

# 7 STEPS TO STARTING A NEW BUSINESS in the Town of Vegreville

## Vegreville Economic Development Board

780-632-3891

[www.vegreville.com](http://www.vegreville.com)

### STEP ONE

#### **Develop a Business plan:**

This outlines the market environment, your competitive strengths and weaknesses and your strategy to capture a feasible share of the target market as well as projecting sources of funds to start and operate your venture. Most business plans have three main components:

1. Marketing Plan
2. Operating Plan
3. Financial Plan

An accountant can aid with your financial plan. Your financial institution will require a copy of your business plan for any type of operating or term loans. A list of accountants and financial institutions are available on the Town of Vegreville Economic Development website Business Directory. A key to a successful business is to compare your financial statements and budgets periodically (monthly, quarterly, semi annually and annually). If there are any large discrepancies between your budget and your actual statement investigate and take corrective action before a small problem becomes a large problem.

#### **Assistance:**

The Business Link 1-800-272-9675

For a free downloadable business plan - Business Development Bank of Canada

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

Community Futures Elk Island Region 780-657-3512 [www.centraleastalberta.com](http://www.centraleastalberta.com)

Business Development, Community Development, Business Financing

## STEP TWO

The type of business organization that you choose is important. There are four types of business organizations:

1. Sole Partnership
2. Partnership
3. Limited Companies
4. Co-Operatives

It may be advisable to retain a lawyer to further explore the appropriate business organization for you. A list of solicitors is available on the Town of Vegreville website [www.vegreville.com](http://www.vegreville.com)

Business Directory. Partnerships, proprietorships, trade names and agreements for limited partners may be registered at a license and registry business.

## STEP THREE

### LICENSES AND PERMITS

#### Federal Government

The Federal Government has wide licensing powers within the fields of agriculture, manufacturing, communication and inter-provincial and international transportation. Information as to which Federal Department deals with specific licenses can be obtained from: Revenue Canada Phone: 1-800-667-3355 Website: <http://canada.gc.ca>

#### Provincial Government

The Provincial Government regulates some businesses by requiring them to obtain a Provincial Business License. For more information, contact: Licensing of Trade Phone: 310-000

Business Website: [www.gov.ab.ca](http://www.gov.ab.ca)

#### Municipal Government:

The Town of Vegreville

Phone: 780.7632-2606

[www.vegreville.com](http://www.vegreville.com)

## STEP FOUR

### ***PERMITS REQUIRED:***

1. Development Permit - A new business must have one. Development relates to land use, i.e. the use to which a piece of land and the building on that land is put to, The Town/City and County have Land Use Bylaws which stipulates what type of uses are allowed and which ones are discretionary, in commercial, industrial, residential districts, etc. An application for a Development Permit must be made and approved by the Development Officer to confirm the proposed development complies with the Land Use Bylaw. If you are considering leasing or purchasing a property you may wish to contact the Town of Vegreville prior to signing any papers to determine if the general 'land use' is allowed in that district. A development permit application would still be required but a preliminary inquiry could save time.

Building Permit - If a building is being constructed or altered in any way (renovated) a building permit is required. Also if the occupancy of space changes, a building permit may be required (i.e. if office space is turned into a restaurant or office space is turned into retail space). You may also want to enquire at the Town Office to see if you qualify for the Business Development Tax Incentive.

Building permits do not just deal with construction, but also with safety, building and fire codes.

## STEP FIVE

### ***OTHER GOVERNMENT AGENCIES TO BE CONTACTED:***

Alberta Human Resources and Employment Workplace Health & Safety  
Toll free: 310-0000 <780.415-8690> Website: <http://www.gov.ab.ca>

## STEP SIX

### **OTHER THINGS TO CONSIDER:**

#### **Accountant:**

An accountant can aid with setting up books and/or doing year-end statements. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of accountants.

#### **Bonding:**

For further information on bonding, contact local insurance companies. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of insurance companies.

#### **Business Insurance:**

There is a wide variety of insurance available to protect a business and business premises. Contact local insurance companies. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of insurance companies.

**Computer:**

You may want to purchase a computer or additional software. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of computer sales locations.

**Employee Relations and Related Issues:**

These would include: Labour Regulations & Standards Safety/WCB Human Rights Benefits Employment Procedures.

**Financial Institutions:**

There are a wide variety of services offered. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of financial institutions.

**Group Insurance:**

A national plan is available to Chamber of Commerce members. A business of one person can obtain group rates and benefits such as life, disability, dental, and medical. Contact the Chamber Office for full details at: 780.632-2771.

**Hiring:**

The nearest Employment and Immigration Canada Office or Social Services Office can help with personnel needs. Human Resources Development Canada Alberta Regional Office 310-0000

Local Job Resource Centres

Alberta Human Resources and Employment 780-632-8686

Vegreville Regional Employment Centre 780-632-4728

WJS Resource Centre 780-632-2332

**Lawyer:**

As previously mentioned, it may be advisable to retain a lawyer to further explore the appropriate business organization. Check out the Business Directory on [www.vegreville.com](http://www.vegreville.com) for a listing of lawyers.

**Logo:**

Check the business directory at [www.vegreville.com](http://www.vegreville.com) for a list of companies who will aid with the design and printing of your logo, business cards, letterhead, envelopes, invoices, etc.

**Logo Protection:**

For any information contact: Canadian Intellectual Property Office (CIPO) Phone:

1-819-997-1936 or 1-900-565-2476 (\$3.00 per call) Website: <http://cipo.gc.ca>

**STEP SEVEN**

**Join the Vegreville & District Chamber of Commerce!! 780-632-2771**

*Your Chamber of Commerce is a salesman for your business community*