

THE CORPORATION OF THE CITY OF PEMBROKE

BY-LAW NUMBER 2012 – 17

A BY-LAW TO ESTABLISH AND MAINTAIN A REGISTRY OF BUSINESSES IN
THE MUNICIPALITY.

WHEREAS paragraph 11 of subsection 11(3) of the Municipal Act, S.O. 2001, c. 25 provides that a municipality may pass by-laws respecting business licensing;

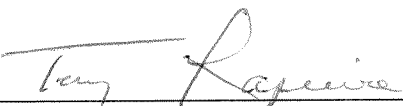
AND WHEREAS the Council for the Corporation of the City of Pembroke deems it necessary to establish a Registry of Businesses and to require businesses to register and maintain their registration in the Registry;

NOW THEREFORE, be it enacted by the Council of the Corporation of the City of Pembroke as follows:

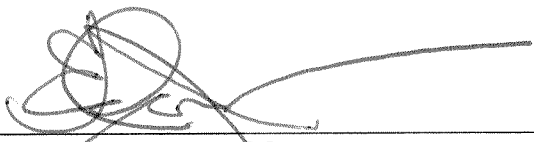
1. In this by-law
 - a) “Building Code” means the regulations made pursuant to the *Building Code Act, 1992*, as may be amended from time to time.
 - b) “Business” means any business wholly or partly carried on within a municipality even if the business is also being carried on from a location outside the municipality and includes: a trade, business or occupation; the sale or hire of goods or series on an intermittent or one-time basis, the showing for the purpose of sale or hire of samples, patterns or specimens of any goods, and it also includes:
 - i. A manufacturing or an industrial business.
 - ii. The sale of goods by wholesale.
 - iii. The generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources.
 - c) “Business Registration Form” shall mean the form to be completed by a business for the purposes of registration or renewal of the registration of the business within the City of Pembroke.
 - d) “CAO” refers to the Chief Administrative Officer and means the person appointed by the Council of the Corporation of the City of Pembroke pursuant to the *Municipal Act, 2000*.
 - e) “Chief Building Official” means the person appointed by the Council of the Corporation of the City of Pembroke pursuant to the *Building Code Act, 1992*.
 - f) “Council” shall mean the Council of the Corporation of the City of Pembroke.
 - g) “Fire Chief” means the person appointed by the Council of the Corporation of the City of Pembroke pursuant to the *Fire Protection and Prevention Act, S.O., 1997*
 - h) “Fire Code” means the *Ontario Fire Code*, as may be amended from time to time.
 - i) “Municipality” shall mean the Municipality of the City of Pembroke.
 - j) “Person” shall include a person, corporation or partnership.
 - k) “Public Health Inspector” means the person or persons appointed by the Renfrew County and District Health Unit whose duty is shall be to make such inspections as may be required under the provisions of the *Health Protection and Promotion Act, 1990*.
 - l) “Registry” shall mean the Registry of Businesses established and maintained by the Manager of Economic Development and the Corporation of the City of Pembroke
2. No person shall commence or carry on any business unless they have completed and submitted a Business Registration Form as shown as “Schedule A” to the by-law, to the CAO.
3. No person shall relocate an existing business unless they have completed and submitted a Business Registration Form.

4. Every person shall, within 21 days from the date of a written request from the City of Pembroke, provide updated information to the CAO for the Registry.
5. All premises occupied by a business registered in the Registry of Businesses pursuant to the provisions of this by-law shall be required to satisfy the Building Code, the Official Plan, the Zoning By-Law and all other by-laws of the Corporation of the City of Pembroke as may be in effect from time to time.
6. Inspection of the premises may be made by the Public Health Inspector or his representative who may, following inspection, certify to the CAO compliance or non-compliance with the *Health Protection and Promotion Act, 1990*.
7. Inspection of the premises may be made by the Chief Building Official or his representative who may, following inspection, certify to the CAO compliance or non-compliance with the *Building Code*.
8. Inspection of the premises may be made by the Fire Chief or his representative who may, following inspection, certify to the CAO compliance or non-compliance with the *Fire Code*.
9. Every person who contravenes any provision of the by-law is guilty of an offence and upon conviction is liable to a fine pursuant to the provisions of the *Provincial Offences Act*.
10. This by-law may be referred to as the "Business Registration By-law".

READ A FIRST AND SECOND TIME THIS FIFTH DAY OF JUNE, 2012.



Chief Administrative Officer/Clerk

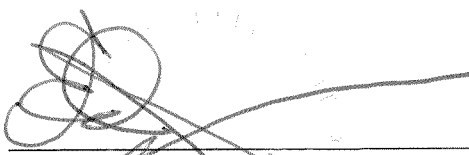


Mayor

READ A THIRD TIME AND PASSED THIS FIFTH DAY OF JUNE, 2012.



Chief Administrative Officer/Clerk



Mayor



CORPORATION OF THE CITY OF PEMBROKE

BUSINESS REGISTRATION FORM NO FEE REQUIRED

The City of Pembroke has established and maintains a Business Registry for businesses located within city limits. **No fee** is required to register your business, however, registration is **mandatory**.

Please complete the attached Registration Form. All required documentation must be attached to the application. Your business must conform to regulations that govern the following:

1. **City of Pembroke Planning Department:** All businesses within the City of Pembroke must conform to the Zoning By-Law and the Official Plan. Inquiries can be made to the Planning Department at (613) 735-6821 x 1301 or by email to csauriol@pembroke.ca
2. **City of Pembroke Building Department:** Before any construction, renovations or additions begin on any building, whether commercial, institutional, industrial or residential, contact the Building Department to verify if any permits or inspections are required by calling (613) 735-6821 x 1331 or by email to asmith@pembroke.ca
3. **Pembroke Fire Department:** As part of the registration process the Pembroke Fire Department will be making a site visit. For information, please call (613) 735-6821 x 1201
4. **City of Pembroke Economic Development Department:** The City's Manager of Economic Development can assist you with site selection, market research, and business planning. Call (613) 735-6821 x 1500 or email sellis@pembroke.ca
5. **Signage:** Before erecting any sign, you must ensure that it conforms to the Signage ByLaw and a permit is necessary. Call the Building Department for more information. (613) 735-6821 x1304
6. **Home Occupation:** To ensure that your home is suitable and conforms to the regulations laid out in the Zoning By-Law, call the Planning Department at (613) 735-6821 x 1301
7. **Business Name Registration:** In Ontario it is a legal requirement to register your business name if any of the following applies:
 - a. Sole proprietorships (one owner) carrying on business under a name other than the individual's full name;
 - b. Partnerships carrying on business under a firm name other than the full names fo the partners;
 - c. Corporations carrying on business under a name other than their corporate name; An existing general partnership or limited partnership registering a business name different from the registered firm name;
 - d. Limited liability partnerships;
 - e. Extra-provincial limited liability partnerships; and,
 - f. Extra-provincial limited liability companies.

Find complete information on-line at : www.serviceontario.com, through the Canada Revenue Agency at www.businessregistration.gc.ca or in person at the Ontario Service Centre, 400 Pembroke St. East (613) 732-3661



CORPORATION OF THE CITY OF PEMBROKE

8. **Canada Revenue Agency and Harmonized Sales Tax (HST):** Information for businesses and applications for a Business Number can be found at www.cra-arc.gc.ca/tx/bsnss or by phone at 1-800-959-5525.
9. **Enterprise Renfrew County (ERC):** Business start-up assistance, including help with business plans, expansion plans, financing options and information about government programs and services particular to starting and maintaining a successful business in Ontario is provided locally at ERC. Call the Pembroke office at (613) 735-8224 or visit www.enterpriserenfrewcounty.com
10. **Garbage Collection and Waste Management:** For information on collection and recycling, contact Pembroke City Hall at (613) 735-6821



CORPORATION OF THE CITY OF PEMBROKE

BUSINESS REGISTRATION FORM

Please check which kind of business you are registering:

NEW BUSINESS INFORMATION:

COMMERCIAL INSTITUTIONAL INDUSTRIAL HOME OCCUPATION

UPDATED BUSINESS INFORMATION:

COMMERCIAL INSTITUTIONAL INDUSTRIAL HOME OCCUPATION

FULL BUSINESS NAME: DATE:

NAME OF CORPORATION (if applicable):

NAME OF BUSINESS MANAGER/CONTACT:

TYPE OF BUSINESS: OPENING DATE:

DETAILED DESCRIPTION OF PRODUCTS/SERVICES:

NAIC # (if known)

BUSINESS STREET ADDRESS:

POSTAL CODE: WEBSITE

TELEPHONE: FAX: EMAIL

BUSINESS OWNER(S) NAME:

BUSINESS OWNER'S ADDRESS: same as above or:

CITY PROV. POSTAL CODE:

TELEPHONE: FAX: EMAIL

IF RENTING PROPERTY - OWNER'S NAME:

PROPERTY OWNER'S ADDRESS:

CITY PROV. POSTAL CODE:



CORPORATION OF THE CITY OF PEMBROKE

IF YOU ARE A HOME BASED BUSINESS, DO YOU RESIDE AT THE LOCATION? YES NO

NUMBER OF FULL TIME EMPLOYEES? _____

NUMBER OF PART-TIME EMPLOYEES? _____

PREVIOUS USE OF BUILDING/PREVIOUS BUSINESS AT THIS ADDRESS? (if known)

HAVE **RENOVATIONS** BEEN STARTED OR ARE THEY PLANNED? YES NO
IF YES, INCLUDE SCALE DRAWINGS & DESCRIBE IN DETAIL ON SEPARATE PAGE.

WILL NEW BUSINESS **SIGN(S)** BE INSTALLED? YES NO
IF YES, ATTACH SCALE DRAWING AND DESCRIPTION OF MATERIAL TO BE USED

YOUR NAME (PRINT): _____

TITLE/POSITION: _____

SIGNATURE: _____

Is there any special information concerning the City of Pembroke, or running a business that you require?

Are you interested in meeting with a business mentor? YES NO

If yes, Daytime Telephone: _____



CORPORATION OF THE CITY OF PEMBROKE

OFFICE USE ONLY

DATE REGISTRATION RECEIVED: _____

DATE CIRCULATED: _____

PLANNING DEPARTMENT COMMENTS REC'D: YES NO

BUILDING DEPARTMENT COMMENTS REC'D: YES NO

ECON DEV'L DEPARTMENT COMMENTS REC'D YES NO

FIRE DEPARTMENT COMMENTS REC'D: YES NO

TREASURY DEPARTMENT COMMENTS REC'D: YES NO

OPERATIONS DEPARTMENT COMMENTS REC'D YES NO

ANY SPECIAL CONCERNS NOTED/ATTACHED: YES NO

ZONING DESIGNATION OF PROPERTY: _____

PERMITTED USE: YES NO

SITE PLAN REQUIRED: YES NO

SIGNAGE PERMIT REQUIRED YES NO

BUILDING PERMIT(S) REQUIRED YES NO

HAWKER/PEDDLAR LICENSE REQUIRED: YES NO

THIS FORM REVIEWED BY: _____ DATE _____