



BRITISH
COLUMBIA

The Best Place on Earth

Ministry of Small Business and Revenue Starting a Small Business



The Best Place on Earth to do Business



British Columbia: The Best Place on Earth to do Business

What You Need to Know About Starting a Small Business

July 2007 Edition



Ministry of
Small Business
and Revenue

Internet Access

*Many of the resources listed in this guide are web-based only. If you do not have your own Internet connection, try your local library or Community Futures Development Association of British Columbia (call **604 685-2332** to find the location nearest you) for free Internet access.*

This guide is also available electronically at:

Ministry of Small Business and Revenue:

www.sbr.gov.bc.ca/smallbusiness/information_guides.htm

Small Business BC:

www.smallbusinessbc.ca/pdf/startingsmallbusinessguide.pdf

OneStop Business Registry:

www.bcbusinessregistry.ca/introduction/startingabusiness.htm

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33,138 gallons of water



3,514 lbs of solid waste



6,816 lbs of greenhouse gases



22,538 lbs of wood

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This Guide

Small Business is driving British Columbia's booming economy.

A remarkable 98 per cent of all businesses in British Columbia are small businesses, providing employment for over 1 million people. That works out to 47 per cent of all employment in British Columbia being generated by businesses with fewer than 50 employees or self-employed workers.

There are 370,700 small businesses operating in British Columbia today. They range from window washing and painting companies to corner stores, restaurants and lumber mills, and from high-tech computer programmers and interior designers, to salmon fishers and landscape gardeners.

If you want to join this group of independent-minded entrepreneurs, this guide is for you.

It will introduce you to some of the essential things you need to know about starting a small business and tell you where you can find more information to make sure your new business is a success.

Your Two Primary Resources

Many helpful resources appear throughout this guide, but the two that provide essential services and information for British Columbian entrepreneurs are:



Small Business BC

www.smallbusinessbc.ca

82–601 West Cordova

Vancouver, British Columbia V6B 1G1

Tel: 604 775-5525 or 1 800 667-2272

Fax: 604 775-5520

TTY (Teletypewriter): 711

E-mail: askus@smallbusinessbc.ca

Small Business BC offers business resources to help British Columbian entrepreneurs start and grow their small businesses. Supported by the Ministry of Small Business and Revenue and Western Economic Diversification Canada, Small Business BC provides small business owners with:

- ▶ information about how to operate a business, from start-up to expansion;
- ▶ easy-to-read guidebooks on a wide range of topics including consulting, manufacturing and retailing;
- ▶ import and export one-on-one coaching;
- ▶ business plan review advice;
- ▶ market research services;
- ▶ access to video conferencing equipment to educate and communicate with entrepreneurs in regional communities across British Columbia;
- ▶ affordable business seminars and workshops at Small Biz Education Centre, www.smallbizeducation.ca; and
- ▶ e-business solutions at eBusiness Connection, www.e-bc.ca.



bc business registry.ca

OneStop Business Registry

www.bcbusinessregistry.ca

Help Desk: 1 877 822-6727

E-mail: **OneStop.Help@gov.bc.ca**

The OneStop Business Registry allows new and existing businesses to complete the most commonly required business registrations and transactions online, quickly and easily. Through OneStop – open 24 hours a day, seven days a week – you can:

- ▶ register a sole proprietorship or general partnership;
- ▶ apply for a Provincial Sales Tax (PST) and/or Hotel Room Tax (HRT) number;
- ▶ register as an employer or apply for Personal Optional Protection coverage;
- ▶ register for the Goods and Services Tax (GST), payroll deductions, corporate income tax and import/export accounts;
- ▶ apply for municipal business licences with participating municipalities;
- ▶ apply for a business BCeID, an online service that makes it possible for you to use one login ID and password to sign in securely to any BCeID participating provincial government website (please see page 10 for more information);
- ▶ choose a domain name for your website; and/or
- ▶ renew a liquor licence.

In addition:

- ▶ You can get your Business Number (BN) through OneStop. This is a unique nine-digit “root” number assigned to your business that travels with you no matter what government agency you are working with – making it simpler and easier to do business with the public sector.
- ▶ The OneStop Business Address Change Service – **www.bcbusinessregistry.ca/introduction/BACservice.htm** – allows you to change your business physical and/or mailing address and notify federal and provincial agencies and local government in a single step.

OneStop access

If you would like to use OneStop services but do not have your own computer, try one of the more than 100 OneStop locations across the province, where public access terminals are available along with staff to help if you need it.

*Call the OneStop Help Desk at **1 877 822-6727** Monday to Friday 7 AM to 7 PM Pacific Time (8 AM to 8 PM Mountain Time) except statutory holidays to find the nearest location.*

14 Steps to Starting Your Own Small Business

The following are the basic steps most new small businesses need to take before they can begin operating in British Columbia.

1. Make sure running a small business is right for you

It takes time, commitment, a good idea, the right personality and at least a few basic business skills to start up and run a small business successfully.

The Small Business BC website provides a series of commonly asked questions that can help you evaluate and test your idea for a new small business, and a document called *Business Development Concepts* that is packed with information about finding or generating new business opportunities. Go to www.smallbusinessbc.ca and click on "Business Idea."

2. Decide on a business structure

Most small businesses are operated as either a:

- ▶ sole proprietorship, where you are the only employee (i.e. you are self-employed);
- ▶ general partnership, where you join with one or more partners; or
- ▶ corporation (also known as a limited company).

Small Business BC discusses the pros and cons of each business type at www.smallbusinessbc.ca/bizstart-prop.php.

You can also find more information about the different business structures through BC Registry Services (Ministry of Finance). Go to:

- ▶ www.fin.gov.bc.ca/registries/corppg/crpartnership.htm for information on sole proprietorships and general partnerships; and
- ▶ www.fin.gov.bc.ca/registries/corppg/crcompanies.htm for information on corporations.

For information on other business structures, such as societies, visit www.fin.gov.bc.ca/registries/corppg/crsocieties.htm and cooperatives, visit www.fin.gov.bc.ca/registries/corppg/crcoop.htm.

Corporations Canada (part of Industry Canada) also provides extensive information on corporations, including the benefits of federal incorporation if you want to expand your business to other provinces.

Visit www.strategis.ic.gc.ca/epic/internet/incd-dgc.nsf/en/Home.

3. Develop a business plan

A business plan is a written document that details what your business will do, how it will operate, and establishes your business goals. Financial institutions may review your business plan and make lending decisions based on the information you provide. It also helps you make sure – even if you do not need outside money – that you really are ready to launch your new business.

Small Business BC has a number of resources available to help you develop a good business plan. Go to www.smallbusinessbc.ca/ibp and choose:

- ▶ “Planning Fundamentals” for the six things you should keep in mind while developing your business plan;
- ▶ “Sample Plans/Guides” to see examples of successful business plans or read one of many useful guides, such as *Business Planning and Financial Forecasting*; or
- ▶ “Interactive Business Planner” to use an online program that will walk you through the development of a three-year business plan.

You can also send a copy of your business plan to Small Business BC and then make an appointment with a member from the Business Plan Team. The Business Plan Team will objectively assess your plan and give you feedback on it. Small Business BC agrees to maintain the information submitted in confidence and to not distribute/communicate the information in the business plan without first obtaining your express written consent. Go to www.smallbusinessbc.ca/bizResources-planReview.php.

Ask for advice

If you are not sure which business structure will be best for your business, we recommend you talk to a lawyer and an accountant to find out what each type requires, both legally and financially.

4. Secure your financing

For your new small business to succeed, you need to have enough money to cover business start up costs and daily operating expenses. If you don't have enough money for start up through family, friends, loans or lines of credit, you may need to consider outside sources of financing.

For information about government, private and venture capital sources of financing, go to:

- ▶ Small Business BC at www.smallbusinessbc.ca/bizstart-financing.php; or
- ▶ Industry Canada's Strategis website at www.strategis.gc.ca and click on "Business Support, Financing" on the left.

In addition:

- ▶ If you live in rural British Columbia, you might also want to visit your local Community Futures Development Association of British Columbia (CFDABC). To find the CFDABC nearest you, visit www.communityfutures.ca/provincial/bc or call 604 685-2332.
- ▶ The Ministry of Economic Development offers programs to help small businesses gain access to investment capital, from those just starting out to those wanting extra capital to compete in global markets. Visit www.equitycapital.gov.bc.ca or call 1 800 665-6597 for more information.

And don't forget to talk to your bank or credit union. They can provide you with information on products and services designed to help your business operate effectively. Information on financial services for small business is available from:

- ▶ the Canadian Bankers Association at www.cba.ca or call 1 800 263-0231; and
- ▶ the Credit Union Central BC at www.cucbc.com or call 604 734-2511.

5. Choose a business name and have it approved

If you want to use a business name that is anything other than your personal name, you will need to have your business name approved by – and then registered with – BC Registry Services, part of the provincial Ministry of Finance.

Business names must have both a distinctive and a descriptive element, like “ABC” (*distinctive* element) “Manufacturing” (*descriptive* element). You must add a corporate designation, such as “Ltd.” if you are planning to incorporate your business.

It is a good idea to have a first, second and third choice for your business name, just in case the name you want is not available. You can do some preliminary research for potential conflicts by looking through telephone listings, business directories or similar publications.

You can download the Name Approval Request form (the form also includes guidelines for choosing a name) at www.fin.gov.bc.ca/registries/corppg/forms/0708BFILL.pdf.

The form is also available and can be processed at most OneStop locations. To find the OneStop location nearest you, go to www.bcbusinessregistry.ca/introduction/sites.htm or call 1 877 822-6727.

Once your business name is approved, it will be reserved for 56 calendar days. Within these 56 days, you must register your business with BC Registry Services. Allow at least seven days for your name search and registration to be complete.

Protecting your business name

The names of sole proprietorships and general partnerships are not protected by law, which means someone else could decide to use the same name. Only incorporated businesses have that protection.

If protecting your business name is important to you, you may want to incorporate your business.

6. Register your business

If your business is a sole proprietorship or general partnership, you can register it quickly and easily online using the OneStop Business Registration Service at www.bcbusinessregistry.ca/introduction/registrations.htm. You will need a Visa, MasterCard or American Express to complete and pay for this transaction online.

Over-the-counter payments (cash, debit card, cheque) for this registration transaction can be accepted at OneStop locations such as Service BC & Government Agent offices and FrontCounter BC offices. Call 1 877 822-6727 to find the location nearest you.

If you decide you want to incorporate, you must file an Incorporation Application with BC Registry Services.

- ▶ see the registry's website at www.fin.gov.bc.ca/registries/corppg/crcompanies.htm for detailed information on the application process;
- ▶ apply electronically, either by using Corporate Online – www.corporateonline.gov.bc.ca (pick "File an Incorporation Application" on the home page); or
- ▶ hire a firm called Dye & Durham to file for you. Call 1 800 661-1811 or visit www.dyedurhambc.com for more information.

For information about applying for federal incorporation, visit Corporations Canada at strategis.ic.gc.ca/epic/internet/incd-dgc.nsf/en/Home.

7. Apply for a domain name

You may want to use the Internet to sell or market your goods or services. If you do, you will need a domain name (a name that will identify your Internet website). You can research whether the domain name you want is available, and buy the rights to that name from \$19.50 CAD per year, through the OneStop Business Registry in partnership with DomainPeople.

To research or buy a domain name, go to the OneStop Business Registry website at www.bcbusinessregistry.ca (choose number 3). You will need a credit card to complete this transaction.

For more about e-business

eBusiness Connection – www.e-bc.ca – is devoted to helping British Columbian entrepreneurs take their businesses online. The site includes extensive information on such topics as developing a web presence and a web strategy, designing a website and determining your web content.

8. Register for the PST/HRT

Depending on the kind of business you plan to start, you may have to charge and collect the provincial social service tax, also called the provincial sales tax (PST), or the provincial hotel room tax (HRT). That means you will need to register with the Ministry of Small Business and Revenue. To find out more about the PST and HRT:

- ▶ go to the ministry website at www.sbr.gov.bc.ca/ctb and click on “Bulletins” in the left navigation bar. Bulletin SST 044 provides detailed information on what businesses are required to register and collect PST. Bulletin HRT 005 explains the HRT; or
- ▶ call the Taxpayer Services information line toll-free at 1 877 388-4440.

To register online with the ministry, go to the OneStop Business Registry at www.bcbusinessregistry.ca (choose number 5).

Important!

Even if you are not required to register for the PST, you still need to know how PST applies to you and your business activities.

The Small Business Guide to PST, produced in partnership with small business organizations, is a great place to start. To get a copy, make sure you visit www.sbr.gov.bc.ca/ctb or call 1 877 388-4440.

9. Register for the GST

No matter what business you start, if you sell more than \$30,000 a year in goods or services through your business, you will have to collect and pay the federal Goods and Services Tax (GST). That means you will need to register with Canada Revenue Agency. For more information about the GST, go to the CRA’s website at www.cra-arc.gc.ca/tax/business/topics/gst/menu-e.html or call 1 800 959-5525.

To register online with the Canada Revenue Agency, go to the OneStop Business Registry at www.bcbusinessregistry.ca (choose number 5).

10. Complete other registrations

You may also need to complete other provincial, federal or local government registrations (those listed below can be completed through the OneStop Business Registry, www.bcbusinessregistry.ca, choose number 5). For example:

- ▶ If you plan to hire employees – or you have established your new business as a corporation – you will need to register with WorkSafeBC and pay WorkSafeBC insurance premiums. This will ensure you and your workers are covered in case of work-related injury or disease. If you are self-employed, you may also want to apply for WorkSafeBC's Personal Optional Protection. To find out more, visit WorkSafeBC's website at www.worksafebc.com. You might also want to download *Small Business Primer: A Guide to the WCB* at www2.worksafebc.com/PDFs/Small%20Business/primer.pdf.
- ▶ If you are hiring employees and you are paying salary, wages, bonuses, vacation pay or tips to your employees – or providing a benefit to your employees such as board and lodging – you will need to register with the Canada Revenue Agency for a payroll deductions account. This account will enable you to make the required Income Tax, Canada Pension Plan (CPP) and Employment Insurance (EI) payments. For more about payroll deduction accounts, go to the CRA's website at www.cra-arc.gc.ca/tax/business/topics/payroll/menu-e.html or call **1 800 959-5525**.
- ▶ If your business is incorporated, or you are a non-resident corporation operating in Canada, you will need to register for a Corporate Income Tax account with the Canada Revenue Agency.
- ▶ If you are going to import or export goods, you will need to register with the Canada Border Services Agency (CBSA). You can register your business with the database through the OneStop Business Registry: www.bcbusinessregistry.ca (choose number 5). For more information about importing and exporting, go to the CBSA's site at www.cbsa-asfc.gc.ca/menu-eng.html and select Importing or Exporting from the left hand side of the page.
- ▶ If you need to change your business address through the OneStop Business Address Change Service, or plan to access other government e-services regularly, you will need a business BCeID. You can apply for a business BCeID through the OneStop Business Registry: www.bcbusinessregistry.ca (choose number 5). A BCeID is an online service that makes it possible for you to use one login ID and password to sign in securely to any BCeID participating provincial government website. For a complete list of government e-services that use BCeID, visit the Online Service Directory at www.bceid.ca/directories/bluepages.

Not made up your mind about import/exports yet?

Check out our Import Export guide.

This guide introduces you to the places and people who can help you decide whether import/export is right for you, and how you can best set up your business to enter the exciting world of international trade. It's available through the Ministry of Small Business and Revenue: www.sbr.gov.bc.ca/smallbusiness/information_guides.htm

In addition, your business may require a municipal business licence to operate. Each municipality is different. Please check with your local government or First Nation to find out about licence and zoning requirements in your area. If you do need to register for a municipal business licence, you may be able to do so through the OneStop Business Registry.

Visit www.bcbusinessregistry.ca/introduction/localgovernment.htm for a list of participating municipalities.

For more information

Small Business BC offers a handy checklist to help you determine exactly which registrations you need to complete.

Go to www.smallbusinessbc.ca/bizstart-checklist.php.

The Canada Revenue Agency also publishes the Guide for Canadian Small Businesses which explains federal requirements for the GST, payroll deductions, importing/exporting and corporate income tax. Go to www.cra-arc.gc.ca/E/pub/tg/rc4070/ or call 1 800 959-5525.

Other laws

To find out whether there are any other provincial or federal government regulations that apply to your particular business, call Small Business BC at 1 800 667-2272 or visit www.smallbusinessbc.ca and click on the search button. From there, pick provincial or federal regulations and choose your business type.

You can find copies of all British Columbia laws at www.qp.gov.bc.ca/statreg, or you can buy them through Crown Publications at 250 386-4636. You can also sign up (for a fee) for QP Legaleze, a searchable database of current provincial laws and laws that are under development (they have not yet been passed by the Legislature). Visit www.qplegaleze.ca.

11. Investigate additional business registrations and requirements

There may be some additional registrations or requirements you must consider before you open your small business. For example:

Employment Standards Branch Ministry of Labour and Citizens' Services

www.labour.gov.bc.ca/esb

Tel: 1 800 663-7867

The *Employment Standards Act* and *Employment Standards Regulation* apply to most workplaces in British Columbia and cover such important issues as required wage rates, vacations and overtime rules. If you are planning to hire employees, you should be familiar with this information.

Industry Training Authority

www.itabc.ca

Tel: 1 866 660-6011

E-mail: customerservice@itabc.ca

The Industry Training Authority (ITA) is a provincial government agency responsible for governing and developing the industry training system in British Columbia. If you are planning to hire apprentices to work in your new business, you will need to be registered with the ITA.

Canada Revenue Agency

www.cra-arc.gc.ca

English: 1 800 959-5525 or www.cra-arc.gc.ca/menu-e.html

French: 1 800 959-7775 or www.cra-arc.gc.ca/menu-f.html

If your business is either a sole proprietorship or general partnership, you must report your share of gross and net profits (or losses) on your individual tax return (T1). If your business is an incorporated company, you must file a corporation tax return (T2) within six months after the end of the corporation's fiscal period.

Business records

Whether you are hiring employees or working on your own, you are required by law to keep good records of your new business's income and expenses. The Canada Revenue Agency's website provides a list of all the business records you must keep. Visit www.cra-arc.gc.ca and enter "records retention" in the search box.

We also recommend you contact a qualified accountant to help you set up and maintain proper business records and accounts. It is also a good idea to talk to a lawyer for advice about any legal issues that may affect your small business.

Canadian Company Capabilities Database

www.strategis.ic.gc.ca/cdncc

Tel: 1 800 328-6189

If you plan to:

- ▶ manufacture goods;
- ▶ export goods to another country; or
- ▶ sell products or services to other companies or organizations.

You should consider joining Industry Canada's Canadian Company Capabilities Database to make sure buyers in Canada and around the world know about your products and services. Over 500,000 domestic and international companies browse the database every month looking for Canadian businesses. You can register your business with the database through the OneStop Business Registry: www.bcbusinessregistry.ca (choose number 5).

Canadian Intellectual Property Office

www.cipo.gc.ca

Tel: 819 997-1936

Patents, copyrights and trademarks are all ways that businesses use to protect their intellectual property, including business ideas and inventions, designs, symbols and products. Industry Canada's Canadian Intellectual Property Office (CIPO) offers a series of guides that explain how to register your business patents, copyrights and trademarks.

12. Identify permit and licencing requirements – BizPaL



www.bcbizpal.ca

BizPaL is an online tool that can help you quickly and easily identify the permits and licences you need to conduct your business activities. By answering a series of simple questions, you can generate a printable list of the permits and licences that you may require from various levels of government, along with general information on each permit and license generated and contacts and links for getting more information. While not all local governments within British Columbia are currently available on BizPaL, you can still access the federal and provincial permits and licences you may require simply by choosing "Local Government Not Listed" from the drop down menu on the BizPaL Business Location page.

By using BizPaL, you can minimize your research time from hours to, on average, less than half an hour. BizPaL can help to simplify and streamline the red tape and make your interactions with all levels of government simpler and easier.

13. Integrate sustainable business practices

Ensuring that your business operates in the most environmentally sustainable manner is not only good for the environment, but will also reduce costs, increase efficiency, and help your company develop a strong reputation in the community. Reducing greenhouse gas emissions can also create future business opportunities such as providing cleaner energy sources, more efficient products, and other alternative technologies.

Many actions that companies can take to reduce emissions are common to most

organizations and cost-effective – especially if integrated at the start-up phase of business development. Examples include increasing energy efficiency by making smart equipment choices, diversifying energy consumption with renewable energy, and adopting minimal packaging standards. By integrating sustainable business practices into your business plan from the beginning, you can ensure that your business operates in the most efficient and environmentally-friendly manner possible.

To learn more about the government of British Columbia's plan to reduce energy consumption and increase efficiency, see www.energyplan.gov.bc.ca/

14. Check out other useful resources

In addition to Small Business BC (see page 2) and the OneStop Business Registry (see page 3), there are a number of places where small business owners can look for new business opportunities, practical advice and helpful services.

Olympic opportunities

2010 Commerce Centre

BC Olympic and Paralympic Winter Games Secretariat

www.2010commercecentre.gov.bc.ca

Tel: 604 660-2010 or 1 888 778-2010

E-mail: info2010commercecentre@gov.bc.ca

Through the website, you can sign up to receive free e-mail notification of all 2010-related opportunities in your business area. You can also visit the site to search or browse through the latest opportunities, or sign up for the 2010 Commerce Centre newsletter. Maybe you'd like to profile your business as a potential supplier to the 2010 Games – you can do that online by joining the Commerce Centre's 2010 Business Network. The website also includes a calendar of Olympic-related events and workshops and a range of materials to help you apply for – and win – 2010-related contracts.

The 2010 Commerce Centre is managed by the BC Olympic and Paralympic Winter Games Secretariat (BC Ministry of Economic Development) to make sure communities and businesses, small and large, across British Columbia are able to maximize the economic opportunities associated with hosting the 2010 Winter Games. Visit the 2010 Commerce Centre online. Bookmark it!

Get Informed. Be Educated. Stay Connected.

Aboriginal entrepreneurs

Aboriginal Business Service Network

www.cbcs.org/english/absn

Tel: 1 877 699-5559

TTY (Teletypewriter): 1 800 457-8466

Hosted by the Government of Canada, the Aboriginal Business Service Network website brings together information, resources and services specifically intended to help Aboriginal entrepreneurs improve their access to capital and establish or develop their businesses.

Included in the Aboriginal Business Service Network is ***www.firstbusiness.ca***, where you can find stories about successful Aboriginal entrepreneurs as well as information about starting and financing a business, developing a business plan and many other topics – all from an Aboriginal perspective.

First Citizens Fund

www.gov.bc.ca/arr/social/fcf/default.html

Tel: (ENQUIRY BC) 1 800 663-7867

E-mail: ***ABRInfo@gov.bc.ca***

The provincial Ministry of Aboriginal Relations and Reconciliation operates the First Citizens Fund to expand cultural, educational and economic opportunities for Aboriginal people in British Columbia. One of the fund's primary goals is to help Aboriginal people and organizations to start and expand businesses through business loans and business advisory services.

Young entrepreneurs

Aboriginal Business Entrepreneurship and Skills Training (BEST) Program

www.smallbusinessconsultant.ca/best/index.html

Tel: (ENQUIRY BC) 1 800 663-7867

E-mail: ABRInfo@gov.bc.ca

Aboriginal BEST is a 12-session training series – offered by the Ministry of Aboriginal Relations and Reconciliation – that provides young British Columbian Aboriginal entrepreneurs, aged 18 to 35, with the tools they need to start their own business. Through this program, you can conduct market research, write a business plan and explore financing options.

Canadian Youth Business Foundation

www.cybf.ca

Tel: 1 800 464-2923

The Canadian Youth Business Foundation (CYBF) is a national charity that helps Canadians, aged 18 to 34, create their own successful businesses. CYBF provides online business resources and loans of up to \$15,000 to provide the foundation for new business start-ups. Each young entrepreneur is also matched with a volunteer mentor for a minimum of 2 years during the critical start-up period.

Young Entrepreneurs Association

www.yea.ca

Tel: 1 888 639-3222

E-mail: info@yea.ca

The Young Entrepreneurs Association (YEA) is a national non-profit organization dedicated to increasing the survival and success rate of youth-owned (age 35 or under) businesses in Canada. YEA's two British Columbia chapters, based in Victoria and Vancouver, offer peer mentorship programs as well as speaker and networking events, workshops and seminars.

Women entrepreneurs

Women's Enterprise Centre

www.wes.bc.ca

Tel: 1 800 643-7014

E-mail: info@womensenterprise.ca

Established by Western Economic Diversification Canada in 1995, the Women's Enterprise Centre is committed to establishing and growing women-owned and controlled businesses in this province. Over the past ten years, over 30,000 women in British Columbia have benefited from the society's services, including business advice, loans and skills training. The society also offers skills training for women in such topics as marketing, financial management and strategic thinking.

General information

Asia Pacific Initiative

www.ecdev.gov.bc.ca/AsiaPacific/Asia_Pacific_Initiative.pdf

The Asia Pacific Initiative supports the government's vision for strengthening British Columbia's competitive position as the preferred economic and cultural gateway between North America and the Asia Pacific region. To provide better access for small business in British Columbia to economic opportunities in the Asia Pacific region, we are: 1) gathering strategic advice on marketing British Columbia products and services to the Asia Pacific region through the recently created Asia Pacific Trade Council; and 2) we are making key investments in transportation infrastructures to facilitate movement of goods and services.

Community Futures Development Association of British Columbia

www.communityfutures.ca/provincial/bc

Tel: 604 685-2332

E-mail: info@communityfutures.ca

There are 34 Community Futures Development Associations (CFDABCs) throughout rural British Columbia. They work in partnership with Western Economic Diversification Canada to offer entrepreneurial programs, business counselling, loan programs and business information to local community members interested in starting or expanding their own businesses. Many Community Futures offices are also OneStop Business Registry locations; visit www.bcbusinessregistry.ca/introduction/sites.htm for more information.

Front Counter BC

www.frontcounterbc.gov.bc.ca/

Tel: 1 800 663-7867

E-mail: ***frontcounterbc@gov.bc.ca***

FrontCounter BC offers a citizen-centred approach aimed at providing clients with one source of information for all licences, permits, and registrations needed to conduct business on crown land in any part of the province. Clients may access FrontCounter BC services by telephone, internet, e-mail or face-to-face with staff specifically trained and knowledgeable in authorizations and permits required for such sectors as energy, mining, forestry, agriculture, transportation, environment, commercial recreation, etc. FrontCounter BC services include: guiding clients through required authorizations; helping clients complete application packages; interpreting land information, maps and management plans; following up and tracking the status of applications filed; liaising between ministries, agencies and governments; and providing One-Stop Business registration and free Internet access to services such as Base Maps Online Store, BCeLD, Integrated Land Resource Registry and Mineral Titles On-Line.

Ministry of Small Business and Revenue

www.gov.bc.ca/sbr

E-mail: ***MSBROffice@gov.bc.ca***

The Ministry of Small Business and Revenue works in partnership with the small business sector to ensure British Columbia is the most business-friendly jurisdiction in Canada. The Ministry's website has information about programs and services relating to small business, including the Taxpayer Fairness and Service Code booklet and the Small Business Roundtable, as well as information on PST tax seminars and tax requirements. To support small business start-up and growth the Ministry's primary service delivery agent is Small Business BC.

Service BC & Government Agents ***www.governmentagents.gov.bc.ca***

Tel: (ENQUIRY BC) 1 800 663-7867 to find the Government Agent nearest you.

Government Agents, located in 59 communities across British Columbia, provide a single window to provincial government information, services and applications. They can answer your questions about government regulations and help you with small business information and registrations. They can also help you with the Community Access Terminals (CATS), located in each office, that allow you to access government information and file applications over the Internet. All Government Agents offices are also OneStop Business Registry locations; visit www.bcbusinessregistry.ca/introduction/sites.htm for more information.

Small Business BC ***www.smallbusinessbc.ca***

E-mail: askus@smallbusinessbc.ca

Small Business BC, a public and private sector collaboration, is the comprehensive Business Development Resource for people exploring opportunities, launching new ventures and growing existing businesses. By involving the business community directly in its operations, Small Business BC enables the development of private sector partnerships to complement and expand future services. It is the key resource centre for small business information and services in the province, including business registration, seminars, planning and advisory services.

Western Economic Diversification Canada ***www.wd.gc.ca***

Tel: 604 666-6256 or 1 888 338- 9378

Email: info@wd-deo.gc.ca

Western Economic Diversification Canada's (WD) mandate is to promote the development and diversification of the economy of Western Canada and advance the interests of the West in national economic policy. WD supports the Western Canada Business Service Network, which includes the Community Futures Development Association of British Columbia, the Women's Enterprise Centre of British Columbia and Small Business BC.





The Best Place on Earth

**Ministry of Small Business
and Revenue**

PO Box 9822, Stn Prov Govt
Victoria BC V8W 9N3

Minister Rick Thorpe

Phone: 250 387-6121

Fax: 250 952-0113

Email: internalcommunications@gov.bc.ca

Web: www.sbr.gov.bc.ca

Email: sbr.minister@gov.bc.ca

Small Business BC

*Comprehensive business information and business
planning resources for starting and growing a business
in British Columbia*

1 800 667-2272

www.smallbusinessbc.ca

Canada Business

*The Government of Canada's main site
for business information*

1 888 576-4444

www.canadabusiness.gc.ca

OneStop Business Registry

*Online business registration and change
of business address*

1 877 822-6727

www.bcbusinessregistry.ca

eBC eBusiness Connection

*e-business information resources for small
and medium-sized businesses*

1 604 775-7532

www.e-bc.ca

Front Counter BC

*A single window service for natural resource clients
of provincial natural resource ministries and agencies
to obtain all the information and authorizations they
need to start or expand a business.*

1 800 663-7867

www.frontcounterbc.gov.bc.ca

Service BC & Government Agents

*Province-wide access to government services including
key government transactions for business*

1 800 663-7867 (Enquiry BC) to be transferred to the nearest
Government Agents Office

www.governmentagents.gov.bc.ca

**Community Futures Development Association
of British Columbia**

*Business counselling and assistance for new and existing
businesses in rural British Columbia.*

1 604 685 2332

www.communityfutures.ca/provincial/bc/

Women's Enterprise Centre

*Helping women entrepreneurs in BC start, grow and
succeed in their business. Women owned businesses have
access to training programs, business advising services,
business loans, mentoring and resources.*

1 800 643-7014

www.womensenterprise.ca

La Société de développement économique

*The Francophone Economic Development Organization
enhances the vitality of minority language communities
and assists with economic development*

1 877 732-3534

www.sdecb.com

