

Starting a Business in
Clarenville, Newfoundland

Clarenville
Area Chamber
of **Commerce**



Clareville Area Chamber of Commerce

During the Membership Engagement Session held January 2015, one activity identified by the members was to develop a document which will aid people who are considering establishing businesses in Clareville and the Surrounding Area.

The Clareville Area Chamber of Commerce has developed this document to assist people with establishing businesses in our local region. The document “Starting a Business in Clareville” provides:

- Information on the transportation links, amenities, leisure activities, labour force
- Information on business incorporation, business registration both federal, provincial, and municipal
- Information on how to develop business plans and obtaining government assistance.
- Information on “BizPal” and the various resources which are in Clareville to assist businesses to develop their business

We hope this step-by-step plan provides you with the information you need to develop your business. The resources identified in this document will provide you with the most current up-to-date information you will need.

The Clareville Area Chamber of Commerce would like to take this opportunity to thank our many members and directors who assisted with development of our Strategic Action Plan. We would also like to send a big thanks to Paula Roberts from Business Tourism Culture & Rural Development and Nancy Robbins from Atlantic Canada Opportunities Agency who have been instrumental in assisting Ina Marsh, Office Manager, with developing the Strategic Action Plan.

The Chamber would also like to extend their sincerely thanks to Robin Meadus and Joey Matthews workterm students with the College of the North Atlantic who researched and developed this document.

Regards

Angela Keats
President

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Doing Business in Clarenville, NL

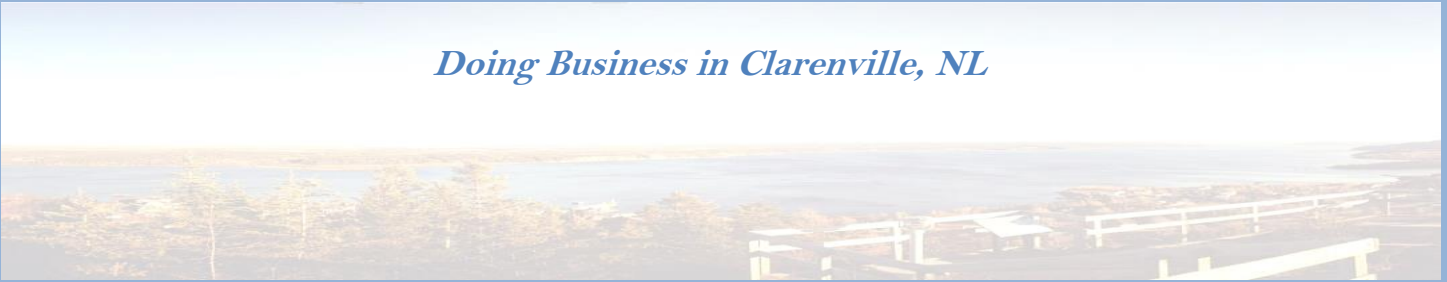


Photo by: Ryan Taylor

Introduction

The Town of Clarenville, NL is an excellent place to start a new, thriving business. Known as the hub of the East Coast, Clarenville is nestled in the Shoal Harbour River Valley. It is located between three major Peninsulas—Burin, Avalon, and Bonavista.

Transportation Links

Transportation is an important factor to anyone when they choose a place to reside or do business. Clarenville is located right directly off the Trans-Canada Highway making it an easy stop off for trucks with deliveries that go across the island. Major industrial sites at Bull Arm and Come-by-Chance are a short commute. Clarenville is situated between two international airports in Gander and St. John's; and near a local airstrip in George's Brook on Route 230.

Amenities

Clarenville in size is relatively large with much room for growth. Though it may still be classified as a town, Clarenville has a “big city feel” with many different things at your fingertips. Whether it be shopping you enjoy, a movie, or just out soaking up the sun and breathing the fresh air, we have it all here just for you!

These amenities make Clarenville a great place to live and do business:

- Clarenville Industrial Park
- Crest Bus Service / Taxis
- Major Government Services, including:
 - Service NL
 - CBDC Eastern
 - Innovation, Energy & Technology
 - Dept. Transportation and Works
 - Immigration, Population Growth, & Skills
 - Health NL
 - Provincial Dept of Fisheries, Forestry, & Agri-foods
 - Atlantic Canada Opportunities Agency
 - Federal Dept of Fisheries & Oceans
- Major Retailers & Financial Institutions
- Major Grocery Outlets

- Co-op with home delivery for Seniors and people with disabilities
- Michael's No-Frills
- Sobey's
- High-Speed/Fiber-op Services
- Legal Services
- Variety of Dining Options, including:
 - Don Cherry's Sports Grill
 - Stella's Kitchen
 - The Irving (Big Stop)
 - Jungle Jim's
 - Uncle Li's
 - Milton Inn
 - Bella's
 - The Galley
 - Wing 'n It
 - Rod's Restaurant
 - Tai Hong
 - Dunrovan Restaurant
- Variety of Fast-Food Services
 - Mary Brown's
 - Booster Juice
 - A&W
 - Kentucky Fried Chicken
 - Donnini's Pizza & Donairs
 - Tim Horton's (2 separate locations in Clarendville)
 - McDonald's
 - Quiznos
 - Subway
 - Jack's Pizza

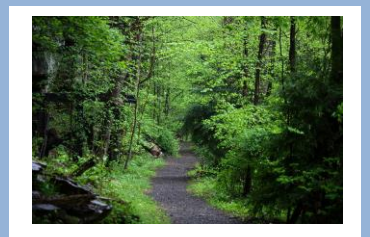
Clarendville is a town that has room to grow with you, and your family. If you are looking to buy or lease a home, we have several different Real Estate Companies in the area to assist you:

Clarendville/Cormack Realty Limited	(709) 466-2671 www.clarevillerealty.com
RE/MAX Eastern Edge Realty	(709) 466-4663 www.remax.nf.ca
Exit Realty Shoreline Clarendville	(709) 466-6622 www.exitrealtyshoreline.com

Lifestyle

In Clarendville it is hard to find yourself bored. There are many things to do in the area, especially if you are adventurous and love the outdoors. Some leisure activities you can take advantage of include:

- White Hills Ski Resort
 - Downhill Skiing
- The Nordic Ski Club (40km of groomed trails)
 - Lit trail for nighttime snowshoeing and cross-country skiing.
- East Coast Snowmobile Club (groomed trails)
- Variety of Senior's Clubs



- Hiking Trails
 - Bare Mountain Trail
 - Wellness Trail
 - Rotary Trail



- Variety of Fitness Classes
- Organized Sports Clubs:

- Minor Hockey
- Softball
- Soccer
- Baseball
- Figure Skating
- Tennis Courts



- Children & Youth Resources:

- Community Youth Network – Youthtube
- Family Resource Centre
- Neighborhood of Friends
- Velocity
- Clarenville Area Recreation Association



- Six-week summer program

- Public Library
- Farm & Market, Clarenville (Every Saturday from June – December)

Entertainment

Not only does Clarenville boast about the diverse lifestyle, we also have some of the best entertainment spots in the region:

- Clarenville Twin Cinemas
- Bowling Alley
- New Curtain Theatre
- White Hills Ski Resort
 - Eat The Hill
- Town of Clarenville
 - Arts Under the Stars
- Eastlink Event Centre – Clarenville
 - 400 seat Theatre with Monthly performances
- Several pubs including:
 - The Wheelhouse
 - Easy Street Pub
 - Shamrock City
 - Westside Charlie's
 - The Hub



Health Services

Clareville is the mainstay for Health Services in the region. Some of the health services include:

- G.B. Cross Memorial Hospital
- Dr. Albert O'Mahony Memorial Manor
- Clareville Protective Care Residence
- Variety of Long-Term Care Homes
- Number of Home Care Organizations
- Medical Services, including:
 - Chiropractors
 - Dentists
 - Denturist
 - Family Physicians with walk-in Clinics
 - Optometrists
 - Massage Therapists
 - Physiotherapists
 - Psychologist
 - Acupuncturist
- Eastern Health – Public Health Nurse



G.B. Cross Memorial Hospital



Dr. Albert O'Mahony Memorial Manor

Labour Force

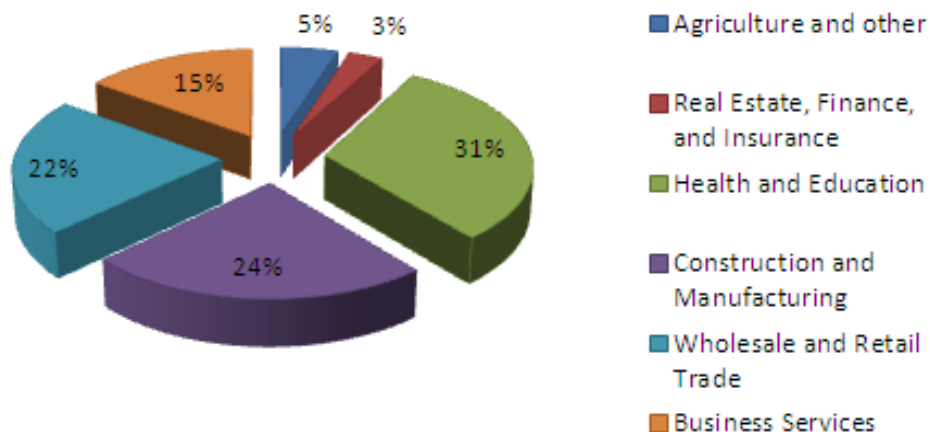
Population

6,939

Clareville has a diverse Labour pool. Many Workers commute to Clareville to work from outside communities.

Employment Sector

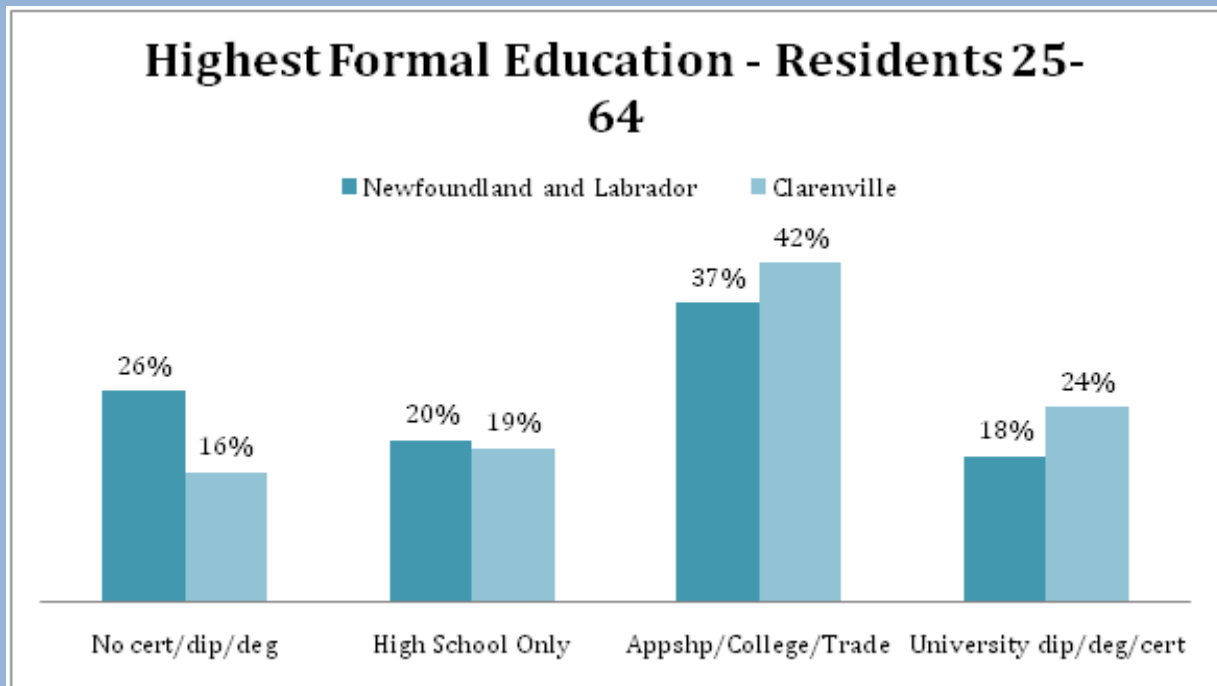
Labour Force Breakdown by Industry



Level of Education

Residents have higher than provincial average formal education levels. The Labour force participation rate for both men and women is above the provincial average and is among the highest in Newfoundland and Labrador

Highest Formal Education Earned, residents 25-64



Clarenville houses a variety of Educational Services:

- ✓ College of the North Atlantic (CNA)
- ✓ Distributed Learning Centre (CNA) (online courses)
- ✓ Clarenville High School (Grades 10, 11, & 12)
- ✓ Clarenville Middle School (Grades 7, 8, & 9)
- ✓ Riverside Elementary (Kindergarten – Grade 6)
- ✓ The Discovery Centre (Adult Basic Education-ABE)

A Growing Business

As a regional centre, Clarenville has amenities and services comparable to any large town with real growth potential. The town boasts a vibrant, growing, and diversified business community, focused on retail and trade, services, health, construction, and manufacturing.

As an outstanding place to do business, Clarenville offers its business community convenience of location, accessibility to a diverse labour force and the benefits of quality infrastructure and support services. Current firms, as well as those that are new and expanding, will enjoy the many benefits to doing business in the well-established Town of Clarenville. We have real business potential!



EVERYTHING YOU NEED TO KNOW WHEN PLANNING YOUR BUSINESS

Incorporating your Business:

- 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.

Forms required to incorporation <http://www.servicel.gov.nl.ca/registries>

Labour Market Information:

- To obtain all Newfoundland and Labrador Labour Standards information please contact the Department of Immigration, Population Growth and Skills.

<http://www.aes.gov.nl.ca>

- Industry sector data (CRA website)

<http://www.cra-arc.gc.ca/gncy/cmplnc/ndstrycmpgns>

- Labour and employment data

<http://www.stats.gov.nl.ca/statistics/Labour>

- Service Canada

Labour Market Agreement & Labour Market Information

(709) 466-8200 or 1-800-622-6232

Park Place, 50 Manitoba Drive, Clarenville, Newfoundland and Labrador

Register your business:

- Canada Revenue Agency (CRA) provides business owners with convenient and secure online access to their personalized business account information.

- The Business Account includes major business accounts: corporate income tax, import/export, payroll deductions, and the goods and services tax.
 - Business Number
 - The Business Number (BN) is a numbering system that simplifies and streamlines the way businesses deal with the Federal Government. It is based on the idea of one business, one number. Not all businesses require a BN and CRA program accounts so it is important to read ‘Do you need a program account?’ on the CRA website before registering.
 - BRO (business registration online) Canada Revenue Agency
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/bro-ide/menu-eng>
 - GST/HST
 - The GST is a tax that applies to the supply of most property and services in Canada. Newfoundland and Labrador harmonized their provincial sales tax with the GST to create the HST. Generally, the HST applies to the same base of property and services as the GST.
 - Registrants collect the GST/HST on most of their sales and pay the GST/HST on most purchases they make to operate their business.
 - HST/GST registration can be found:
<http://www.HST.GST-TAX.com>

Town of Clarendville - Regulations and Permits:

To establish within the Town of Clarendville, you will need to review the following from their website

<http://www.clarendville.net>

- Permits & Forms
- Regulations & Policies
- Development
- Legislation
- Tax Rates
 - Broken down in sections
 - Property
 - Water & sewer
 - Commercial
 - Residential
 - Water meters Sewers
 - Poll Tax

Organizing Finances:

Business Plans

If you need to prepare a business plan to go with any funding applications, you may obtain assistance from:

Dept. of Industry, Energy & Technology (Alicia Norris)

- Tel: (709) 466-4170
- Email: alicianorris@gov.nl.ca
- Website: www.gov.nl.ca

Atlantic Canada Opportunities Agency (Nancy Robbins)

- Tel: (709) 766-0473
- Email: nancy.robbins@canada.ca
- Website: www.acoa.ca

CBDC Eastern (Melanie Slade, Gayla Strickland or Laura Scott)

- Tel: (709) 466-1170
- Email: melanie.slade@cbdc.ca gaylastrickland@cbdc.ca or laura.scott@cbdc.ca
- Website: <http://www.cbdc.ca/en/newfoundland-association-of-cbdcs/cbdc-eastern-initiatives>

Government Grants/ Loans

If you need financial assistance to establish your business, please review the following:

CBDC Eastern (Melanie Slade, Gayla Strickland or Laura Scott)

- Tel: (709) 466-1170
- Email: melanie.slade@cbdc.ca gayla.strickland@cbdc.ca or laura.scott@cbdc.ca
- Website: <http://www.cbdc.ca/en/newfoundland-association-of-cbdcs/cbdc-eastern-initiatives>

ACOA (Atlantic Canada Opportunities Agency) (Nancy Robbins)

- Tel: (709) 766-0473
- Email: nancy.robbins@canada.ca
- Website: www.acoa.ca

Dept. of Industry, Energy, & Technology (Alicia Norris)

- Tel: (709) 466-4170
- Email: alicianorris@gov.nl.ca
- Website: www.gov.nl.ca

Dept. of Immigration, Population Growth, and Skills (Freeman Barnes)

- Tel: (709) 466-4045
- Email: freemanbarnes@gov.nl.ca
- Website: www.aes.gov.nl.ca/lmda

Service Canada

- Funding Programs & Work-Sharing
 - Human Resource Management
- Tel: (709) 466-8200 or 1-800-622-6232
Park Place, 50 Manitoba Drive, Clarenville, Newfoundland and Labrador
Website: www.servicecanada.gc.ca

NLOWE (Newfoundland & Labrador Organization of Women Entrepreneurs)

Betsy Saunders

- Tel: (709) 533-9486 or 1-888-533-9486
- Email: bsaunders@nlowe.org
- Website: www.nlowe.org

BizPal:

You could visit the Clarenville Area Chamber of Commerce to find our link for Bizpal.

<http://www.clarenvilleareachamber.com>



BizPaL

- Is an online service that benefits Canadian businesses by helping them identify which permits and licences they require and how to obtain these forms,
- Entrepreneurs simply select the business activities they plan to undertake and BizPal then automatically generates a list of all required permits and licences from all levels of government (federal, provincial, territorial, and municipal),
- Along with basic information on each, and links to government sites where the entrepreneur can learn more and, in some cases, apply online.

Other Resources:

- Service Canada = www.servicecanada.gc.ca
 - ✓ Labour Relations Agency (Labour Standards Newfoundland-Labrador)
Telephone: (709) 729-2743/729-2742
Toll free: 1-877-563-1063
Website: www.hrle.gov.nl.ca/lra
 - ✓ Employers hiring Foreign Workers
1 800 367-5693
 - ✓ Record of Employment – Services for Employers:
Orders, Information, and Record of Employment on the Web (ROE Web)
1 800 367-5693

- Workplace NL

The Workplace Health, Safety and Compensation Commission operate a no-fault, work-injury insurance program for workers and employers in Newfoundland and Labrador. Under Provincial Government legislation, employers cannot be sued by workers for injuries which occur at or during their employment. The Workplace Health, Safety and Compensation Act (the Act) requires all employers performing work in Newfoundland and Labrador to register with the Commission and pay assessments based on their workers' earnings (including directors) and report all contractors.

Employers can help control costs by providing safe and responsible work environments where accidents are prevented and workers safely return to work as soon as possible after an injury.

The Commission provides short-and long-term disability benefits to injured workers or survivor benefits if a worker dies as a result of an injury. Our priority is to ensure an injured worker receives the care and assistance they need to regain their health and return to work. There are four critical people involved in an injured worker's recovery and return to work: the worker, the employer, the health care provider(s) and the case manager. We aim to facilitate communication between these four parties in the most efficient and effective way possible.

To set up your account you can contact Workplace NL:

Tel: (709) 778-1000

Toll Free: 1-800-563-9000

Email: general.inquiries@workplacenl.ca

Website: www.whscc.nl.ca

You can register your business and apply for workplace injury assistance on their website.

Clarenville Area Chamber of Commerce

Why should you join the Clarenville Area Chamber of Commerce?

- ✓ Clarenville has a local Chamber of Commerce with a strong number of members representing the local business community.
- ✓ The Chamber holds luncheons featuring guest speakers representing both business and industry. It also promotes local businesses and provides member-to-member benefits
- ✓ Strength in Numbers – Chamber Membership makes for a strong voice on important issues
- ✓ View the Chamber's website: www.clarenvilleareachamber.com for the list of benefits with the Chamber membership.

For more information, please Contact:

Ina Marsh – Office Manager

Clarenville Area Chamber of Commerce

263 Memorial Drive, Suite 203

Clarenville, NL A5A 1R5

Telephone: 709-466-5800

Fax: 709-466-5803

Email: info@clarenvilleareachamber.com

www.clarenvilleareachamber.com

Business Directory

For a list of businesses in Clarenville visit: (These are not complete lists)

- Clarenville Area Chamber of Commerce = <http://www.clarenvilleareachamber.com>
- Town of Clarenville = <http://www.clarenville.net>