

2018

Starting a Business

UCLUELET
PREPARED BY UBERE TEAM

UCLUELET CHAMBER OF COMMERCE | 1604 Peninsula Road, Ucluelet BC V0R 3A0

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Step 1 - Develop and Test Your Business Idea.

The first step to starting a business is developing and testing your business idea.

1. Develop your Business Idea
 - a. [Business Development Bank of Canada – ‘Turning your idea into a successful business’](#)
2. Do your research:
 - a. Obtain a guide and checklist for your business type
 - i. [UBC Business School Business Guides](#) :
 - ii. [Government of Canada Business Checklists](#)
 - b. Speak with an expert in your field
 - i. Connect with the Ucluelet Chamber of Commerce and ask how they can help connect you with a local mentor
 - ii. Connect with the applicable industry association
 - iii. [Mentorship BC](#)
 - c. Carry out market research:
 - i. [Business Development Bank of Canada - 'A practical guide to market research to help you make better decisions'](#)
 - ii. [Market Research How To - Small Business BC](#)
 - d. Test Your Idea
 - i. [How to Evaluate Your Business - Small Business BC](#)
 - ii. [How to Qualify Your Business - The Balance](#)

Step 2 - Develop a Business Plan

Business plans give startups the direction they need to be competitive, achieve their goals, obtain financing, and keep control.

1. Read a guide:
 - a. [How to Write a Business Plan - Small Business BC](#)
 - b. [Business Plan Writing - Government of Canada](#)
2. Engage with a business planning expert:
 - a. [Small Business BC Experts](#)
3. Use a template:
 - a. [Business Development Bank of Canada - Business plan template](#)
 - b. [Government of Australia Template](#)
 - c. [Futurpreneur Canada – Business Plan Writer](#)

Step 3 - Pick a Business Structure

There are several legal structures that a business can operate under. Each structure has its advantages and disadvantages. The key is finding the structure that works best for your business!

1. Learn what the difference is between a sole proprietorship, partnership, and corporation?
 - a. [How to Choose a Business Structure - Small Business BC](#)
 - b. [Discuss the matter with a lawyer or accountant – Small Business BC](#)
 - c. Discuss the matter with your lawyer or accountant

2. If you decide to incorporate, decide whether you want to incorporate Federally or in British Columbia
 - a. [Time to Incorporate? Choosing between Federal and Provincial Incorporation](#)
 - b. [Discuss the matter with a lawyer or accountant – Small Business BC](#)
 - c. Discuss the matter with your lawyer

Step 4 – Pick a Name

Many factors should be considered in picking a name. Two of the most important are whether the name is available and whether it resonates with your target market.

1. Pick a name
 - a. What makes a good name?
 - i. [Choosing a Business Name Made Easy - Small Business BC](#)
 - ii. [Government of Canada - Choosing a Business Name](#)
 - b. What are the naming rules in BC?
 - i. [Government of BC - How to Name a Business](#)
 - ii. [Government of BC - Naming Rules](#)
2. Conduct a name search and do you due diligence
 - a. Search in all available source such as online, in telephone directories etc.... for companies with similar names that operate in your field.
 - b. Name Search:
 - i. If registering in BC:
 1. Conduct a BC Registry [Name Search](#)
 2. Conduct a [Nuans Name Pre-Search](#):
 - ii. If incorporating under the federal system:
 1. Conduct a Nuans [Name Search and Obtain a Nuans Report](#):
3. File a name request
 - a. Do I need to file a name request?
 - i. **Sole Proprietorships:** It depends. Review this [resource](#).
 - ii. **Partnerships:** It depends. Review this [resource](#).
 - iii. **Corporations:** Yes, if you want your corporation to have a legal name other than your incorporation number (a number assigned to your corporation by the registry)
 - b. How do I file a name request?
 - i. **Proprietorship/Partnerships:** Submit a name approval request [here](#).
 - ii. **BC Corporations:** Submit a name approval request [here](#).
 - iii. **Federal Corporations:** Follow the name approval instructions listed [here](#).

Step 5 – Register Your Business with the Right Business Registry

Most business forms must be registered provincially or federally.

1. Register your business with the correct registry
 - a. If you are incorporating your business under federal legislation, follow the instructions on [this page](#):
 - b. If you are registering a sole proprietorship, or partnerships follow the instructions [here](#)

- c. If you are incorporating your company under the British Columbia's legislation, follow the instruction under file an incorporation application on this [page](#)

Step 6 – Register Your Business to Collect and Remit Taxes

There are only two things inevitable in an individual's life; taxes and death. Although corporations don't die, they do have to pay taxes!

1. Register your business to collect and remit PST
 - a. Determine if you are required to collect PST. These resources should help:
 - i. [BC Government - Register to Collect PST](#)
 - ii. [BC Government - Provincial Sales Tax \(PST\) Bulletin](#)
 - b. Register to collect and remit PST through [eTaxBC](#) or follow the prompts on [onestop](#)
2. Register your business to collect and remit GST
 - a. Determine if you must collect GST. This resource should help: [Government of Canada – When to register for and start charging GST/HST](#)
 - b. Determine if you wish to [voluntarily register](#) to collect GST
 - c. Register for GST through the [Federal government website](#) or follow the prompts on [onestop](#)
3. Register to remit payroll deductions
 - a. If you plan to have employees, register your companies [payroll program account with your CRA](#) which will allow your company to make the required Income tax, Canada Pension Plan, and Employment Insurance Payments
4. Sign up for your '[My Business Account](#)'

Step 7 – Register your Business with Worksafe BC

1. Worksafe BC oversees British Columbia's workplace no fault insurance system.
2. Determine if you are required, or wish to register with Worksafe BC:
 - a. You plan to [hire employees](#)
 - b. You plan to hire [contract workers](#)
 - c. Your business is [incorporated](#)
 - d. You own a [proprietorship or partnership](#) and want to protect yourself from lost salary and medical expenses resulting from workplace injuries
3. Register [here](#)

Step 8 – Apply for Permits and Licences

Depending on the nature of your business, several licences and permits may be required.

1. Start by searching [this site](#) for the licences or permits that may be required
2. Contact your industry association to determine if there are any necessary permits
3. Apply the required licences or permits

Step 9 – Apply for a District of Ucluelet Business Licence

All entities that engage in commercial activity in the District of Ucluelet are required to hold a current District of Ucluelet Business Licence

1. How do I apply for a business license?
 - a. Submit a business license checklist, business license application form, and application fee (\$25.00) to the District of Ucluelet. The forms and checklist are available under the Business section of ucluelet.ca
 - b. District staff will contact you by phone if they have any questions regarding your application.
 - c. Once the license has been approved, District staff will contact you to pay your business license fee. After which you may immediately commence your business activities and a business license will be mailed to you within 10 business days.
2. Remember, businesses licenses must be renewed each year.

Step 10 – Build and Protect your Brand

1. Learn about branding:
 - a. [Small Business BC – Branding for New Business](#)
 - b. [Small Business BC – What Does a Brand Mean](#)
 - c. [Business Development Bank of Canada - Branding: 5 steps for building your company's brand](#)
 - d. [Small Business BC – Branding Experts](#)
2. Learn about how trademarks can help protect your brand:
 - a. [Government of Canada – Protect your Brand](#)
 - b. [Government of Canada – A Guide to Trademarks](#)

Step 11 – Get Online

1. [Small Business BC – Guide to Choosing a Domain Name for Your Business Website](#)
2. [Business Development Bank of Canada - Free and low-cost website creation tools for your business](#)
3. [Set up a Google My Business account](#)

Step 12 - Secure Financing

You will need to finance your start up in one way or another. This [Small Business BC article](#) outlines some of your options.

1. Government funding
 - a. Investigate what is out there with this [online tool from Innovation Canada](#) or review the financing options on this [the University of British Columbia Small Business Accelerator Program website](#).
 - b. Investigate government run loan programs like [Canada Small Business Financing Program](#) and [Women’s Enterprise Centre](#).
2. Loans
 - a. Meet with institutional lenders like [CIBC](#) or [Coastal Community Credit Union](#) to discuss business loan options.
 - b. Connect with government backed lenders like the [Business Development Bank of Canada](#), [Futurpreneur](#) (if you are between 18 – 39 years of age), and [Community Futures](#)

Step 13 - Pick a Location

Your business location is crucial to your business. Ucluelet has a zoning bylaw that sets out how properties may be used. As a result, it is critical that you determine if your chosen location complies with the zoning bylaw as this will impact your ability to obtain a business licence.

1. [This article](#) from Small Business BC outlines some factors you should consider in picking the right location for your business:
2. Ensure that your planned use complies with local zoning bylaws.
 - a. Pay particular attention to the following sections of the [District of Ucluelet Zoning Bylaw](#) and make sure to contact the Planning Department to confirm that your understanding of the bylaws is correct.

Topic	Bylaw Section Number	Pages
Off Street Parking Requirements	505	51-53
Off Street Loading Space	507 & 508	54
Separation of Parking Lot Use (Parking Lots)	603	56
Other uses on sight – B&B	404	43 - 46
Guest Houses & Guest Cottages	405	43 - 45
Vacation Rentals	406	45 - 46
Prohibited uses	303.3	30
Home Occupation / Home Businesses	402	39 – 40
Secondary Suites and Home Occupations	403.2	41
Landscaping and Screening	601	55

Step 14 – Review Other Relevant District of Ucluelet Bylaws

District of Ucluelet Bylaw should be reviewed to determine how they may affect your business. The following is a list of some of those bylaws.

1. [Harbour Bylaw](#)
2. [Noise Bylaw](#)
3. Signage:
 - a. [Sign Bylaw](#)
 - b. [Sign Amending Bylaw](#)
4. [Parking Bylaw](#)
5. [Public Property Use Bylaw](#)
6. [Provisions for Filming in Ucluelet](#)

Step 15 – Secure Commercial Garbage and Recycling Solutions

Since waste created by businesses is not eligible for pickup under the bylaw to provide for the Collection of Garbage and Recycling, businesses must make their own arrangements for disposing of their waste.

The following are two local waste disposal companies:

1. [SonBird Refuse & Recycling](#)
2. [Ucluelet Rent-It Center Ltd.](#)