

How to Guide: Opening a Business in Drumheller

1. Find a Good Business Idea

A good business idea isn't just one that turns a profit; it needs to be a good fit for you personally, for your target market and your location.



2. Do your Research

Gather relevant information about your potential customers, your competition and the environment. This data allows you to make solid business decisions based on purchasing habits and preferences and guide you how to market your products/services and how to select an ideal business location.

Town of Drumheller, 403-823-6300 or www.dinosaurvalley.com
Government of Alberta, <http://regionaldashboard.alberta.ca>
www.alberta-canada.com
www.smallbusiness.alberta.ca

3. Additional Resources

Accountants, insurance agents, and lawyers may help determine if there is anything else needed specific to your business. Other helpful websites:

Canada Business Network, www.canadabusiness.ca
Business Development Bank of Canada, www.bdc.ca
Western Economic Diversification, www.wd.gc.ca
Travel Drumheller www.traveldrumheller.com

4. Develop a Business Plan (50-100 hours)

A solid business plan is **vital** to success. Business plans outline the idea on paper, enables you to receive feedback and will assist with financing. The plan should cover three main areas: marketing plan, operational plan and financial plan. Community Futures Big Country will provide guidance on these. 403-823-7703 or <http://bigcountry.albertacf.com>
<http://businesslink.ca>
<https://strategyzer.com/canvas/business-model-canvas>



5. Register your Business Name

Determine the business structure that suits your needs (ex. sole proprietorship, partnership, corporation, co-operative, etc.). Register your business and business name at an Alberta Registries office, www.servicealberta.ca Drumheller Registries, 403-823-3067 is located at 300 South Railway Ave East.

6. Licenses and Permits

Depending on your business, you may require specific permits and licenses from the federal, provincial or municipal governments.



Contact the **Development Team at the Town of Drumheller**, 403-823-1310 for local permits and license information.

- Find potential locations and confirm locations are suitable for use as per **Town of Drumheller Land Use Bylaw**.
- Apply for **Development Permit** – is it a permitted or discretionary use? Does the decision need to be made by the Municipal Planning Commission (MPC)? You should allow up to 40 days for permit.

- Do you need to do any renovations in order to occupy the space? If so, then you must apply for the appropriate **Safety Code permits** (ex. building, gas, plumbing, electrical). Allow up to 2 weeks for permit.
- Do you require **signage**? If so, a separate development permit application is required.
- After all permits have been finalized, renovations are complete and work has been approved by Safety Codes, then apply for a **Business License**.



7. Contact the Canada Revenue Agency (CRA)

If your business meets certain requirements, you must register a business number with the federal government. Your Business Number is your single account number for dealing with the government regarding GST, payroll and income tax. Contact Canada Revenue Agency at 1-800-959-5525, www.cra-arc.gc.ca/bsnsss/

8. Register with the Workers Compensation Board (WCB)

Call 1-866-922-9221 or visit www.wcb.ab.ca

9. Contact Alberta Labour

Ensure you are familiar with Employment Standards and Occupational Health and Safety to ensure compliance. Visit <http://work.alberta.ca> for more information or call 1-877-427-3731 (Employment Standards) or 1-866-415-8690 (Occupational Health and Safety).



10. Networking and Support

The Drumheller and District Chamber of Commerce helps to advocate for business through networking events, educational sessions and value-added programs. Visit www.drumhellerchamber.com or call 403-823-8100.



11. Business Start-up Checklist:

- Research
- Business Plan
- Business Name
- Licenses & Permits – Federal, Provincial, and Municipal (Remember to allow at least 40 days for municipal permits including safety codes)
- Business Number with CRA
- Register with WCB
- Employment Standards and Occupational Health & Safety
- Chamber of Commerce Membership

For more information and assistance on starting a business in Drumheller, contact the Economic Development Office at 403-823-1320.

