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Contact: **City of Port Alberni Economic Development Office**
4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2535
<https://www.portalberni.ca/mandate>

CHECKLIST FOR STARTING A BUSINESS

- Develop a business plan to determine if you can make money from your idea.
- Register your business name.
- Register your website name.
- Obtain a business license.
- Ensure appropriate zoning of premises.
- Is a building permit necessary.
- Obtain the proper provincial and/or federal licenses.
- Register for GST (if applicable) and PST.
- Register with WorkSafe BC.
- Register for remitting employees' federal and provincial income tax deductions, employment insurance premiums (EI) and Canada Pension Plan (CPP) contributions.
- If you are hiring employees or subcontracting for labour, ensure that you comply with the the pertinent labour regulations by contacting the Employment Standards Branch of the Ministry of Jobs, Tourism and Skills Training and Responsible to Labour.
- Hire an accountant and lawyer where necessary.

START UP RESOURCES

Both the provincial and federal governments provide several excellent resources with detailed information on business start-up.

BizPal

www.bizpal.ca

BizPal is an online business permits and license service that simplifies the compliance regulation process for entrepreneurs. BizPal provides businesses with one-stop access to permit and license information for all levels of government. The service's primary goals are to slash document research time and help entrepreneurs start up faster.

This service will ask you a short series of questions about the nature and scope of your current or proposed business. Based on your answers, you will be provided with a customized list of permits and licenses from all levels of government (federal, provincial and municipal) that may be required to operate your business. All of the information that is provided is done so anonymously and you may save or print your results for future reference. BizPal is also accessible from the City of Port Alberni website at www.portalberni.ca.

Business Start-Up Assistant

This document is now available on the Small Business BC website and a checklist for new business owners. Each step on the checklist has helpful links with more information.

Canada/BC Business Services Centre (CBSC)

82-601 West Cordova Street

Vancouver BC V6B 1G1

Ph: (604) 775-5525

Toll Free: 1-800-667-2272

http://smallbusinessbc.ca/wp-content/uploads/resource_files/Starting_a_Business_Checklist.pdf

Small Business BC

Small Business BC is a not-for-profit society that offers start-up advice, business plan reviews, access to research and market information, business seminars and one-on-one business coaching, as well as a host of other services.

Small Business BC

82-601 West Cordova Street

Vancouver BC V6B 1G1

Ph: (604) 775-5525

www.smallbusinessbc.ca

DEVELOP A BUSINESS PLAN

A good first step in starting a business is developing a business plan. A business plan assists in assessing business potential, as well as identifying the risks that may be involved. For assistance in developing a business plan, the following resources may be useful:

Community Futures Alberni-Clayoquot

4757 Tebo Avenue

Port Alberni BC V9Y 8A9

Ph: (250) 724-1241

www.cfac.ca

Business Development Canada

500 – 6581 Aulds Road

Nanaimo BC V9T 6J6

Ph: (250) 390-5757

www.bdc.ca

Canada/BC Business Services Centre

82-601 West Cordova Street

Vancouver BC V6B 1G1

Toll Free: 1-800-667-2272

www.smallbusinessbc.ca

Women's Enterprises Centre

2nd Floor – 2659 Douglas Street

Victoria BC V8T 5M2

Toll Free: 1-800-643-7014

www.womensenterprise.ca

Industry Canada

2000 – 300 West Georgia Street

Vancouver BC V6B 6E1

Ph: (604) 666-5000

www.strategis.ic.gc.ca

FORMS OF BUSINESS ORGANIZATION

One of the first major decisions you will have to make as you start your new business is what form of legal entity it will take. To a large degree, this decision may be dictated by the way you have organized your operations and whether you intend to work on your own in a sole proprietorship, in conjunction with others in a partnership, or whether you are considering incorporation as a limited company.

From a legal point of view, there are several common types of business:

- Sole proprietorship
- Partnership
- Corporation

The form of business entity you choose can have a significant impact on how you are affected by income tax rules and regulations. A lawyer and/or an accountant can provide advice on which entity is suited to your needs and assist you with things such as partnership agreements or filing for incorporation.

Sole Proprietorship

This is the simplest way to set up a business. In a proprietorship, one person performs all the functions required for the successful operation of the business. The proprietor (owner) secures the capital, establishes and operates the business, assumes all risks, accepts all profits and losses, and pays all taxes. The owner is personally and totally responsible for any debts and contractual obligations. Business loans are usually available if the sole owner is willing to mortgage his or her assets.

Partnership

A partnership is formed when two or more people combine their resources in a business.

General Partnership

In a general partnership, two or more owners share the management of a business, and each is personally liable for the debts and obligations of the business. This means that each partner is responsible for and must assume the consequences of the actions of the other partner(s).

Limited Partnership

A limited partnership involves limited partners, who combine only capital. They are not involved in managing the business and cannot be liable for more than the amount of capital they have contributed. This is known as limited liability. A limited partnership also involves general partners, who are involved in management. They are fully liable for the debts and obligations of the business, but may be entitled to a greater share of the profits.

Both general and limited partnerships come under provincial jurisdiction. All partnerships are required to be registered with BC Registry Services within three months of formation.

The name of a new business must be registered if it is not incorporated. Proprietorships, partnerships, limited partner agreements and trade names must also be registered with BC Registry Services (<http://www.bcregistryservices.gov.bc.ca>). This site is also an excellent source of business start-up information.

Corporation

A corporation is a legal entity that is separate from its owners, who are the shareholders of the company. Each shareholder has limited liability. The directors and officers, however, carry additional liability. A creditor with a claim against the assets of the company would normally have no rights against its shareholders; however, in certain circumstances shareholders may be held liable. This type of business may be incorporated at either the federal or provincial level.

Provincial

When a company intends to carry on its activities solely in one province, provincial incorporation may be preferable. If a company wants to expand its activities outside of its provincial jurisdiction at a later date, it must register as an extra provincial corporation in other provinces in which it wishes to carry on business. For more information, contact:

BC Registry Services
2nd Floor, 940 Blanshard Street
Victoria BC V8W 3E6
Ph: (250) 356-8626
<http://www.bcregistryservices.gov.bc.ca/>

Federal

A company can also choose to incorporate federally which allows a business to operate using its corporate name across Canada. This is important if you anticipate expanding your business to other provinces or territories. For more information on the benefits of federal incorporation, contact Industry Canada:

The Corporations Directorate Industry Canada
2000 – 300 West Georgia Street
Vancouver BC V6B 6E1
Ph: (604) 666-9875
<http://strategis.ic.gc.ca/corporations>

REGISTER A BUSINESS NAME

The first step in incorporation or formation of a business is the registration of the business name. The approval of any name is at the discretion of BC Registry Services. It is recommended that you submit three business name choices in order of preference. Your first choice may be approved, and if available, will be held for a period of 56 calendar days. This process can be completed online at www.bcbusinessregistry.ca or the name approval request form can be printed, filled in and mailed to BC Registry Services. It can also be completed at any of the OneStop Business Registry locations.

OneStop Business Registry

At a OneStop Business Registry location, you can:

- Register your proprietorship or partnership name with BC Registry Services. (This registration requires pre-approval of your business name). A small fee is required at the time of filing and is payable online using your Visa or MasterCard or may be paid by another method (cash, debit) at other OneStop locations.
- Register as an employer with WorkSafe BC.

- Apply for a business number account with Canada Revenue Agency for HST, payroll deductions corporate income tax, and import/export accounts.
- Incorporate your company.

Service BC

4070 – 8th Avenue
 Port Alberni BC V9Y 4S4
 Ph: (250) 720-2040
www.bcbusinessregistry.ca

BC Registry Services

2nd Floor, 940 Blanshard Street
 Victoria BC V8W 3E6
 Toll Free: 1-800-663-7867
<http://www.bcregistryservices.gov.bc.ca>

Registering a Website Name

You may want to use the internet to sell or market your goods and services. If so, you will need a domain name that will identify your website. You can research or buy a domain name through a variety of choices, including the following:

Domain People

www.domainpeople.com

Domains Canada

www.domainscanada.ca

Intellectual Property, Patents & Trademarks

Small-business owners are often faced with the need to register intellectual properties – patents, trademarks, industrial designs, confidential information, and copyright. Canadian intellectual property laws protect the intangible or intellectual nature of an object, as opposed to the object’s physical self.

The Canadian Intellectual Property Office website provides information on how to do the following:

- Protect your product’s name under trademark law.
- Protect your invention by registering it under patent law.
- Protect your design invention under industrial design laws.
- Protect your user guide or manual under copyright laws.
- Protect your product’s integrated circuit (i.e., microchip) with integrated circuit topography protection.
- Protect your ideas for future improvements or innovations.

Canadian Intellectual Property Office

Place du Portage I
 50 Victoria St, Room C-114
 Gatineau QC K1A 0C9
 Ph: 1-866-997-1936
www.strategis.gc.ca/sc_mrksv/cipo

CITY SERVICES AND REGULATIONS

The City of Port Alberni provides business support services, regulates land use and ensures community safety.

Business Licenses

Every business operating in the City of Port Alberni, including those located in a private residence, must have a valid City of Port Alberni business license. Business License application forms may be obtained from City Hall, or the City of Port Alberni’s website, or through the OneStop online registration service, www.bcbusinessregistry.ca.

Also available through the City of Port Alberni is the Inter-community Business Licence. This licence, which must be purchased in addition to the regular Port Alberni Business Licence, allows businesses to perform business in any of the 12 participating municipalities. These municipalities include City of Port Alberni, City of Parksville, Town of Qualicum Beach, City of Nanaimo, City of Courtenay, Town of Comox, City of Campbell River, Village of Cumberland, Town of Ladysmith, City of Duncan, Town of Lake Cowichan, and Municipality of North Cowichan.

Business license fees vary depending on the type of business as determined by municipal bylaws. Fees are charged on an annual basis and are nonrefundable once a license has been approved and issued. The fee for applications received partway through the year is pro-rated.

Prior to issuing a license, applications are referred to other city departments such as Zoning, Building Inspection and the Fire Department. External agency approvals include the Ministry of Health, the Motor Vehicle Branch and the RCMP. Once all approvals are received, the business license is available for pick up. The time required to process a license application depends on the approvals that are needed. Most licenses are issued within a 5 – 10 day period, but may take longer.

Business Licence City of Port Alberni

4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2835

<https://www.portalberni.ca/content/starting-business-port-alberni>

Home-Based Business

The City of Port Alberni encourages the operation of home-based businesses. In Port Alberni, home-based business is defined as an occupation or profession carried on as a business by a person residing in the same dwelling unit as the business.

Home-based business is often a small start to a larger commercial or industrial undertaking. The idea behind home-based business is to encourage self-employed entrepreneurs to start up a business while keeping overhead low. Once the business is established to a point where a larger area is required, employees need to be hired or other conditions for a home-based business can no longer be met, it then becomes time for that business to relocate to appropriately-zoned commercial or industrial premises.

Home-based business regulations restrict the scale and scope of business operations and regulate things like number of employees, parking, storage etc. For a complete list of home-based business regulations please contact the Business License Inspector or visit the City of Port Alberni website.

Business Licenses City of Port Alberni

4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2835

<https://www.portalberni.ca/content/business-licensing>

Land Use and Zoning

Permitted uses on a piece of property are governed by municipal plans, policies and bylaws. Before you commit to a location or buy or lease a building, check with the Planning Department to ensure the zoning of the property is suitable for the business.

Planning Department
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2808
<https://www.portalberni.ca/zoning>

Building Permits

A building permit ensures that the proposed building complies with the BC Building Code and other municipal bylaws. Prior to issuing a business license, the building inspector must approve the proposed premises for occupancy. You may be required to apply for a building permit for the modifications required to accommodate your business. A building permit is required when you do the following:

- Construct a new building.
- Add to an existing building.
- Change the occupancy of an existing building.
- Make interior renovations that may impact the direction of travel to an exit.
- Enclose your carport or change your garage to living space.
- Finish an existing basement.
- Add or relocate plumbing, fire alarm or fire sprinklers.
- Locate a temporary building.

Please contact the Building Inspector for information on the specific requirements of your business and the requirements for making a building permit application.

Building Inspector
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2832
<https://www.portalberni.ca/building-services>

Signage

Sign regulations and permits are also administered through the Building Inspector. Please contact him before you erect, alter or add to your business signage.

Building Inspector
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Ph: (250) 720-2832
<https://www.portalberni.ca/sign-permits>

The Economic Development Department

The Economic Development Office can connect you to the people and information that you need to establish or expand your business in Port Alberni. If you are exploring a business idea, starting a business, or have an existing business, we can help with the following:

- Business Licensing Information
- Information about the Port Alberni area including market analysis, demographics and economic trends.

- Advice about preparing a business plan.
- Referrals to financial service providers.
- Referrals to other experts in the community.
- Assistance in tracking down statistics and information.

Economic Development Department

City of Port Alberni

4850 Argyle Street

Port Alberni BC V9Y 1V8

Ph: (250) 720-2835

<https://www.portalberni.ca/community-profile>

PROVINCIAL AND FEDERAL GOVERNMENT REQUIREMENTS

Licensing

There are Provincial Acts containing licensing regulations and requirements for certain industries, applying to all areas of the province. Before starting your business, it is advisable to contact the provincial ministry having jurisdiction in your field to make sure that you are fully licensed.

www.gov.bc.ca/ministries

BizPal, an online business permits and licenses service, provides a customized list of potential permits and licenses from all levels of government (federal, provincial and municipal) that may be required to operate your business.

www.bizpal.ca

Income Tax

All individuals and corporations are liable for the payment of provincial income tax. Provincial income tax is paid in conjunction with federal income tax and only one tax return is necessary, remitted each year to Canada Revenue Agency.

Income from most sole proprietorships and partnerships is included on an individual's general tax return. A corporation is a separate legal entity. It can enter into contracts and own property separately from its owners. It has to pay tax on income, and therefore, must file its own income tax return.

Provincial Sales Tax (PST) and Government Sales Tax (GST)

You must register to collect PST if you sell or lease taxable goods or provide software or taxable services in the ordinary course of business in BC. Businesses that are required to register must charge and collect tax at the time the tax is payable, unless a specific exemption applies to the sale or lease. You must register your business for GST if you do not qualify as a small supplier because your total worldwide taxable supplies of goods and services exceed the limit of \$30,000 in a single calendar quarter of four consecutive calendar quarters. Go to the Canada Revenue Website for more details.

Canada Revenue Agency

Ph: 1-800-959-5525

www.ccr-aadrc.gc.ca

LABOUR RESOURCES

Employee Deductions

If you have one or more employee(s), you must obtain a Business Number for remitting employees' federal and provincial income tax deductions, employment insurance premiums and Canada Pension Plan contributions.

Canada Revenue Agency

Ph: 1-800-959-5525

www.cra-adrc.gc.ca

Worksafe BC

Businesses that hire workers (full time, part-time, casual or contract) are required by law to register with WorkSafe BC. In the event of work-related injuries or diseases, WorkSafe BC works with the affected parties to provide return-to-work rehabilitation, compensation, health care benefits, and a range of other services.

WorkSafe BC

4980 Wills Road

Nanaimo BC V9T 6C6

Ph: (250) 751-8000

www.worksafebc.com

Employment Standards

The Employment Standards Branch covers issues such as hiring practices, wages, overtime pay, sick time and other employee/employer issues. If you are hiring employees and need details on employee/employer rights under the Employment Standards Act, contact:

Employment Standards Branch

Ministry of Labour and Citizens' Services

6475 Metral Dr 2nd Floor

Nanaimo BC V9T 2L9

Ph: (250) 390-6186

www.labour.gov.bc.ca/esb

Employment Agencies

Alberni Valley Employment Centre

4805 Mar Street Suite B

Port Alberni BC V9Y 8J5

Ph: (250) 724-4560

<http://www.avemployment.ca/>

Ineo Employment Services

4908 Argyle Street

Port Alberni BC V9Y 1V7

Ph: (250) 723-4675

<http://www.ineoemployment.com/>

Nuu-Chah-Nulth Economic Development

7563 Pacific Rim Hwy.

Port Alberni, BC V9Y 7M2

Ph: (250) 724-3131

<http://www.nedc.info/contact-us>

Port Alberni Friendship Center

3555 4th Avenue

Port Alberni, BC V9Y 4H3

Ph: (250) 723-8281

<http://www.pafriendshipcenter.com/>

FINANCING

Money that finances business is called capital. Bank loans approved for day-to-day business operations (working capital) are different from those approved for equipment purchases (long term capital or capital assets). A bank loan officer can assist you in finding a workable combination of these different types of capital. Small Business BC provides information on various forms and sources of financing. www.smallbusinessbc.ca

If you would like to raise money from private investors, the British Columbia Securities Commission offers a guide to Capital Raising for Small Business. It sets out how raising money from private investors differs from raising money in the public markets and it explains some of the securities laws that facilitate efficient and timely financing.

British Columbia Securities Commission

http://www.bcsc.bc.ca/For_Companies/Private_Placements/Guide_to_Capital_Raising_for_Small_Business/

Financial Institutions

BMO Bank of Montreal

3100 – 3rd Avenue
Port Alberni BC V9Y 4C8
Ph: (250) 723-2431
<http://www.bmo.com>

CIBC

3555 Johnston Road
Port Alberni BC V9Y 8K2
Ph: (250) 720-2300
<https://www.cibc.com>

RBC Royal Bank

2925 – 3rd Avenue
Port Alberni BC V9Y 2A6
Ph: (250) 723-9411
<http://www.rbc.com/>

Scotiabank

3777 – 10th Avenue
Port Alberni BC V9Y 4W5
Ph: (250) 720-4400
<http://www.scotiabank.com/>

TD Bank

3008 – 3rd Avenue
Port Alberni BC V9Y 2A5
Ph: (250) 720-4810
<http://www.tdcanadatrust.com/>

Coastal Community Credit Union

3009 – 4th Avenue
Port Alberni BC V9Y 2B8
Ph: (250) 723-8101
<https://www.cccu.ca/>

Community Futures Alberni Clayoquot

4757 Tebo Avenue
Port Alberni BC V9Y 8A9
Ph: (250) 724-1241
<http://www.cfac.ca/>

Nuu-Chah-Nulth Economic Development

7563 Pacific Rim Hwy
Port Alberni, BC V9Y 7M2
Ph: (250) 724-3131
<http://www.nedc.info/>

IMPORTING AND EXPORTING

Customs Duties

Any business importing products must be aware of customs duties levied against goods entering Canada. The Canada Border Services Agency website contains step-by-step guides to importing and exporting goods in to and out of Canada.

CBSA – Small and Medium-sized Enterprise Centre

www.cbsa-asfc.gc.ca/sme-pme/menu-eng.html

A freight forwarder and/or customs broker can provide such services as clearing your goods through customs, documenting procedures, etc. A directory of brokers is available on the Canadian Society of Customs Brokers' website:

Canadian Society of Customs Brokers

www.cscb.ca

Canada Border Services Agency also provides small business seminars on various topics related to customs regulations as well as importing and exporting procedures. Check the CBSA website under "What's New" for seminar schedules and registration:

Canada Border Services Agency

201A – 60 Front Street

Nanaimo BC V9R 5H7

Ph: (250) 754-0341

www.cbsa-asfc.gc.ca

Importer/Exporter Number Registration

To export or import on a regular basis, an importer/exporter number is required. Clients can register for this number by contacting Canada Revenue Agency. They will use your import/export account number to process customs documents. To avoid delays in releasing your goods at the border, open your account before you import or export goods.

Canada Revenue Agency – Business Number Registration

Toll Free: 1-800-959-5525

www.ccr-aadrc.gc.ca/bn

Special Import/Export Licences

Permits may be required for the import and export of certain commodities under the authority of the Export and Import Permits Act. The Export and Import Controls Bureau (EICB) authorizes the import and export of goods restricted by quotas and/or tariffs. It also monitors the trade in certain goods and ensures the personal security of Canadians and citizens of other countries by restricting trade in dangerous goods and other materials.

Contact the EICB for information on whether your business will be subject to import/export controls or requirements.

Export and Import Controls Bureau

Department of Foreign Affairs and International Trade

4th Floor, 125 Sussex Drive

Ottawa ON K1N 0G2

<http://www.international.gc.ca/controls-controles/index.aspx?lang=eng>

Duties Relief Program

This program is available to businesses that import goods into Canada or receive goods that were imported into Canada which have been, or will be, exported from Canada. If you are the importer, exporter, processor, owner, or producer of the goods, you can apply for duties relief if you are directly or

indirectly involved in importing goods that are later exported in the same condition as you imported them or if you use imported goods to produce other goods for export.

**Canada Border Services Agency
Duty Deferral and Relief Program**

<http://www.cbsa-asfc.gc.ca/publications/dm-md/d7/d7-4-1-eng.html>

Other Import/Export Contacts

**Canadian Manufacturers
and Exporters British Columbia**

540-688 West Hastings Street
Vancouver BC V6B 1P1
Ph: (604) 713-7800
<http://bc.cme-mec.ca>

**The Canadian Trade
Commissioner Service**

125 Sussex Drive
Ottawa, ON K1A 0G2
Toll Free: 1-888-306-9991
www.infoexport.gc.ca

**Canadian Association of
Importers and Exporters
Inc. – Vancouver Chapter**

1000 – 840 Howe Street
Vancouver, BC V6Z 2M1
www.iecanada.com

**Trade Facilitation Office of
Canada**

300 – 56 Sparks Street
Ottawa, ON K1P 5A9
Toll Free: 1-800-267-9674
<http://www.tfocanada.ca/home.php>

US Customs Service

Information regarding US
Customs and tariffs.
Vancouver International Airport
Ph: (604) 278-1825
<https://www.cbp.gov/>

OTHER BUSINESS RESOURCES AND CONTACTS

Accounting and Taxation

To find accounting and taxation professionals in your area:

**Certified General
Accountants Association of
BC**

300 – 1867 West Broadway
Vancouver BC V6J 5L4
Ph: (604) 732-1211
www.cqa-bc.org

**Institute of Chartered
Accountants of British
Columbia (ICABC)**

Suite 500, One Bentall Centre
505 Burrard Street, Box 22
Vancouver BC V7X 1M4
Toll Free: 1-800-663-2677
www.cqa-bc.org

Community Business Resources

To find community business resources in your area:

**Community Futures Alberni-
Clayoquot**

**Alberni Valley Chamber of
Commerce**

Provides business skills development and capital to enterprises that indicate commercial viability and the potential for job creation.

4757 Tebo Avenue
Port Alberni BC V9Y 8A9
Ph: (250) 724-1241
<http://www.cfac.ca/>

RANONE Business Advisor

Duncan Sabine Collyer Partners LLP
Certified General Accountants
Management Consultants
5155 Argyle Street
Port Alberni BC V9Y 1V3
Ph: (250) 724-5717
<http://global.ranone.com/>

AV Young Professionals

<https://www.facebook.com/pages/Young-Professionals-Alberni-Valley/400857659960191?sk=info>

BC Business Resources

BC Government Publications Index – A guide to the programs and services of the provincial government.

Ministry of Management Services

PO Box 9452 Stn. Prov.Govt.
Victoria BC V8W 9V7
Toll Free: 1-800-663-6105
www.publications.gov.bc.ca

Better Business Bureau of Vancouver Island

220 – 1175 Cook Street
Victoria BC V8V 4A1
Ph: (250) 386-6348
www.vi.bbb.org

Enquiry BC – A toll free information service for the province of British Columbia that provides references to the appropriate ministry, branch or department.

Ph: (604) 660-2421
Toll Free: 1-800-663-7867
E-mail: enquirybc@gems3.bc.ca

Business Immigration Programs

The BC Provincial Nominee Program offers accelerated immigration for qualified skilled workers and experienced entrepreneurs who wish to settle in BC and become permanent residents of Canada.

The federal Business Immigration Program identifies, encourages and assists foreign businesspersons to settle and establish opportunities and business immigration in BC.

Provides many services to businesses including networking opportunities and an online business directory.

2533 Port Alberni Hwy.
Port Alberni BC V9Y 8P2
Ph: (250) 724-6535
<http://www.avcoc.com/>

Nuu-Chah-Nulth Economic Development

7563 Pacific Rim Hwy
Port Alberni, BC V9Y 7M2
Ph: (250) 724-3131
<http://www.nedc.info/contact-us>

**BC Provincial Nominee Program –
Ministry of Economic Development**
730-999 Canada Place
Vancouver BC V6C 3E1
Ph: (604) 775-2227
www.welcomebc.ca

**Business Immigration Program
Citizenship and Immigration Canada**
Toll Free: 1-888-242-2100
www.cic.gc.ca/ENGLISH/immigrate/business/index.asp

Health Standards and Environmental Regulations

Public Health Inspectors are responsible for identifying unsafe environmental practices and minimizing environmental risks to the public including food safety programs and restaurant inspections.

**Health Protection & Environmental Services
Vancouver Island Health Authority**
3rd Floor 6475 Metral Drive
Nanaimo BC V9T 2L9
Ph: (250) 755-6215
www.viha.ca/mho

For information on importing or manufacturing food products, contact:

Canadian Food Inspection Agency
400-4321 Still Creek Drive
Burnaby BC V5C 6S7
Ph: (604) 666-6513
<http://www.inspection.gc.ca/eng/1297964599443/1297965645317>

Industry Canada

If your business involves importation, manufacturing or selling of goods, call the Industry Canada office for information about labeling, packaging and advertising. Additional information on intellectual property concerning patents, copyrights, trademarks and industrial designs can also be obtained.

Industry Canada
2000-300 West Georgia Street
Vancouver BC V6B 6E1
Ph: (604) 666-5000
<http://strategis.ic.gc.ca>

Insurance

To find accounting and taxation professionals in your area:

Insurance Brokers Association of BC
1300 – 1095 West Pender Street
Vancouver BC V6E 2M6
Ph: (604) 606-8000
www.ibabc.org

Legal Advice

The Lawyer Referral Service is designed to assist with obtaining legal advice. You can book a half-hour consultation with a lawyer in your area for a reasonable rate. For more information, contact:

BC Branch of the Canadian Bar Association

Ph: (604) 687-3221

Toll Free: 1-800-663-1919

www.bccba.org

Library

For statistical information, business directories, annual reports, etc.

Vancouver Island Regional Library

4255 Wallace Street

Port Alberni BC V9Y 3Y6

Ph: (250) 723-9511

portalberni@virl.bc.ca

<http://virl.bc.ca/branches/port-alberni>

Real Estate

For a list of realty offices in your area:

Vancouver Island Real Estate Board

6374 Metral Drive

Nanaimo BC V9T 2L8

Ph: (250) 390-4212

www.vireb.com

Statistics

For provincial or national statistical information on economic, social and demographic conditions:

BC Statistics

Box 9410 Stn Prov Govt.

Victoria BC V8W 9V1

Ph: (250) 387-0327

www.bcstats.gov.bc.ca

Statistics Canada

600-300 West Georgia Street

Vancouver BC V6B 6C7

Toll Free: 1-800-263-1136

www.statcan.ca

Technology

Innovation Island supports entrepreneurs and small businesses in technology-based industries on Vancouver Island and the Sunshine Coast. Innovation Island is committed to creating a vibrant and entrepreneurial regional technology community.

Innovation Island

38 Victoria Crescent

Nanaimo BC V9R 5B8

Ph: (250) 753-8324

<http://www.innovationisland.ca/>

Victoria Advanced Technology Centre (VIATEC) is a not-for-profit, industry-driven venture, which actively promotes and enhances the development of the advanced technology industry in the Capital Regional District.

VIATEC

2202 – 4464 Markham Street

Victoria BC V8Z 7X8

Ph: (250) 483-3214
www.viatec.ca

TRANSPORTATION SERVICE PROVIDERS

Air Transportation

Passenger and cargo services are available through the Nanaimo Airport. Current schedules offer up to seven daily flights to Vancouver International Airport.

Nanaimo Airport
PO Box 149
3350 Spitfire Road
Cassidy BC V0R 1H0
Ph: (250) 245-2157
www.nanaimoairport.com

KD Air
3539 Veldham Road
Port Alberni, BC
V9Y 8S5
250.724.4495
<http://www.kdair.com/>

Nanaimo Seaplane Terminal

Regularly scheduled flight service to Vancouver Harbour and Vancouver International Airport are available through Harbour Air and Seair Seaplanes. Kenmore Air offers seasonal flights between Seattle and Nanaimo Harbour.

Land Transportation

Rail and Transit

Passenger rail service between Victoria and Courtenay is available seven days a week.

VIA Rail Canada
Toll Free: 1-888-842-7245
www.viarail.ca

BC Transit
Ph: 250.723.3341
<http://www.transitbc.com/regions/pta/contactus/default.cfm>

Water Transportation

Regularly scheduled ferry service is available between Nanaimo and Vancouver. There are two ferry Terminals in Nanaimo operated by British Columbia Ferry Services Inc.

Departure Bay Ferry Terminal
680 Trans Canada Hwy
Nanaimo BC V9S 5R1
Ph: (250) 753-1261
www.bcferries.bc.ca

Duke Point Ferry Terminal
400 Duke Point Hwy
Nanaimo BC V9X 1H6
Ph: (250) 722-0181
www.bcferries.bc.ca

Port Alberni Port Authority

The Port Alberni Port Authority was formed July 1, 1999, as a continuation of the Port Alberni Harbour Commission. Under the Canada Marine Act, the Port Authority is mandated jurisdiction of the Alberni Inlet from the Somass River to Tzartus Island.

The inlet is prone to calm waters, is free from any navigational obstacles, is ice free year round, and offers a direct shipping route to the Pacific Rim. With a length of just over 40 kilometres and an average width of roughly 1.5 kilometres, the Alberni Inlet can easily accommodate Panamax size vessels.

Port Alberni Port Authority
2750 Harbour Road
Port Alberni BC V9Y 7X2
Ph: (250) 723 5312
www.portalberniportauthority.ca

Lady Rose Marine Service
5425 Argyle Street
Port Alberni BC V9Y 7M7
Ph: (250) 723-8313
<http://www.ladyrosemarine.com>

❖ Disclaimer

THE INFORMATION PROVIDED IN THIS HANDBOOK IS INTENDED AS GENERAL INFORMATION ONLY AND SHOULD BE USED AS A GUIDE. READERS SHOULD FULLY RESEARCH THEIR PARTICULAR SITUATION AND CONSULT APPROPRIATE LEGAL, TAXATION AND BUSINESS ADVISORS.

IF YOU FIND AN INCORRECT PHONE NUMBER OR URL, PLEASE ADVISE US BY CALLING 250-720-2527.