

WHERE TO START?	
TASKS TO BE UNDERTAKEN	RESOURCES
<p>1. DEVELOP YOUR BUSINESS IDEA <i>Is your idea feasible? Can you make money from this business?</i></p>	<p>Community Futures Lesser Slave Lake Region has tools to help you assess the viability of your idea, including business advisory sessions. For more assistance, please call 780 849-3232 or book an appointment at https://calendly.com/cf-business-analyst/new-clients</p>
<p>2. MARKET RESEARCH <i>Test the viability of your idea by researching the market, industry and competition.</i></p>	<p>Find helpful links for market research: https://businesslink.ca/services/marketresearch/</p>
<p>3. DEVELOP A BUSINESS STRATEGY <i>This is an essential step and critical for the planning and success of your business</i></p>	<p>Community Futures Lesser Slave Lake Region has business advisory sessions to provide feedback or assistance with your business plan or model. For more assistance, please call 780 849-3232 or book an appointment at https://calendly.com/cf-business-analyst/new-clients</p>
<p>4. FINANCING <i>How will you finance your business? Banks and other investors often require a written business plan.</i></p>	<p>Community Futures Lesser Slave Lake Region can direct you to a variety of financing options, including Community Futures term loans and lines of credit. For more information, please call 780 849-3232 or book an appointment at https://calendly.com/cf-business-analyst/new-clients</p>
<p>5. BUSINESS STRUCTURE <i>Consider and select the appropriate business structure to operate your business.</i></p>	<p>See links to the various business structures: https://www.communityfuturesl.com/post/should-i-incorporate-my-business https://www.communityfuturesl.com/post/advantages-of-a-sole-proprietorship https://www.communityfuturesl.com/post/advantages-of-a-business-partnership</p>
<p>6. BUSINESS NAME <i>Submit your business name for approval.</i></p>	<p>You must register your business name with a registry agent, if you are going to operate under a business name as a sole proprietorship using a trade name, partnership or a limited company (corporation). If you operate a sole proprietorship under your own name, no registration is required. To register, go to https://www.alberta.ca/register-business-name.aspx</p>
<p>7. REGISTER BUSINESS <i>Register the business with your chosen structure using your business name.</i></p>	<p>Register a sole proprietorship, partnership or corporation with a registry agent. For a sole proprietorship, a Declaration of Trade Name is required. For a partnership agreement, a Declaration of Partnership must be completed. For a corporation, incorporation documents must be completed. You may register your business at the same time as you register the business' name https://www.alberta.ca/incorporate-alberta-corporation.aspx</p>
<p>8. BANK ACCOUNT <i>Open a business bank account.</i></p>	<p>Visit your local financial institution with a copy of your business registration, to set up business banking.</p>
<p>9. LOCATION <i>Determine a location for a physical business</i></p>	<p>Find a physical location, if required. Purchase building or set up a lease. Determine leasehold improvements required.</p>
<p>10. WEBSITE <i>Reserve the domain name of your company to establish your website.</i></p>	<p>Use a search engine to find a domain registrar to secure a domain name for your website (e.g. www.yourwebsite.com).</p>
<p>11. PAYROLL, TRADE & TAXES <i>Register a business account, for employer accounts and apply for Workers' Compensation Board - Alberta.</i></p>	<p>Apply for a business number account with the Canada Customs & Revenue Agency for GST, payroll deductions, corporate income tax and import/export account at https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/business-registration-online-overview.html Apply for WCB account for your employees and yourself at https://sam.wcb.ab.ca/AccountRegistration/AcctRegIndex.aspx</p>

Starting a Business Checklist

Check out the resources for starting a business

<p>12. LAWS & REGULATION <i>Determine whether any industry specific licenses and/or regulations may apply to your business.</i></p>	<p>Find the permits and licences you need for your business. https://bizpal.ca/en/partners/alberta/</p>
<p>13. BUSINESS LICENCE <i>Contact your municipality about a business licence.</i></p>	<p>Apply for one or more municipal business licenses with participating municipalities.</p>
<p>14. INSURANCE <i>Ensure your business is protected.</i></p>	<p>Visit the Insurance Bureau of Canada at http://www.ibc.ca/ab/ to determine what kind of coverage your business needs. Contact insurance company to apply for insurance.</p>
<p>15. DETERMINE PROFESSIONAL ASSISTANCE REQUIRED <i>Recruit the expertise you require to operate your business.</i></p>	<p>Do you require a bookkeeper or accountant? Set up an accounting system. Do you require a lawyer to help with legal matters? Do you need a social media marketer to set up your website, social media accounts, or prepare social media content? Do you need marketing firm to assist with marketing or branding strategy? Do you require information technology services to manage your technology needs? Do you require a HR professional or safety professional to help with hiring, the creation of HR manuals or safety procedures?</p> <p>Contact Community Futures Lesser Slave Lake Region for possible referrals in your community at 780 849-3232 or book an appointment at https://calendly.com/cf-business-analyst/new-clients</p>
<p>16. CREATE BRAND & MARKETING STRATEGY, PLUS BASIC WEB PRESENCE</p>	<p>Determine your brand (i.e. brand voice, tagline or slogans, logo, typography, color palette, photos) Develop your marketing strategy (digital marketing & traditional marketing) Basic web presence (i.e. Google My Business, search engine optimization, website or facebook, other social media accounts)</p> <p>For more assistance, please call 780 849-3232 or book an appointment at https://calendly.com/cf-business-analyst/new-clients or request a referral to marketing professional</p>
<p>17. EMPLOYMENT STANDARDS ACT <i>Know the requirements as an employer under the Employment Standards Act</i></p>	<p>Check the Employment Standards Branch at https://www.alberta.ca/employment-standards.aspx to ensure that the business is following employment law and practices. Hire employees for the business.</p>
<p>18. COMPLETE BUSINESS SET UP <i>Finalize requirements needed to open your business.</i></p>	<p>Complete leasehold improvements. Order and install equipment. Order and display merchandise. Plan business opening.</p>
<p>FOR FURTHER INFORMATION PLEASE CONTACT:</p>	<p>Robin-Lee Vance, Business Analyst Community Futures Lesser Slave Lake Region 780 849-3232 or balsl@albertacf.com</p>