



Growing communities one idea at a time.

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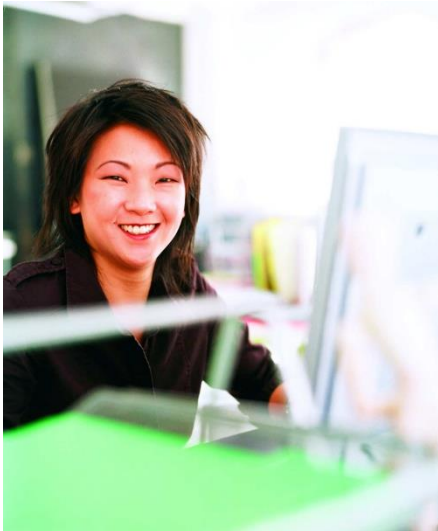
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## Business Start-Up Guide



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Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada



Canada

## New Business Start-up What needs to be done?

### 1) DECIDE ON A STRUCTURE FOR THE BUSINESS

- Proprietorship, Partnership, or Limited Company

#### COMPARISON CHART

	ADVANTAGES	DISADVANTAGES
<b>PROPRIETORSHIP</b>	Easy to start Low start-up costs Freedom & speed of action Potential tax advantages Limited regulation Ease of dissolution Personal incentive and profits	Unlimited liability Difficult to raise capital Lack of continuity Narrow management base Stress Possible heavier taxation
<b>PARTNERSHIP</b>	Easy to start Low start-up costs Personal incentive Broader management base Limited regulation Potential tax advantages Additional sources of capital Risk is shared	Unlimited liability Difficulty raising capital Lack of continuity Possible heavier taxation Relatively frozen assets Divided authority Finding suitable partners
<b>LIMITED COMPANY</b>	Limited liability Easier to raise capital Specialized management Ownership is transferable Potential tax advantages Continuous existence	Often expected to sign personal guarantees Expensive to start Closely regulated Extensive record-keeping Less privacy-accountable to shareholders

### 2) DEVELOP A NAME FOR THE BUSINESS

- The name should promote and describe the business.
- If your company is a **Proprietorship** or a **Partnership**, there are no restrictions when choosing a name for the business. It is advisable that the name be unique to your company. When your clients hear or see the name, they will keep in mind your company and not be confused by another business with the same or a similar name.
- If you decide on a **Limited Company** then you will need to use Ltd, Limited, Corp., Corporation, Inc., or Incorporated at the end of the name of your company.

### 3) HAVE THE NAME SEARCHED

Where you have the name searched depends on the structure of the company. If your company is a **Limited Company** you must obtain a NUANS report. This can be done at the following Lethbridge Search Houses:

Lethbridge Vehicle Licensing  
 #109, 2045 Mayor Magrath Drive South  
 Lethbridge, AB T1K 2S2  
 Phone: 403 329 1190  
 Fax: 403 320 5196  
 Website: <http://www.lethbridgevehicle.com/index.asp>

or

Western License & Transportation Services Ltd.  
 1328 Mayor Magrath Drive South  
 Lethbridge, AB T1K 2R2  
 Phone: 403 320 1030  
 Fax: 403 320 1419  
 Website: <http://www.wlicence.com/>

If your company is a **Proprietorship** or a **Partnership** your search can be performed at the following Lethbridge Search Houses:

AMA (Exclusive member service) 120 Scenic Drive South Lethbridge, AB 403 328 1181	McKillop Registry Services 290–10Street North Lethbridge, AB PHONE: 403 320 5899
Astro Registry Service #100, 542 –7 Street South Lethbridge, AB PHONE: 403 320 6700	Schwartz Reliance Insurance and Registry Services 300—10 Street South Lethbridge, AB PHONE: 403 320 1010
Lethbridge Vehicle Licensing and Registry #109, 2045 Mayor Magrath Drive South Lethbridge, AB PHONE: 403 329 1193	Western License and Registry Services 1328 Mayor Magrath Drive South Lethbridge, AB PHONE: 403 320 1030

#### 4) REGISTERING THE NAME OF YOUR COMPANY

A name search must be done prior to registration. The registration of a trade name or partnership does not offer any right of ownership of the name. It is required for the protection of your business and the public. It offers proof the business name is in use by a particular business. As well, most banks require proof of registration prior to opening a business account. The forms required to register a proprietorship or partnership are available at any of the above search houses.

**Limited Companies** will require Incorporation forms which are also available at any of the above search houses. The above search houses can assist with completing the forms for a proprietorship, a partnership or a limited company and then register it.

## 5) LICENSING & PERMITS

### MUNICIPAL:

Licensing, planning and zoning requirements vary depending on the Authority Having Jurisdiction. Research the requirements prior to ensure the regulations are met. Below is contact information for communities in Community Futures Lethbridge Region's area.

City of Lethbridge	403 320 3830	<a href="http://www.lethbridge.ca">www.lethbridge.ca</a>
Lethbridge County	403 328 5525	<a href="http://www.lethcounty.ca">www.lethcounty.ca</a>
Town of Coaldale	403 345 1300	<a href="http://www.coaldale.ca">www.coaldale.ca</a>
Town of Coalhurst	403 381 3033	<a href="http://www.coalhurst.ca">www.coalhurst.ca</a>
Town of Magrath	403 758 3212	<a href="http://www.magrath.ca">www.magrath.ca</a>
Town of Picture Butte	403 732 4555	<a href="http://www.picturebutte.ca">www.picturebutte.ca</a>
Town of Raymond	403 752 3322	<a href="http://www.raymond.ca">www.raymond.ca</a>
Village of Barons	403 757 3633	<a href="http://www.barons.ca">www.barons.ca</a>
Village of Nobleford	403 824 3555	<a href="http://www.nobleford.ca">www.nobleford.ca</a>
Village of Stirling	403 756 3379	<a href="http://www.stirling.ca">www.stirling.ca</a>

Certain products require Health Inspections (food/drink service, public swimming pools). Below is contact information for several of the agencies involved.

### Lethbridge Community Health Unit

801 - 1 Avenue South  
Lethbridge, Alberta T1J 4L5  
PHONE: (403) 388-6666

### Canadian Food Inspection Agency

Alberta South  
Floor 1, Room 102  
110 Country Hills Landing NW Calgary, AB T3K 5P3  
PHONE: (403) 299-7660  
[www.inspection.gc.ca](http://www.inspection.gc.ca)

### PROVINCIAL:

### Trade certificates, and apprenticeships:

Apprenticeship Training  
Room 280 Provincial Building  
200 - 5th Avenue South  
Lethbridge, AB T1J 4C7 PHONE: 403 381 5380 Fax: 403 381 5795

### Licenses related to many agribusiness enterprises:

Agriculture, Food & Rural Development: 780 427 2727  
Ag Info Centre 1 866-882-7677  
Lethbridge Agriculture  
Food and Rural Development  
Office: 381 5844 Website: [www.agric.gov.ab.ca/](http://www.agric.gov.ab.ca/)

## 6) CANADA REVENUE AGENCY

Website: <http://www.cra-arc.gc.ca/menu-eng.html>

For information regarding Business Numbers, Corporate Income Tax, GST, Payroll Deductions

### **BUSINESS NUMBER**

This is a number used by the Canada Revenue Agency to uniquely identify your business. The number will be used to identify the company for corporate income taxes, payroll deductions, goods and services tax (GST), and for any importing or exporting the business may do.

### **GOODS and SERVICES TAX (GST)**

The business must register for GST if gross revenues exceed \$30,000 per year. If gross revenue is less than \$30,000 voluntarily is an option. Registering for GST allows the business to claim the GST it has paid on services, materials, and supplies. The GST registration number and other information must appear on all sales receipts and invoices.

### **PAYROLL DEDUCTIONS**

Federal law requires that the following deductions from employee's pay, be made on behalf of the government: Employment Insurance (EI), Canada Pension Plan (CPP), and personal income tax. The employer and employee share the costs of EI and CPP. The deductions will then need to be submitted to the Receiver General.

## 7) HIRING STAFF

### **Alberta Employment Standards**

Website: <http://work.alberta.ca/employment-standards.html>

All employers are responsible for adhering to provincial employment standards. You will need to be aware of minimum wages, hours of work, overtime pay, vacation and holiday pay, days of rest, termination of employment, statement of earnings and deductions etc.

### **Occupational Health & Safety**

Website: <http://work.alberta.ca/occupational-health-safety.html>

It is an employer's responsibility to ensure the health and safety of workers by minimizing (as much as possible) the possibilities of workplace injury and illness. It is beneficial to get advice early, rather than having to deal with a complaint.

### **Workers Compensation Board (WCB)**

Website: <http://www.wcb.ab.ca/>

The Workers' Compensation Act requires businesses to contribute funds on behalf of their employees to WCB. The Act allows for employees to be compensated when they are injured at work. WCB needs to be contacted within ten days of employing workers.

## 8) CONSIDER YOUR BUSINESS INSURANCE NEEDS

You will need to have an insurance package designed specifically for your business. You will need to take into account the following: property insurance, liability insurance, business interruption insurance, crime coverage, fidelity bonds, automobile insurance, and other forms of insurance specific to your business. Contact a local business insurance company.

## 9) FOR GENERAL BUSINESS COUNSELLING

**Community Futures Lethbridge Region** is a federally funded, non-profit organization offering a wide range of business loan options as well as training courses, personal business coaching and networking events. Most of these services are either free or available for a small fee.

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### AFSC

Agriculture Financial Services Corporation (AFSC) is a provincial crown corporation with a private sector Board of Directors that provides farmers, agribusinesses and other small businesses loans, crop insurance and farm income disaster assistance.

200, 905 \_ 4th Avenue South

Lethbridge, AB T1J 0P4

PHONE: (403) 381-5474

Website: <http://www.afsc.ca/>

### Business Development Bank of Canada (BDC)

A Crown Corporation that exists to promote and assist small to medium-sized business in Canada. They have expertise and experience in providing term financing (including working capital), subordinate (mezzanine) financing and venture capital. The Bank also provides consulting in areas such as human resources, production, quality management (i.e. ISO) and succession planning which are tailored specifically to meet the needs of your business.

520 – 5 Avenue South

Lethbridge, AB T1J 0T8

PHONE: 403 382 3182

FAX: 403 382 3162

WEBSITE: [www.bdc.ca/](http://www.bdc.ca/)