



Voluntary Business Recognition Policy

Approved By: ICPL#491/07/24/2023

Date for Review: Every 2 years

Effective Date: August 23, 2023

Previous Version: GC#106-02/12/2013

1. Purpose

As the duly elected government of the Territory, the Six Nations of the Grand River (SNGR) represents the interests of the community and strives to foster an improved quality of life for the people of Six Nations. SNGR recognizes the potential benefits that sustainable economic growth will provide for community-owned Businesses and the community as a whole. Thus, SNGR strongly supports the development of a strong economic base within the Territory and wishes to encourage both new and existing entrepreneurs who are members of Six Nations.

SNGR is determined to protect community-owned Businesses from outside taxation as guaranteed by our treaty and inherent rights. Many community-owned Businesses have encountered problems with outside laws, taxes and businesses. Developing and maintaining a more comprehensive record of the Businesses owned and operating in the Territory will allow SNGR to challenge outside governments and provide greater support to community-owned Businesses, including the Business owners themselves who are registered members of the community.

2. Policy Statement

- 2.1. The position of the SNGR is that all taxes, including but not limited to federal, provincial, and municipal, do not apply on the Territory. Businesses owned by Six Nations Members are not required to collect taxes on behalf of any foreign government.
- 2.2. SNGR is committed to protecting and fostering Six Nations Business operations in the Territory. This policy aims to improve the ability of SNGR to assist Businesses owned by community members with an efficient Business Registration system.

3. Definitions

3.1. The following terms shall, for the purposes of this policy, have the following respective meanings:

- (a) Administration – means the unelected employees of the SNGR, headed by the Chief Executive Officer (CEO).
- (b) Application – means the form set out in Appendix “A,” titled “Application for Voluntary Business Registration.”
- (c) Business – means a trade, occupation, employment or profession, vocation, commercial activity, or enterprise which habitually occupies or engages the regular time, attention, labour and effort, of an individual or group of individuals.
- (d) Community-owned Business – means a Business owned by Six Nations Members.
- (e) Council – means the members of the Elected Council of the Six Nations of the Grand River consisting of the Chief and Councillors.
- (f) Council Secretary – means the person designated by the CEO to prepare agendas and record minutes for Council meetings or his/her designate.
- (g) Business Registration – means a registered Business Registration issued by SNGR.
- (h) Territory – means the Six Nations of the Grand River Territory.
- (i) CEO– means the Chief Executive Officer or his/her designate.
- (j) Six Nations Member – An individual who is registered on the Six Nations Membership List.
- (k) SNGR – means Six Nations of the Grand River which is the legal name of the Elected Council and the organization as a whole.

4. Purpose of Obtaining a Business Registration

4.1. Obtaining a Business Registration from SNGR is entirely voluntary. A community-owned Business operating within the Territory without a Business Registration from SNGR, may be subject to Provincial and Canadian business law including taxation.

- 4.2. Every Business operating within the Territory, that wishes to be recognized by SNGR, must ensure that their Business is registered through the approved format with SNGR. Any business which has its primary location, head office or subsidiary office within the Territory may apply for a Registration.
- 4.3. Only Businesses that are community-owned Businesses are eligible to receive a Business Registration with SNGR. Community-owned Businesses must have Business owners and co-owners who are Six Nations Members.
- 4.4. A Business Registration does not signify that SNGR has interest in or supports the operations of the business. For further clarity, and not to limit the generality of the foregoing; the issuance of a Business Registration pursuant to this policy shall not be construed as relieving or limiting the responsibility or liability of any Business owner for injury, death, or damage resulting from acts or omissions of the Business owner, his/her agents, servants, employees, contractors in performing the operations of a business in accordance with a permit which is issued hereunder. Likewise, provisions of this policy shall not be construed as imposing on SNGR, its Council, officers, employees, servants, and agents any responsibility or liability whatsoever by reason of the approval of or issuance of a Business Registration.

5. Multiple Businesses and Locations

- 5.1. Business owners operating more than one Business are required to register each Business separately.
- 5.2. Businesses operating with multiple locations are required to register each location separately.

6. Changes to Business Registrations

- 6.1. It is the responsibility of the Business to ensure that all information provided to SNGR is complete and up to date.
- 6.2. SNGR must be notified within thirty (30) days if any of the following change:
 - (a) the location of the Business;
 - (b) the name of the Business;
 - (c) the owner(s);

- (d) the structure of the Business;
 - (e) the services or product being sold; or
 - (f) the address of the owner.
- 6.3. Applications that contain intentionally false or misleading information will invalidate the Business Registration.

7. Publication of Business Registrations

- 7.1. Businesses should display their Business Registration at all times in a conspicuous place clearly visible to persons entering the premises at all times while the Business Registration is in effect.
- 7.2. A list of Business Registrations will be maintained by the Administration and may be publicized in any format, including being posted on the SNGR website.

8. Renew

- 8.1. All Business Registrations will be issued for a term of either one (1) or two (2) years.
- 8.2. Business Registrations must be renewed within thirty (30) days of the expiration date noted on the Business Registration.
- 8.3. A Business that fails to renew its Business Registration within 30 days of the expiration date will be considered to be operating without a Business Registration and will not be recognized by SNGR. This provision shall not preclude an eligible business from applying for a new Business Registration.

9. Fee

- 9.1. Every Business Registration purchased shall be subject to the full fee of \$25.00 for each year of the Business Registration's term of validity.

10. Processing

- 10.1. Applications will be processed in the order that they are received.
- 10.2. Notwithstanding subsection 10.1, applications for renewal of a Business Registration that is in good standing shall be processed within five (5) business

days if the information relevant to the Business and owner remains the same as indicated on the previous application for a Business Registration.

- 10.3. In order to ensure that a Business will not violate the conditions listed in Section 11 the Administration is authorized to gather more information about the Business and/or its owners that is not included in the application.
- 10.4. For greater clarity, but without limiting the generality of subsection 10.3, gathering information may include a visit of the Business site but shall not include an examination of the Business' financial records.

11. Revoking, Suspending, or Denying a Business Registration

- 11.1. The Administration may revoke, suspend, refuse to issue, or renew a Business Registration:
 - a) where the conduct of any person related to the Business, including the conduct of any officer, director, employee or agent of the Business, affords reasonable cause to believe that the Business will not carry on or engage in business in accordance with applicable law or with honesty and integrity;
 - b) where the Business owner(s) and/or co-owner(s) are not Six Nations Member(s);
 - c) where the issuance of the Business Registration, or renewal of the Business Registration, would be contrary to the health, safety or wellbeing of the people of Six Nations;
 - d) where the issuance of the Business Registration could harm the integrity or interests of SNGR;
 - e) where the Business owner has had past violations of this policy, or any other Bylaw, statute or regulation relating to the Business; or
 - f) for violating any other terms under this policy.
- 11.2. For greater clarity, but not to limit the generality of the forgoing, the Administration may refuse to issue or renew a Business Registration if the applicant is unable or unwilling to demonstrate that they meet all the criteria required for a Business Registration to the satisfaction of the Administration.

11.3 Denial of a Business Registration by the Council does not preclude the applicant from reapplying for a Business Registration; however, the applicant must wait one year from the original application date before reapplying.

12. Operating Without a Business Registration

12.1. A Business whose application has expired or has not been processed will be considered to be operating without a Business Registration.

13. Refunds and Lost Business Registrations

13.1. No refunds will be issued on any Business Registration.

13.2. In the event that a Business Registration issued in accordance with this policy is lost or destroyed, the Administration upon satisfactory proof of such loss or destruction shall issue a duplicate of the original Business Registration to the Business owner, upon which shall be stamped or marked “duplicate.”

14. Transferring Business Registrations

14.1. Business Registrations are not transferable from person to person or location to location and are deemed to be cancelled immediately upon change of ownership or location of the business, or upon discontinuation of the business.

15. Letters of Recognition

15.1. Subject to the one (1) year “phase in” period noted in subsection 18.2 all letters of recognition are hereby void.

16. Appeals

16.1. In the event that the Administration revokes; suspends; or refuses to issue or renew a Business Registration; written notice advising of the decision shall be sent to the Business owner, at the most recent address provided to SNGR. The notice shall:

- (a) set out the grounds for the decision;
- (b) give reasonable particulars of the grounds;

- (c) be signed by the Chief Executive Officer; and
 - (d) state that the Business owner may appeal the decision to Council by filing a written request with the Council Secretary, setting out the grounds or basis for the request within thirty (30) days from the date the notice was issued.
- 16.2. If no written request for an appeal is received by the Council Secretary within the thirty (30) days of the written notice from SNGR, or postmarked within the time limit:
- (a) no extension of the time limit will be granted; and
 - (b) the decision of the Administration will be final.
- 16.3. If a written request is received within the time limit or postmarked within the time limit:
- (a) Council shall set a date to hear the appeal; and
 - (b) Council shall ensure that all parties that Council deems have a reasonable interest in the appeal, including the Business owner and appropriate members of the Administration, are notified of the date and provided with an opportunity to present any relevant evidence to Council.
- 16.4. Council shall deliberate in an in-camera session and issue their decision to the Business owner. Council decisions shall be final.

17. Delegation

- 17.1. The Chief Executive Officer has the authority to and shall ensure that this policy is administered by designated staff.
- 17.2. The Chief Executive Officer has the authority to approve any administrative procedures, in accordance with this policy, that he/she deems necessary to provide for the implementation of this policy.
- 17.3. This policy and any related procedures, application forms, and Business Registrations established under the authority of this policy are subject to change without notice.

18. Transition

- 18.1. Any Business without an existing letter of recognition by the effective date pronounced by subsection 19.2 will be immediately subject to this policy
- 18.2 Any Business with an existing letter of recognition will have one (1) year from the effective date pronounced by subsection 19.2 to purchase a Business Registration without losing recognition from SNGR. After the one (1) year “phase in” period, any Business operating without a Business Registration will not be recognized by SNGR.

19. Authorization

- 19.1. This policy was approved by Six Nations Elected Council at the General Council meeting held on November 20, 2012 by SNCR No. (GC#843-11/20/2012) to be effective on April 1, 2013.
- 19.2. This policy was amended by the Six Nations of the Grand River Elected Council at the Political Liaison meeting held on July 24, 2023 by Resolution No. ICPL#491/07/24/2023 to be effect on August 23, 2023.



APPLICATION FOR VOLUNTARY BUSINESS REGISTRATION

NEW APPLICATION AMENDMENT RENEWAL REGISTRATION #: _____

BUSINESS IDENTIFICATION *(Enter the address in Six Nations Territory. If there is an office outside of the Territory, please attach the information on a separate piece of paper)*

OFFICIAL NAME: _____

PHONE Number: _____

BUSINESS ADDRESS (no PO boxes): _____

POSTAL CODE: _____

MAILING ADDRESS (if different from business address): _____

POSTAL CODE: _____

OWNERSHIP TYPE

SOLE PROPRIETORSHIP PARTNERSHIP OTHER *(please specify)* _____

OWNER INFORMATION *(Please provide this information for all owners of the business. If more space is needed, please attach additional information on a separate sheet of paper. Please attach a copy of photo identification for all owners.)*

FIRST NAME: _____ LAST NAME: _____

TITLE: _____ 10-DIGIT BAND NUMBER: _____

DATE OF BIRTH *(dd/mm/yyyy)*: _____

WORK EMAIL ADDRESS: _____

WORK PHONE #: _____ WORK FAX #: _____

HOME ADDRESS: _____

HOME POSTAL CODE: _____

CO-OWNER INFORMATION *(Please provide this information for all partners of the business. If more space is needed, please attach additional information on a separate sheet of paper. Please attach a copy of photo identification for all owners, including part owners.)*

FIRST NAME: _____ LAST NAME: _____

TITLE: _____ 10-DIGIT BAND NUMBER: _____

DATE OF BIRTH *(dd/mm/yyyy)*: _____

WORK EMAIL ADDRESS: _____

WORK PHONE #: _____ WORK FAX #: _____



ACCOUNTS RECEIVABLE FORM

Office: (519) 4454242
PO BOX 131 Ohsweken, ON NOAI MO

ACCOUNTS RECEIVABLE
ar@sixnations.ca

Fax: (519) 445-4763
Address: 1953 4th Line

BUSINESS/ORGANIZATION INFORMATION:

DATE: _____ Business Organization

ORGANIZATION NAME (if applicable): _____

SNGR REGISTERED BUSINESS NAME (if applicable): _____

SNGR REGISTERED BUSINESS # (if applicable): _____

APPLICANT:

10-DIGIT REGISTRY # (*proof required*): _____

LAST: _____ MIDDLE: _____ FIRST: _____

NICKNAME (*if applicable*): _____

PREVIOUS REGISTRY # (if applicable): _____

SNEC REGISTERED BUSINESS # (if applicable): _____

ATTACH COPY OF STATUS CARD

CO-APPLICANT:

10-DIGIT REGISTRY # (*proof required*): _____

LAST: _____ MIDDLE: _____

_____ FIRST:

NICKNAME (*if applicable*): _____

PREVIOUS REGISTRY # (if applicable): _____

SNEC REGISTERED BUSINESS # (if applicable): _____

ATTACH COPY OF STATUS CARD

SERVICE ADDRESS:

BLUE FLAG#: _____ ROAD: _____

MAILING ADDRESS:

BLUE FLAG#: _____ ROAD: _____

PO BOX: _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____

CONTACT INFORMATION:

HOME: _____ WORK: _____ CELL: _____

EMAIL: _____

Please check this box if you wish to receive all documents by email.

DISCLOSURE/DISCLAIMER:

Personal information collected by Six Nations of the Grand River is used only for the purposes of managing your account. All personal information provided to Six Nations of the Grand River is kept in strict confidence and is not disclosed to any outside third parties, unless required by law. Six Nations of the Grand River will only use and disclose personal information internally for the original purpose for which it was obtained or for any use compatible with the original purpose for which it was obtained, except where such use may be prohibited by law.

As a person or persons authorized by the business or organization named on this application, I (we) certify that the information given on this form is true and complete to the best of my (our) knowledge. I (we) understand and agree that if the organization fails to pay for all costs incurred in relation to this application and subsequent provision of goods or services, and/or any additional charges that are deemed appropriate, I (we) agree to be held personally liable for all unpaid charges.

APPLICANT

SIGNATURE: _____

CO-APPLICANT

SIGNATURE: _____

FOR ORIGINATING DEPARTMENT USE ONLY:

VERIFIED BY (signature): _____

PRINT NAME: _____

FOR ACCOUNTS RECEIVABLE USE ONLY

ARREARS (Y/N)

IF YES, INDICATE DEPARTMENT AND AMOUNTS: _____

VERIFIED BY: _____ DATE: _____

ACCOUNT #: _____ NATIONAL ACCOUNT: _____

GROUP CODE: _____ ENTERED BY: _____

DATE: _____ SIGNATURE: _____



Voluntary Business Registration Application *Checklist*

- Read The Voluntary Business Recognition Policy before you apply for the business registration.
(Do not hand the Policy and/or this Checklist back in with the application)
- Complete and submit to Central Administration the following:
 1. Appendix "A" -Application for Voluntary Business Registration
 2. Appendix "B" -Accounts Receivable Form
 3. A copy of your status card, both front and back
 4. A copy of the Rental/Lease Agreement (Land/Property owner verification) if applicableReturn to: Laurie Martin, Central Administration, 519-445-2205 ext 3229
- Six Nations of the Grand River staff will contact you to conduct the telephone portion of the process.
- Once you are approved and have received a Customer Number you can go to Public Works and make payment.
\$25.00 for 1 year -or- \$50.00 for 2 years
- If this is a renewal, be sure to include any information that may have changed since your last renewal.
- Public Works will then notify Central Administration of payment and staff will notify when Business Registration is ready for pick-up.

NOTE*** Please don't misconstrue this as you are qualifying for a Quota

Return to: Laurie Martin
Central Administration
(519)445-2205 Ext. 3229