

# OFFERINGS



## LEGAL SUPPORT - VANESSA LOCICERO, LAWYER AT LOCICERO LEGAL PROFESSIONAL CORPORATION

- Return to work plans & policies
- Layoffs/ reduction in working hours/ notice requirements
- Sick leave/ caregiver leave/ voluntary self-isolation policies
- Work from home policies
- Covid-19 communication policy
- Understanding duties & responsibilities in making accommodations
- Lease terms
- Contract obligations
- Privacy policies (for the collection of personal health information)
- Understanding incorporation, partnerships and sole proprietorship
- Protecting your business in collaborations/ joint ventures
- Liability waivers
- Workplace Health & Safety Plan for compliance with Occupational Health and Safety Laws
- Contingency plans (what happens to your business if you can't run it)
- Estate plans (what happens to your business if something happens to you)



## HUMAN RESOURCES + PROJECT MANAGEMENT - MAHA ZAKI, HR CONSULTANT

- Recruitment and selection: from strategy, approach to selection
- Onboarding plans and resources
- Performance management: how, what, why and when
- Employee engagement & satisfaction: from survey design, focus groups, to analysis and recommendations
- Guidance on compliance and employment standards
- HR systems implementation: from needs requirements to delivery and change management
- Guidance on policies, handbooks, business improvement initiatives,
- Training and development – tailoring to your needs learning whether virtual or on site, including team building management and communication



## **BUSINESS CONSULTING - TIM NEWTON AND DON BOURNE**

Expert analysis & guidance to help you deal with the overwhelming issues of small business:

VIRTUAL ADVISORY SERVICE

- Cash flow
- Applying and/or obtaining funding
- Profitability
- Sales and marketing strategies
- Managing your time for maximum productivity
- Developing a strategic vision for your business
- Business plan implementation
- Business development
- Strategic business review



## **BOOKKEEPING AND CERTIFIED QUICKBOOKS ONLINE PRO-ADVISOR - RHEA BURNS**

- Tracking & Recording Income & Expenses
- Cash Flow – Receivables & Payables
- Monthly Bank / Credit Card Reconciliation
- Allowable Business Expenses
- Home Office Allowable Expenses
- GST/HST Requirements
- WSIB Requirements
- Payroll & Source Deductions
- T4's, T4A's and T5018's
- Income Tax Preparation for Sole Proprietor/Self-Employed/Partnerships
- Income Tax Preparation for Incorporated Businesses



## ACCOUNTING AND TAXATION SERVICES - LIL ROURKE CPA, CGA



- Financial analysis and planning
- Review financial position, cash flow, cash reserves, and credit availability
- Moving from reactive to proactive – creating a new vision
- Operations (supply chain review, productivity review, ability to pivot and be creative, new business lines, efficiency gains)
- Cash flow (cash flow planning, accounts receivable review, accounts payable prioritization, expense reduction)
- Debt financing - Options – emergency loans, lines of credit, types of loans (i.e. interest only), government sponsored loan programs
- Tax planning (Government subsidies - CEWS, CERS, CERB, new T4 reporting requirements, simplified T2200 employee expenses)
- Impact of COVID 19 government subsidies on potential future tax changes – capital gains, tax rates, principal residence exemption, wealth tax
- HST/GST tax changes – July 1 2021 for cross-border digital products and services and impact on cash flow
- Develop rigorous execution plans – layoffs, reducing expenses, assessing new lines of business, merger/acquisitions

## HEALTH & SAFETY SUPPORT - STELLA NICASTRO-GREENOUGH, ACCOUNT REPRESENTATIVE (SMALL BUSINESS) WORKPLACE SAFETY & PREVENTION SERVICES



- Help businesses understand their risks and legal obligations to stay in compliance and build safer workplaces
- Provide free mentorship to guide and review the current status of health and safety in your business - Advisory Service Program (1-19 employees)
- Provide recommendations and support business owners to develop, maintain, or make improvements to their health and safety programs
- Facilitate awareness and information sessions, as well as webinars to increase workplace health and safety awareness
- Provide free Health and Safety Representative training (6-19 employees)

[www.enterprisecentre.ca](http://www.enterprisecentre.ca)

IF YOUR BUSINESS COULD BENEFIT FROM A 1:1 WITH ONE OF OUR EXPERTS,  
EMAIL [SBEC@COLLINGWOOD.CA](mailto:SBEC@COLLINGWOOD.CA) TO CONFIRM ELIGIBILITY.