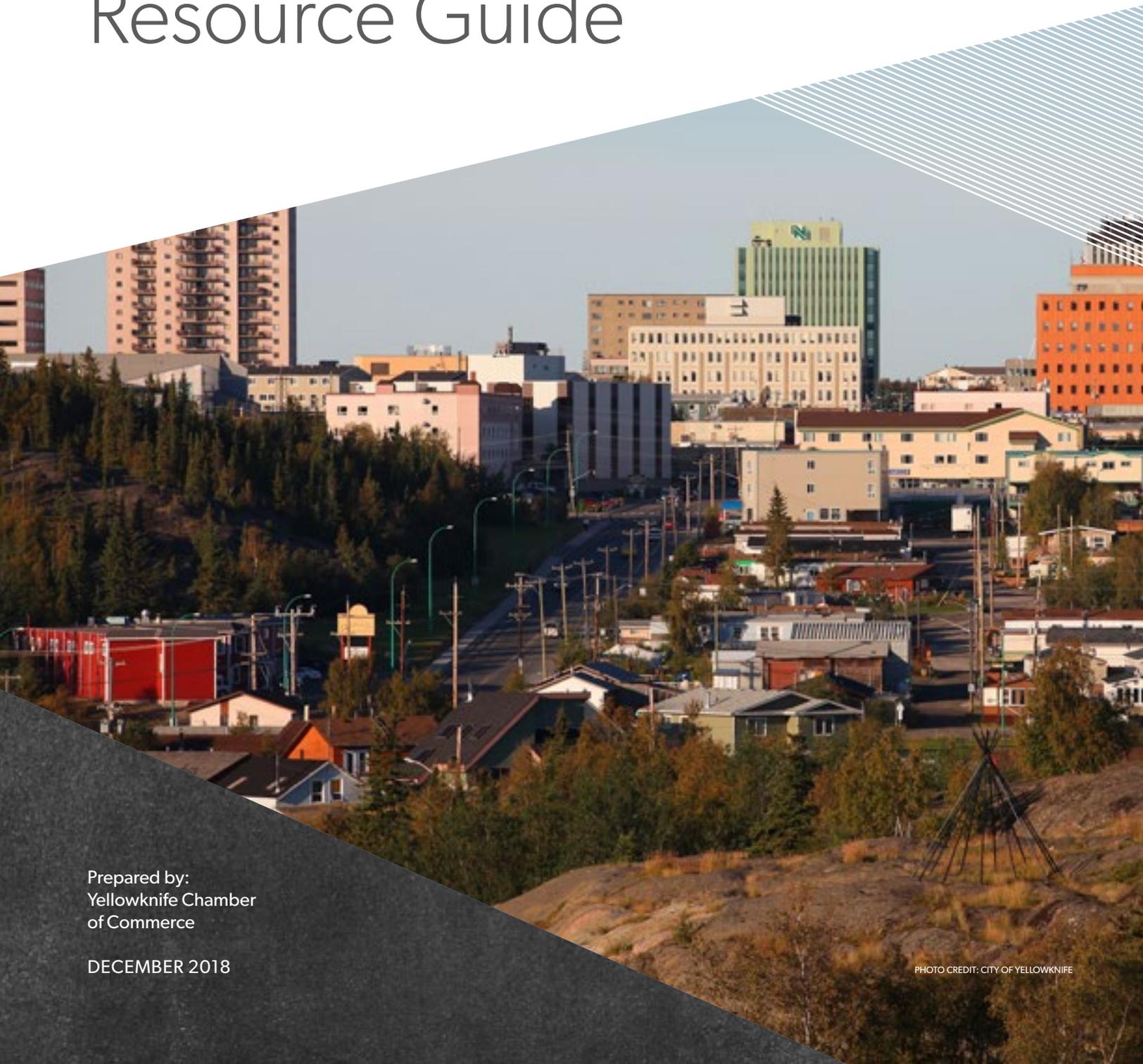


How to Start a Business in Yellowknife: Resource Guide



Prepared by:
Yellowknife Chamber
of Commerce

DECEMBER 2018

PHOTO CREDIT: CITY OF YELLOWKNIFE

What follows is not intended to be legal advice. A lawyer is not necessary to start a small business, but if you do not have prior experience or if the proposed corporate structure is complicated, we recommend you seek legal advice.

This document is intended for digital use and includes links to websites and resources.

Please visit www.YKChamber.com to download the most up-to-date version.



TABLE OF CONTENTS

Start Up Check List	IV
Corporate Registries	1
Workers' Safety and Compensation Commission (WSCC)	3
Business Licensing	4
Business Number	5
Bank Account	6
NWT Payroll Tax	6
Other Permits and Licenses (BizPal)	6
Zoning and Development Permits	8
Insurance	8
Intellectual Property	9
Government Procurement	9
Resources	11

START UP CHECK LIST

Step 1: Corporate Registries

My business is a:

- Sole Proprietorship
- Partnership
- Territorial Corporation

Have you:

- Submitted an application for Name Search and Reservation
- Submitted an application to Register a Business Name
- Registered your business name

My business name is:

My date of registration is:

Step 2: WSCC

Am I required to be registered with the WSCC?

Yes/No

My Employee Number is:

My Connect Code is:

Step 3: Business Licensing

I have a:

- Home Based Business License
- Development Permit

or

- Commercial Business License

My business license was issued on

_____ (Date)

Step 4: Business Number (Government of Canada)

My business number is:

I have registered for:

- GST/HST program account (RT)
- Payroll program account (RP)
- Import-Export program account (RM)
- Corporate Income Tax (RC)

I remit GST on a Monthly/Quarterly or _____ basis (circle or specify)

I remit Payroll Taxes on a Monthly/Quarterly or _____ basis (circle or specify)

Step 5: Bank Account

My financial institution is:

I have:

- A savings account
- A chequing account
- A business credit card
- _____
- _____

(i.e. loans, line of credit)

Step 6: NWT Payroll Tax

- NWT Payroll Tax Application for Registration submitted

My Customer ID Number is

Step 7: Other Permits and Licenses (BIZPAL)

- Checked BizPal for required permits and licenses

We recommend that you print a copy of BizPal's report to help ensure you don't miss any permits or licenses

Step 8: Zoning and Development Permits

Do I require a Development Permit from the City of Yellowknife?

Yes / No

The Development Permit was issued on
_____(date)

Step 9: Insurance

My Customer ID Number is

My insurance coverage and policy numbers are:

_____	_____
_____	_____
_____	_____

Step 10: Intellectual Property (IP)

I have registered the following assets as Intellectual Property:

Step 11: Government Procurement

City of Yellowknife

- I am registered for Bid Opportunities with the City of Yellowknife

Government of the Northwest Territories (GNWT)

- I am registered for the GNWT Contract Event Opportunities website

My User ID is: _____

- I am registered for the Business Incentive Policy (BIP)

My approval date is: _____

Government of Canada

- I am registered in the Supplier Registration System

My Procurement Business Number (PBN) is: _____



CORPORATE REGISTRIES

All businesses in the Northwest Territories must register with Corporate Registries, with a few exceptions outlined below. Generally, businesses are registered as sole proprietorships, partnerships, or corporations.

Sole Proprietorship

A sole proprietorship is a business owned by a single individual, with no legal distinction between the business and its owner. Choosing this structure means you will be personally responsible for your business' debts and other liabilities.¹

If you carry on business using a business name in the Northwest Territories, you must register as a sole proprietorship with Corporate Registries. The only exception to this is if you are conducting business using your own, exact legal name with no additions.²

Before submitting documents for registering your name, you must complete an Application for Name Search and Reservation form and

submit it to Corporate Registries, along with a fee of \$25. Once you have your name approved, you have 90 days to register the business name by filing an Application to Register a Business Name, along with a fee of \$50.

Both of the required forms can be found [here](#) and can be submitted to Corporate Registries at the same time.

Once your business name is registered, you must renew it every 4 years to remain active.³ The renewal form can be found [here](#) and must be submitted along with the \$50 fee.

Partnership

A partnership is a business with more than one owner, all of whom are liable and jointly manage the business.⁴

Similar to a sole proprietorship, you must complete an Application for Name Search and Reservation form and submit it to Corporate Registries, along with a fee of \$25. Once you have your name approved, you have 90 days to register the Business Name by filing an Application to Register a Business Name, along with a fee of \$50.

Both of these forms can be found [here](#), and they can be submitted to Corporate Registries at the same time.

Once your business name is registered, you must renew it every 4 years to remain active. The renewal form can be found [here](#) and must be submitted along with the \$50 fee.





Territorial Corporation

A corporation is a legal entity owned by its shareholders, and a shareholder's liability is limited to the amount they have invested in the corporation.⁵

If you choose to incorporate a numbered company, a Name Search and Reservation is not required, and Corporate Registries will assign your distinctive number. If you choose to incorporate under a specific name, you must complete an Application for Name Search and Reservation form and submit it to Corporate Registries, along with a fee of \$25. The form can be found [here](#).

It is important that you perform the name search and reservation before submitting your Articles of Incorporation! Once your name request is approved, you have 90 days to become incorporated.

The forms needed to incorporate, as well as a guide to incorporating in the Northwest Territories, can be found [here](#). There is a \$300 incorporation fee.

Corporations Must File An Annual Return With Corporate Registries

Annual returns for all corporations are due by the end of the month following the anniversary date of incorporation.

The annual return form and instructions can be found [here](#).

Federal Corporation

You also have the option to incorporate your business federally. This allows your business to operate under the same name across Canada, not just in the Northwest Territories. It also allows you to locate your registered office anywhere in Canada.⁶

You can incorporate online [here](#), and a step-by-step guide to the process can be found [here](#). There is a \$200 fee to incorporate online, with a turnaround time of one business day.⁷

WORKERS' SAFETY & COMPENSATION COMMISSION (WSCC)

If you operate a business in the Northwest Territories and/or Nunavut for more than ten days within a calendar year, you must register with the WSCC.

The only exceptions are:

1. Self-employed individuals that do not employ workers or hire contractors are not required to register with the WSCC.
2. Temporary employers, where the employer is based outside of the NWT, their workers normally reside and work outside of the NWT and they conduct business in the NWT for 10 or less calendar days per year. More information on temporary employers can be found [here](#).

Registering and paying assessments to the WSCC protects your company against lawsuits from injured workers. If a worker is injured or contracts an occupational disease while on the job, the WSCC covers the worker's medical and wage-loss costs.

You can create an online WSCC account [here](#), then login and select "Register Your Business". Registration takes approximately 15 minutes, and a guide to completing the registration can be found [here](#).

You will need:

- The business name you registered with Corporate Registries.
- The documents you received for registering as a Sole Proprietor, Partnership, Corporation, or Cooperative
- Information about owners and/or directors of your business, including:
 - First and last names;
 - Dates of birth;
 - Personal Option Coverage decision; and
 - Associations with businesses previously registered with the WSCC.
- The start date of your operations in the Northwest Territories/Nunavut
- An estimate of your business' total annual payroll within the Northwest Territories and/or Nunavut.

Once you've submitted your application, you should hear from the WSCC within three business days.⁸

Personal Optional Coverage

As the owner of your business, you are not automatically covered by WSCC. You will have to apply for Personal Optional Coverage if you want to receive the same benefits as other workers.

The application form for Personal Option Coverage can be found [here](#), and brochures with more information about Personal Option Coverage can be found [here](#).

BUSINESS LICENSING

To operate a business in Yellowknife, you will need to obtain a business license from the City of Yellowknife. If you plan to do business in other Northwest Territories communities, you will need to obtain a license for each community from their respective municipal governments.

The Department of Municipal and Community Affairs issues business licenses for businesses operating on a territorial-wide basis, operating outside community boundaries, or in communities that do not issue their own business licenses.⁹

Home-Based Business License

If you plan to operate a business from your home, you will need a home-based business license and development permit. The application form can be found [here](#).

If you are not the property owner (for example, if you're renting your home), you are required to obtain permission to run your business from the property owner. There's a section on the application form for the property owner to provide consent, or declarations can be emailed to permits@yellowknife.ca if the property owner is not available to sign the application.

Generally, home-based businesses can be staffed by up to two residents of the home, and up to two home based businesses are allowed at a given residence. A full list of requirements



for home-based businesses is attached to the application form. The fee for a home-based business license is \$200 annually, plus a one-time \$50 development permit fee, if applicable¹⁰

Commercial Business License

If you will be operating your business at a location other than your home, you will need a commercial business license. The application form can be found [here](#).

In most cases, the fee for a commercial business license is \$200. The City's Fees and Charges By-Law contains a full list of business license fees, sorted by type of business being operated, and can be found [here](#). Definitions of the different types of businesses can be found in the Business License By-Law, [here](#).

BUSINESS NUMBER

You will need a business number to register for program accounts with the Canada Revenue Agency (CRA). The four main program accounts are:

- Goods and Services Tax (GST)
- Payroll
- Import/Export
- Corporate Income Tax

You can register online for a business number [here](#). To complete the registration, you should have the following information ready:

- Your business structure (sole proprietorship, partnership, or corporation)
- The names and social insurance numbers (SIN) of all owners
- A contact person (for registration only)
- Your legal business name, and any operating name or trade name
- The physical and mailing address of the business
- The address of the business records
- The business number (if the business already has one)
- The description of the major business activity
- An estimate of your business's sales¹¹

After you have registered, you may be contacted to confirm or provide more information.¹² Once you have received a Business Number, you can proceed with registering for the program accounts covered in the sections below.

Goods and Services Tax (GST) Program Account

Most businesses must register for a GST program account.

If the total amount of all revenues (before expenses) in four consecutive calendar quarters does not exceed the \$30,000 threshold amount, you are considered a small supplier, and you do not need to register for GST.¹³ You can find additional information as to whether or not your business needs to register for GST [here](#).

You can register for a GST program account online, by phone, mail or fax [here](#). You will need the following information on hand to complete the registration:

- Total sales in Canada and total worldwide sales of taxable supplies
- Fiscal year end
- Effective date of registration
- Reporting periods¹⁴



Once you have registered a new GST account, the CRA may contact you for additional information.¹⁵

As a GST registrant, you will be required to charge GST (explained [here](#)), remit GST (explained [here](#)), and file GST returns (explained [here](#)).

Payroll Program Account

All employers must register for a payroll program account and make deductions on amounts paid to their employees. A guide to help you determine whether you are an employer can be found [here](#).

You can register for a payroll program account online, by phone, mail or fax [here](#). You will need the following information on hand to register:

- Date employees received their first wages
- Months covered for payroll of employees' wages
- Type of pay period (for example, weekly, quarterly)
- Number of employees
- Payroll service name (if any)
- Country of the parent company or affiliate, if you have a foreign owned corporation
- Name of franchisor (if any)
- Country of franchise's head office¹⁶

Once you have registered for a payroll program account, you can start hiring employees and calculating deductions. A step-by-step guide to these and other employer responsibilities can be found [here](#).

Import/Export Program Account

You will need to register for an import-export program account if you plan to import goods into Canada or export goods to other countries.

You can register for an import/export program account online, by phone, mail or fax [here](#).

If you intend to export, you will need the following information on hand to register:

- Type of goods exported
- Estimated dollar value of goods to be exported¹⁷

You may have obligations when importing or exporting, including reporting your shipments, accounting for your goods, paying taxes, and paying duty.¹⁸ A comprehensive guide to both importing and exporting can be found [here](#).

Corporate Income Tax Program Account

If your business is incorporated, you will need to register for a corporate income tax program account. You can register online, by phone, mail or fax [here](#). You will need the following information on hand to register:

- Corporation name
- Certificate number
- Date of incorporation
- Jurisdiction¹⁹

Corporations have to meet certain obligations, including filing a corporate income tax return every year, even if there is no tax payable.²⁰

A guide to this and other requirements for corporations can be found [here](#).



BANK ACCOUNT

You should open a bank account for your business in order to separate your business and personal finances.

Yellowknife Chamber of Commerce Corporate Gold Sponsor CIBC has prepared an online guide with application forms for setting up a Small Business Account [here](#). Before scheduling an appointment at your closest CIBC branch, you will need:

- A completed Small Business Account application
- Two pieces of original identification (including one with a photo) for each principal and signing officer
- For sole proprietors, your corporate registries business name registration
- For partnerships, your original corporate registries partnership registration
- For corporations:
 - Original articles or certificate of incorporation
 - Most recent filing with your incorporating jurisdiction listing your directors
 - Trade Name Registration (if applicable)

Additional documentation may be required at the time your application is reviewed by a CIBC advisor.²¹

Looking to speak to a Financial Advisor?
Contact CIBC at 867.873.4452.



NWT PAYROLL TAX

Every employer must register for the NWT Payroll Tax within 21 days of their first payroll cycle for work or services performed in the NWT, and must file an Annual Return each calendar year. The NWT Payroll Tax is levied on employees, but employers are responsible for remitting payments to the GNWT.²²

The NWT Payroll Tax Application for Registration, Payroll Tax Remittance Form, and Annual Return can be downloaded [here](#).

A list of frequently asked questions about NWT Payroll Tax can be found [here](#).

OTHER PERMITS AND LICENSES (BIZPAL)

Depending on the nature of your business operations, you may need to meet additional requirements, including:

- Property and fuel taxes
- Wildlife regulations
- Resource harvesting regulations
- Tourism, guiding, and outfitting permits
- Liquor licensing
- Health and safety inspections
- Fire Marshall's requirements
- Tobacco taxes²³

BizPal is an online service that allows you to input information about your business to generate a list of permit and license requirements.²⁴ You can access BizPal for Yellowknife [here](#).



ZONING AND DEVELOPMENT PERMITS

The City of Yellowknife's bylaws determine what types of businesses, if any, are permitted to operate in different areas of the City.

You can find a map of Yellowknife's land use zones [here](#). Descriptions of permitted uses for each land use zone can be found in the City's Zoning Bylaw [here](#).

If you intend to make changes to the property where your business will be located, you may need a development permit from the City. You can follow the step-by-step guides listed [here](#) for:

- Developing additions, fences, and accessory structures such as sheds, fuel tanks and decks
- Changing the use of a property from residential to commercial
- Building and demolishing non-residential structures
- Grading and blasting
- Putting up signage
- Erecting temporary structures

You can also talk to a local real estate agent to get information on available commercial properties in Yellowknife.

INSURANCE

Insurance requirements for your business will vary based on the nature of your operations. Some of the most common business insurance policies cover:

- Accounts Receivable
- Business Income
- Business Interruption
- Commercial Automobile
- Commercial General Liability (CGL)
- Commercial Property
- Crime
- Directors' and Officers' Liability
- Home Business
- Professional Liability, also known as Errors and Omissions²⁵

The Insurance Bureau of Canada (IBC) has prepared a brochure on business insurance basics [here](#), and you can ask the IBC questions about business insurance [here](#).

INTELLECTUAL PROPERTY

Intellectual property (IP) is a term that covers a wide range of intangible assets generated by your business. You can protect these assets by registering trademarks, copyrights, patents, and industrial designs with the Canadian Intellectual Property Office (CIPO).²⁶

You can access a CIPO guide [here](#) on how to identify and protect your IP business assets, including:

- Your business name
- Brand names or logos
- Slogans
- Domain names
- New products
- Inventions
- Software
- Secret formulas
- Customer lists and data
- Website content
- Product information²⁷

You can also contact CIPO's Client Service Centre [here](#) for free support and answers to your questions about IP.

GOVERNMENT PROCUREMENT

City of Yellowknife

The City of Yellowknife keeps a list of online Bid Opportunities [here](#).

You can create a free account [here](#) that will allow you to download bid documents and register for Bid Opportunities. When creating your account, you can also sign up to receive email notifications of new Bid Opportunities in procurement categories that interest you.

Government of the Northwest Territories (GNWT)

The GNWT keeps a list of Contract Event Opportunities [here](#).

You can register as a bidder [here](#). A step-by-step guide to the registration process can be found [here](#). During the registration process, you can sign up to receive email notifications of Contract Event Opportunities in procurement categories that interest you.

A list of frequently asked questions about the GNWT's Contract Event Opportunities can be found [here](#).

Business Incentive Policy (BIP)

You can register for the Business Incentive Policy and receive favorable bid adjustments over non-BIP registered companies. The bid adjustment is based on the value of the contract.

For contracts up to \$1 million, there's a 15% NWT and 5% local adjustment.

For contracts over \$1 million, there's a 15% NWT and 5% local adjustment on the first \$1 million, and 1.5% NWT and 0.5% local adjustment on the amount over \$1 million



The application form for BIP and more details on the program can be found [here](#).

Once you have registered for BIP, you can also apply to have any products your business manufactures recognized as Approved NWT Manufactured Products. If approved, the GNWT will give preference to your products over others without the Approved NWT Manufactured Products designation. The application form and more information about the NWT Manufactured Products Policy can be found [here](#).

Open NWT Contracts

OpenNWT Contracts is a free online tool that provides access to information on GNWT procurements, contracts and bidders. Businesses can review government procurements, sole source contracts, competitor bids, contract history and more. Information is taken from the GNWT Contract Portal, Contract and Sole Source Reports and other published data sources. OpenNWT is a non-profit that works to make government information more useable and accessible.

You can access OpenNWT [here](#).

Government of Canada

The Government of Canada keeps a list of Tenders [here](#).

You can register in the Supplier Registration System [here](#). Once registered, you will be

provided with a Procurement Business Number (PBN), which is a mandatory requirement to do business with the Government of Canada.

A guide on how to prepare a bid can be found [here](#), and a list of frequently asked questions about Government of Canada Tenders can be found [here](#).

Help for Small & Medium Enterprises:

The Office of Small and Medium Enterprises (OSME) assists Small and Medium Enterprises (SMEs) in better understanding how the government buys goods and services by raising awareness of opportunities and by providing free seminars and webinars and one-on-one sessions to assist suppliers in understanding federal procurement

OSME works with SMEs to address their key challenges and constraints by:

- understanding and reducing the barriers that prevent SMEs from participating in federal procurement
- advising government buyers and policy makers on SME concerns
- recommending improvements to procurement tools and processes to encourage SME participation in federal procurement

Your OSME contact is La Vona Parker. She can be reached at 204-293-0554 or via e-mail at lavona.parker@pwgsc-tpsgc.gc.ca.



RESOURCES

- ¹ <https://www.justice.gov.nt.ca/en/business-names/page/2/>
- ² <https://www.justice.gov.nt.ca/en/business-registrations/>
- ³ <https://www.justice.gov.nt.ca/en/files/business-names/Sole%20Prop/PBA%20Inst.en.pdf>
- ⁴ <https://www.justice.gov.nt.ca/en/business-names/page/2/>
- ⁵ <https://www.justice.gov.nt.ca/en/nwt-corporations/>
- ⁶ <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs06641.html>
- ⁷ <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs06650.html>
- ⁸ <https://connect.wscc.nt.ca/Employer-eServices/Register-Business>
- ⁹ <http://www.maca.gov.nt.ca/en/services/business-licensing>
- ¹⁰ <http://www.yellowknife.ca/bylaws/Bylaw/Details/abae2b3f-c3af-4507-99da-5831de26340a>
- ¹¹ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/before-you-register.html>
- ¹² <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/after-you-register.html>
- ¹³ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/register-a-gst-hst-account.html#register>
- ¹⁴ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/before-you-register.html#ddtnl>
- ¹⁵ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/register-a-gst-hst-account.html#once>
- ¹⁶ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/before-you-register.html#ddtnl>
- ¹⁷ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/before-you-register.html#ddtnl>
- ¹⁸ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/import-export-program-account.html>
- ¹⁹ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/before-you-register.html#ddtnl>
- ²⁰ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/corporations/corporation-income-tax-return.html>
- ²¹ <https://www.cibc.com/en/small-business/advice-centre/starting-your-business/opening-a-small-business-account.html>
- ²² <http://www.fin.gov.nt.ca/services/payroll-tax>
- ²³ <https://www.justice.gov.nt.ca/en/resources-for-businesses/>
- ²⁴ <http://www.iti.gov.nt.ca/en/services/bizpal>
- ²⁵ <http://www.ibr.ca/on/business/business-insurance-coverage>
- ²⁶ <http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/home>
- ²⁷ <http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr04055.html>
- ²⁸ <http://www.iti.gov.nt.ca/en/services/business-incentive-policy>
- ²⁹ <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>



Thank you to the Government of the Northwest Territories, Department of ITI for their continued support of the Yellowknife Chamber of Commerce and for contributing to the success of the "How to Start a Business in Yellowknife: Resource Guide".



Government of
Northwest Territories