



City of
Pitt Meadows
THE Natural PLACE

HOW TO START YOUR **BUSINESS**

*A QUICK GUIDE TO STARTING YOUR BUSINESS IN
PITT MEADOWS*



RIDGE MEADOWS
CHAMBER OF COMMERCE

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ABOUT US



Opening a business in Pitt Meadows offers the unique opportunity to be part of a community that is not only growing but also committed to sustainability and small-town charm. The City, guided by the Official Community Plan (OCP) and Council's Strategic Plan, is dedicated to fostering a business environment that thrives on connection and community values. By choosing Pitt Meadows, you're investing in a city that prioritizes sustainable development, integrates environmental protection into its planning processes, and strives to be a leader in municipal innovation.

This means your business will benefit from a thoughtfully designed community that encourages public interaction and nurtures neighborhood growth while maintaining the intimate, small-town feel that attracts both residents and visitors. Moreover, the city's proactive approach to environmental responsibility ensures that your business will be part of a forward-thinking community that values long-term success and ecological stewardship.



The Ridge Meadows Chamber of Commerce has been working for our two communities and our membership since 1999. Working on behalf of business and our members, the Chamber's collective purpose is to foster a thriving, prosperous business community.

The chamber proudly represents and promotes over 450+ businesses in and around our communities. Through our organization, members have the opportunity to contribute to the community and influence all levels of government for positive policy change. In addition, members receive benefits that include nationally negotiated discounts and educational and networking opportunities of value to their businesses.

8 STEPS TO START YOUR NEW BUSINESS JOURNEY

Starting a small business carries both excitement and a fair share of stress.

1

INITIATE YOUR BUSINESS PLAN: Start jotting down your ideas and aspirates. This practice fuels creativity and serves as a fundamental step in starting your business. Check out some Business Plan templates [HERE](#)¹⁵ through the BDC website - or download a template [HERE](#)¹⁶.

2

CHOOSING A BUSINESS NAME: Deciding on your business name and gaining provincial registry approval marks an initial business step. Easily manage the process [online here](#)⁸.

3

SELECT YOUR BUSINESS STRUCTURE: There are three common types of businesses. You can access more information on the Government of BC [Choosing Your Business Structure Page](#)⁹. The Ridge Meadows Chamber has a variety of professional accountants in our membership to help you understand taxes, bookkeeping, and other financial requirements for the type of business structure you are interested in. Check out the [Ridge Meadows Chamber Member Directory](#)⁴ or the [Pitt Meadows Business Directory](#)³ for options!

4

FINANCING: This can be an overwhelming process while getting your business off the ground. The Government of Canada's website [HERE](#)¹¹ will provide more information.

5

MARKETING: Time to think about a website and social media marketing! Should you need a company to design your website or additional marketing assistance, check out the [Ridge Meadows Chamber Member Directory](#)⁴ or the [Pitt Meadows Business Directory](#)³ for a referral!

6

REGISTERING YOUR BUSINESS: Time to register your business for taxes and fulfill various government requisites. You may want to explore different bookkeeping and accounting programs to properly track your financial reporting. Consider talking to a professional accountant or bookkeeper to understand your options. Visit [BizPal](#)¹³ for further resources on what your business will need to register for:

- [Provincial Sales Tax \(PST\)](#)¹⁰
- [Goods and Services Tax \(GST\)](#)¹²
- [BizPal](#)¹³

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8 STEPS TO START YOUR NEW BUSINESS JOURNEY

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REGISTRATIONS & OBLIGATIONS: Familiarize yourself with additional business registrations, licensing, permitting, and other obligations down below:

- [City of Pitt Meadows](#)⁶
- [Government of BC: Employment Standards](#)⁷
- [BizPal](#)¹³

8

INSURANCE: Need insurance? Talk to a lawyer and insurance broker to understand your needs and get professional advice - check out the [Ridge Meadows Chamber Member Directory](#)⁴ or [Pitt Meadows Business Directory](#)³ to find an amazing local broker or law firm.

We welcome businesses of all sizes and stages of development, including home-based and micro-enterprises, all the way up to large, nationally recognized brands.

Join the Ridge Meadows Chamber of Commerce [HERE](#)²!



LINKS AVAILABLE

City of Pitt Meadows Links

- 5) <https://www.pittmeadows.ca>
- 6) <https://www.pittmeadows.ca/business-services/business-licences>

Ridge Meadows Chamber of Commerce Links

- 1) <https://www.ridgemeadowschamber.com>
- 2) <https://business.ridgemeadowschamber.com/member/newmemberapp>
- 3) <https://www.ridgemeadowschamber.com/pitt-meadows-business-directory/>
- 4) <https://business.ridgemeadowschamber.com/list>

Government of BC Links

- 7) <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>
- 8) <https://www.names.bcregistry.gov.bc.ca>
- 9) <https://www2.gov.bc.ca/gov/content/employment-business/business/small-business/choosing-your-business-structure>
- 10) <https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst>

Government of Canada Links

- 11) https://innovation.ised-isde.canada.ca/s/?language=en_CA&lang=eng
- 12) <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses.html>

BizPal

- 13) <https://bizpal.ca>

BDC

- 14) <https://www.bdc.ca/en>
- 15) <https://www.bdc.ca/en/articles-tools/entrepreneur-toolkit/templates-business-guides/business-plan-template>

Downloadable Business Plan Template

- 16) https://www.communityfutures.ca/images/business-tips-and-tools/business_planning_template-1.docx

CONTACT US!



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