels.ca

Northwestern Ontario Innovation Centre

2400 Nipigon Rd, / P.O. Box 398
Thunder Bay, ON P7C 4W1
Toll-Free: 1-866-768-6682
Fax: (807) 768-6683
info@nwoinnovation.ca
www.nwoinnovation.ca

PARO Centre for Women's Enterprise

110 - 105 May St. North
Thunder Bay, ON P7C 3N9
Toll-Free: 1-800-584-0252
Fax: (807) 625-0317
info@paro.ca
www.paro.ca

Thunder Bay & District Entrepreneur Centre

Suite 201, 34 Cumberland Street North,
P.O. Box 800
Thunder Bay, ON P7C 5K4
Toll Free: 1-800-668-9360
Fax: (807) 623-3962
develop@thunderbay.ca
www.ThunderBayCEDC.ca

