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# STARTING A BUSINESS IN THE WEST YELLOWHEAD REGION



## COMMUNITY FUTURES WEST YELLOWHEAD

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Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

Canada

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## FOREWORD

This guide has been compiled by the Community Futures West Yellowhead to assist individuals or businesses wishing to establish or expand a business in the West Yellowhead region. The purpose of the guide is to provide sources of information and assistance available to small businesses.

For detailed information, the individual agencies responsible for different programs should be contacted directly. While every attempt has been made to ensure the accuracy of this guide, some information is subject to change without notice.

For further information and assistance, please contact the **COMMUNITY FUTURES WEST YELLOWHEAD** in Hinton at (780) 865-1224 or toll free 1-800-263-1716.

## CHECKLIST FOR STARTING A BUSINESS

1. Contact your local municipal office to determine if your business is approved within the land use bylaws and what the licensing requirements (and the associated time frame) are for your area.
2. Develop a business plan. For assistance with business planning, contact the Community Futures West Yellowhead in Hinton (780-865-1224 or toll free at 1-800-263-1716) or the Federal Business Development Bank in Edmonton (780-495-2277).
3. Use the business plan to help obtain funding for start-up. Many sources are available for financing business start-ups and expansions, including the Community Futures West Yellowhead. Check the index or contact the Community Futures West Yellowhead for further information.
4. Obtain the financial commitment before proceeding with start-up costs. Planning financing and set-up often take much longer than expected. Many companies jeopardize their chances of success by committing to expenses before financing has been obtained.
5. If you intend to operate as a sole proprietorship or a partnership, contact your local Alberta Registries or Corporate Registry Edmonton 310-0000 and register your business. Name searches may be performed through private agencies or local registries.
6. If you are going to incorporate your business contact your local registries or Corporate Registry Edmonton 310-0000. Name searches can be performed through private agencies or local registries. Incorporation may be done without the assistance of a lawyer; however, this is not recommended.
7. To obtain more information about municipal business licensing requirements, contact your local municipal or town office; refer to the index for the various office locations.
8. All commercial businesses with more than \$30,000 in gross revenues must register with Canada Revenue Agency (1-800-959-5525) and collect and remit the Goods and Services Tax.
9. Contact the Workers' Compensation Board to obtain information about registering your company (1-866-922-9221).
10. Contact Canada Revenue Agency to set up an employer's account number for Employment Insurance (EI), Canada Pension Plan (CPP) and Federal Income Tax deductions. (1-800-622-6232).
11. If you employ five or more people, register with the Alberta Health Care Insurance Plan (310-0000).
12. Contact the Alberta Labour - Employment Standards Branch to check Labour Relations information and requirements (310-0000).
13. Contact Alberta Career Development and Employment. Career assistance may be available to train new employees (865-8293).

**Note: All Alberta Government numbers & departments can be connected through the Government Rite number 310-0000 at no charge.**

## **BUSINESS REGISTRATION**

There are four types of business organizations:

### **1. *Sole Proprietorship***

The simplest type of business formation is the sole proprietorship. The proprietor (owner) assumes all responsibilities for the business including financing, operating and taxes. The owner accepts all profits or losses and assumes total liability should the business fail. The owner is personally and totally responsible for any debts and contractual agreements involving the business.

### **2. *Partnership***

A partnership is formed when two or more people enter a joint business venture.

#### **a) *General***

In a general partnership, each partner is jointly liable for the debts of the partnership. This means one partner can be held responsible for all the debts and obligations incurred in the name of the business by any other partner.

#### **b) *Limited***

This is a special arrangement whereby a person may contribute financially but cannot take part in the management of the firm or act on behalf of the company. A limited partner is generally liable only to the extent of that partner's financial contribution to the firm. All members of a limited partnership are required to file a declaration under the Partnership Act.

Proprietorship, partnerships, limited partnership agreements and trade names should be registered with Corporate Registry. Any business trade names other than that of the individual owner (s) should be registered, even if the business is not to be incorporated.

***Note: For registering a proprietorship or a partnership, contact your local Registries.***

### **3. *Limited Companies***

The terms "Corporation", "Incorporated Company" and "Limited Company" are synonymous.

In an incorporated company, the company is a legal entity separate from its owners (shareholders). This limited liability means that shareholders of the corporation cannot be held personally liable for the debts or actions of the corporation. Individuals may be required to sign personal guarantees for corporate loans. In this case, individuals will assume personal liability. Companies can be incorporated either provincially, or federally, depending upon the scope and nature of the business. A company incorporated in Alberta must register as an extra-provincial company if it wishes to do business in provinces other than Alberta.

Although it is possible to file for incorporation yourself, it can be fairly complicated. Legal advice is highly recommended.

To incorporate provincially, contact Corporate Registry Edmonton at (780) 427-2311.

#### **4. Cooperative**

A cooperative is a special form of business organization (e.g. professional organization such as doctors, lawyers, etc.). Although it differs from a regular corporation, it is still able to enter into contracts under its corporate name. Cooperatives must be incorporated and contain the word "cooperative" in their name. For more information, contact your local Alberta Registries.

#### **Local Registries**

Hinton:  
Cantex Insurance Brokers Ltd.  
169 Pembina Ave.  
Phone: 865-2271

Edson:  
Yellowhead Registries Ltd. **(No Corporate Reg.)**  
4813-4 Avenue  
Phone: 723-6666

Jasper:  
Jasper Registries & Licensing Inc.  
303 Pyramid Ave.  
Phone: 852-5994

Grande Cache:  
EMC Registries Ltd. **(No Corporate Reg.)**  
10024-99 Street  
Phone: 827-2740

Entwistle:  
Capital City Savings and Credit Union Ltd. **(Trade names & partners only)**  
5002-50 Ave.  
Phone: 727-3593

#### **LICENSING**

##### **1. Provincial**

Manufacturers, retailers, and wholesalers do not require a provincial license. Businesses that require special provincial licensing include: agriculture, highway development, sawmills and timber cutting operations, nursing homes, mines, oil and gas drilling, private investigators, security agencies, locksmiths, guards, cemeteries, commercial trucking, bus operations, employment agencies, insurance and real estate agencies, homes for special care, day-care centers, private schools and tradesmen. It is recommended that such businesses contact Alberta Registries or Corporate Registry for more information on licensing requirements.

## **2. *Municipal***

Businesses operating within the boundaries of the Town of Jasper, the Town of Edson, the Town of Grande Cache, the Town of Hinton, Yellowhead County, Village of Evansburg and the Hamlet of Wildwood are generally required to obtain business licensing. Most business licenses are available through the respective town offices.

### **DEVELOPMENT PERMITS**

Development permits are required whenever the start-up or expansion of a business entails new construction, additions to buildings or a change in use or intensity of use of the existing buildings. There is an application fee for development permits.

Development permits and applications are obtained through the municipality and Town offices. Development permits are not automatically granted and are subject to public input and municipal approval. Contact your municipal Town office for more information.

### **BUILDING PERMITS**

Building permits are purchased through each Municipal or Town office. Development permits are required prior to the application for a building permit in some areas. The cost for building permits varies in each municipality and may be dependent on the structure and/or cost of the building. Building permits may require time to process. Please contact your municipal district office or town office for more information.

### **SIGNAGE PERMITS**

There may or may not be a fee required for signage permit (i.e. to put up a sign) in your area. Contact your municipal or town office for more information.

### **HOME-BASED BUSINESS**

Home-based businesses are generally allowed where it is determined that there will be no significantly adverse impact on surrounding properties or on the residential character of the neighborhood. Different towns have very different outlooks on home-based business and should be contacted directly to determine the existing regulation.

## **HEALTH REGULATIONS**

Information on public health regulations and nuisance is available through the Alberta West Central Health Unit.

### **Alberta West Central Health Unit/ Public Health Inspector**

1280 A Switzer Drive  
Hinton, AB T7V 1T5  
Phone: (780) 865-2277  
Website: <http://www.ic.gc.ca/>

***Note: Individuals must obtain a Food Establishment Permit from their local Health Unit to enable them to sell or supply food to the public. The only instance in which homemade (uninspected) food may be sold to the public, is through the "Farmer's Market". The Farmer's Market must be approved as such by the Minister of Agriculture.***

For information on packaging and labeling of food products contact:

### **Industry Canada/Consumer Products**

Suite 725  
9700 Jasper Avenue  
Edmonton, Alberta T5J 4C3  
Phone: (780) 495-4782 or toll free: 1-800-461-2646  
Fax: (780) 495-4780

## **ENVIRONMENTAL STANDARDS**

Information on the Environmental Protection and Enhancement Act can be obtained by calling the Government RITE number (310-0000) and asking for the Alberta Environment Protection.

For environmental levies, recycling and waste disposal and control call toll free: 1-800-463-6326.

For information on tire recycling tax call Tire Recycling Alberta (780) 990-1111 or toll free 1-888-999-8762.

For information on the transportation of Hazardous goods contact:

**Dangerous Goods Compliance Center 1-800-272-9600**

## **ENGINEERING**

Sewer, water and street developments are handled by the Public Works Department in each respective municipality. Assistance in dealing with this department is available through the town offices. For contact information, please see the “additional municipal information” section of this document.

## **TAXATION**

### **1. *Municipal Taxation***

Information on rates are available through your municipal office.

### **2. *Provincial and Federal Corporate Taxation***

All corporate residents in Canada are subject to income taxes levied upon income earned within the taxation year from all sources.

The owner of proprietorships and partnerships are required to record earnings as self-employed income on their personal income tax return. Corporations are required to file a T2 Return, which is separate from the owner's personal tax return.

Corporations located in Alberta must submit separate income tax returns to the Federal government and to Alberta government.

For further information regarding Alberta corporate taxes and remittance deadlines, contact:

#### **Alberta Tax & Revenue Administration**

9811 -109 Street

Edmonton, AB T5K 2L5

Phone: 1-780-427-3044

Toll free phone: *Call 310-0000; then enter (780) 427-3044 for toll free service in Alberta*

Fax: 427-0348

Email: [tra.revenue@gov.ab.ca](mailto:tra.revenue@gov.ab.ca)

For further information on federal taxes and remittance deadlines, contact:

#### **Canada Revenue Agency**

Edmonton District Office

Suite 10, 9700 Jasper Avenue

Edmonton, AB. T5J 4C8

Phone: (780) 495-3533 or Toll free: 1-800-959-5525

### **3. Goods and Services Tax**

The Goods and Services Tax (GST) is multi-level consumption tax. The GST will apply to the majority of goods and services sold or provided in Canada, at the rate of 7%. Some goods and services, such as basic groceries or exports, are zero-rated. Others, such as day care and health care services are exempt from the GST.

All businesses earning gross revenues of \$30,000 or greater per annum are required to register for GST whether or not the goods and services sold by the business are GST exempt or zero-rated. How often a business is required to file a GST return (i.e. monthly, quarterly, annually) is dependent on the business' income.

For detailed information on GST, contact:

**Canada Revenue Agency**  
Regional Excise Office  
9700 Canada Place, Jasper Av.  
Edmonton, AB T5J 4C8  
Phone: 1-800-959-5525  
Website: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

## **MANPOWER AND LABOUR**

### **1. Canada Pension, Income Tax, Employment Insurance**

Federal law requires that all employers collect and remit Canada Pension Plan contributions, Unemployment Insurance premiums and personal income tax to the Government of Canada on a monthly basis. Deductions for Canada Pension Plan contributions and Unemployment Insurance premiums, are shared by both the employee and the employer.

For further information, contact:

**Canada Revenue Agency**  
Payroll Source Deductions  
9700 Jasper Avenue  
Edmonton, AB T5J 4C8  
Phone: 1-800-959-5525  
Website: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

**Canada Pension Plan Information**  
Health and Welfare Canada - Income Securities Program  
Suite 155, Canada Place - 9700 Jasper Avenue  
Edmonton, AB T5J 4C2  
Phone: 1-800-959-5525  
Website: [www.sdc.gc.ca](http://www.sdc.gc.ca)

**Human Resources Development Canada**  
Box 2710

Main Station  
Edmonton AB, T5J 4C2  
Website: [www.hrdc-drhc.gc.ca](http://www.hrdc-drhc.gc.ca)

**Note: Individuals who own their own business (as a sole proprietor) are not to pay EI premiums for themselves; consequently they cannot collect EI if their business were to discontinue and they are left without a job.**

## **2. Wages, Hours of Work**

The Employment Standards Branch of Alberta Labour is responsible for administering the Labour standards provisions under the Employment Standards Act. For information regarding wages, hours of work, vacations, general holiday pay, maternity leave, termination of employment and the employment of adolescents and young persons contact:

### **Employment Standards**

Call the province-wide Employment Standards number toll-free by dialing 310-0000, then dialing (780) 427-3731  
Website: [www.gov.ab.ca/hre/employmentstandards/](http://www.gov.ab.ca/hre/employmentstandards/)

For information on job creation and training programs, contact:

### **Alberta Human Resources & Employment**

Box 6780  
Edson, AB T7E 1V2  
Phone: (780) 723-8921  
Website: [www.gov.ab.ca/hre/](http://www.gov.ab.ca/hre/)

### **Human Resources & Employment**

437 Gregg Avenue  
Hinton, AB T7V 1N1  
Phone: (780) 865-8293

## **3. Workers' Compensation**

Employers covered by the Act are responsible for assessment payments to the Workers Compensation Board. It is important that early contact be made with WCB in order to avoid possible penalties. In some industries it is mandatory to have Workers Compensation coverage.

For further information, contact:

### **Workers' Compensation Board**

9912 – 107 Street - P.O. Box 2415  
Edmonton, AB. T5J 2S5  
Phone: (780) 498-3999 or Toll free: 1-866-922-9221  
Website: [www.wcb.ab.ca/home](http://www.wcb.ab.ca/home)

#### **4. Occupational Health and Safety**

For information on safety and health requirements in the workplace and Workplace Hazardous Materials Information System (WHMIS), contact:

##### **Occupational Health & Safety**

10<sup>th</sup> Floor, 7<sup>th</sup> St. Plaza  
South Tower-10030 -107 St.  
Edmonton, AB. T5J 3E4  
Phone: 1-866-415-8690  
Website: [www.gov.ab.ca/hre/whs/](http://www.gov.ab.ca/hre/whs/)

#### **5. Alberta Health Care Insurance**

All employers with five or more eligible employees, owners and partners included, are required to form an "Employer Group" for payroll deduction of Medicare premiums. Once the group has been formed, it is the employer's responsibility to remit for all eligible employees and make the necessary payroll deductions on a monthly basis. For further information, contact:

##### **Alberta Health and Wellness**

P.O. Box 1360 - 10025 Jasper Avenue  
Edmonton, AB T5J 2N3  
To call Alberta Health Care dial 310-0000 toll free, then dial 780-427-1432  
Website: [www.health.gov.ab.ca](http://www.health.gov.ab.ca)

## **BUSINESS ASSISTANCE & INFORMATION**

The region encompassed within the boundaries of West Yellowhead is vitally interested in commercial and industrial development and offers excellent assistance to businesses seeking information or technical assistance. Some of the major sources of assistance are listed below:

### **1. Federal Regional Assistance**

#### **a) Community Futures West Yellowhead**

The Community Futures West Yellowhead is a locally based non-profit corporation providing assistance to small business within the West Yellowhead Region. The Center was established in April of 1990 and operates under the direction of an independent, business-oriented Board of Directors.

**Community Futures West Yellowhead Services include:**

- ✓ Loans
- ✓ Business plans
- ✓ Market research
- ✓ New venture analysis
- ✓ Internal control system
- ✓ Financial planning
- ✓ Computer services
- ✓ Small Business Courses and Seminars
- ✓ Resource library

**To access the above services, contact:**

**Community Futures West Yellowhead**

221 Pembina Avenue

Hinton, AB T7V 2B3

Phone: (780) 865-1224 or 1-800-263-1716

Fax: (780) 865-1227 or Toll Free Fax: 1-877-865-1227

Email: [info@cfwestyellowhead.com](mailto:info@cfwestyellowhead.com)

Website: [www.cfwestyellowhead.com](http://www.cfwestyellowhead.com)

**b) Business Development Bank of Canada**

The Business Development Bank of Canada promotes and assists most types of businesses, particularly small and medium sized businesses. The BDC offers four principle services:

**Financial Services**

The BDC offers term loans for a variety of business purposes. These loans are available at floating rates or at rates fixed for varying periods of time.

**Investment Banking**

The BDC may be prepared to purchase shares in your business or to work with financial institutions in the private sector to obtain the necessary equity financing.

**Management Services**

The BDC also offers business counseling and training through a variety of programs. The Bank's training programs consists of seminars on a variety of business topics.

**Case**

CASE is a unique counseling service offered exclusively to small and medium sized businesses by the BDC. Counseling services range from bookkeeping to marketing, setting up a production line to inventory control. Cost is minimal for these services.

**Business Development Bank of Canada**

First Edmonton Place

200 – 10665 Jasper Av.  
Edmonton, AB T5J 3S9  
Phone: (780) 495-2277  
Website: <http://www.bdc.ca>

201 Huntington Galleria  
4628 Calgary Trail NW  
Edmonton, Alberta T6H 6A1  
Phone: (780) 495-7200  
Website: <http://www.bdc.ca>

### **c) Department of Western Economic Diversification Canada**

Western Economic Diversification Canada provides repayable funds to Western Canadian entrepreneurs developing new products, new markets, technology, or projects, which will improve industry-wide productivity or replace imports.

The Department of Western Economic Diversification supports economically sound, viable business opportunities. It does not assist projects without an acceptable level of equity participation by the proponent; nor does it support projects which are: in fully competitive sectors; bail-outs or the purchase, transfer or refinancing of existing businesses; of a social, professional, personal service, or educational nature; or can normally be financed through other federal, provincial or private sector sources. Direct contact should be made with Western Economic Diversification Canada to assess project eligibility. For more information contact:

#### **Western Economic Diversification Canada**

Suite 1500 Canada Place  
Edmonton, AB T5J 4H7  
Phone: 1-888-338-9378  
Website: [www.wd.gc.ca](http://www.wd.gc.ca)

### **d) Alberta Women Entrepreneurs (AWE)**

The Alberta Women Entrepreneurs (AWE) provides business services specifically designed to meet the changing needs of women entrepreneurs. Services provided include training, business counseling, mentoring, and financing. These services are intended to build on women's business strengths, and enhance their contribution to the Alberta economy.

#### **Alberta Women Entrepreneurs**

Suite 100, 10237 - 104 Street NW  
Edmonton, AB.T5J 1B1  
Phone: 1-800-713-3558 Toll free  
E-mail: [info@awebusiness.com](mailto:info@awebusiness.com)  
Website: <http://www.awebusiness.com/>

### **e) Aboriginal Business Canada**

Aboriginal Business Canada provides a range of business services to status and non-status Indians, Metis, Inuit, and associations that are majority owned and controlled by Aboriginal people.

Financial assistance is available through Aboriginal Business Canada. The level of contribution will vary depending on the type of business investment. Generally contributions must be repaid.

For information contact:

#### **Aboriginal Business Canada**

Canada Place, Suite 725

9700 Jasper Avenue

Edmonton, AB T5J 4C3

Phone: (780) 495-2954

Website: <http://strategis.ic.gc.ca/epic/internet/inabc-eac.nsf/en/Home>

## **2. Provincial Regional Assistance**

### **a) Alberta Economic Development and Tourism**

Room 111 Provincial Building

111 - 54 Street

Edson, AB T7E 1T2

Phone: (780) 723-8229

Website: <http://www.alberta-canada.com/aed/index.cfm>

Alberta Economic Development and Tourism provides various services to the public to promote the growth and diversification of the province's economy.

#### **Small Business & Industry Development**

The Small Business and Industry Development Division offers business counseling, free comprehensive business guides, community profiles and site location assistance. It also supports the province's industrial sectors, particularly those areas that have export potential.

#### **The Trade Division**

The Trade Division assists the manufacturing and service sectors to expand trade outside the province by identifying export markets and projects, foreign joint ventures and licensing opportunities. The division coordinates Alberta's participation in national and international trade shows and organizes missions in Alberta firms to foreign markets.

### **The Investment Matching Service of Alberta**

The Investment Matching service of Alberta promotes business formation and new investment by bringing together potential investors and Alberta business opportunities through a personalized counseling service and a computerized matching system. The service is available to new and existing Alberta-based businesses seeking equity capital. All industries are eligible. A minimum investment of \$100.00 is sought.

### **b) Agriculture Financial Services Corporation (AFSC)**

AFSC is a provincial crown corporation with a private sector Board of Directors that provides farmers, agribusinesses and other small businesses loans, crop insurance and farm income disaster assistance.

#### **AFSC**

4924 - 1st Avenue

P.O. Box 7110

Edson, AB T7E 1V4

Phone: (780) 723-8233

Website: [www.afsc.ca](http://www.afsc.ca)

### **c) Northern Alberta Agreement**

The Provincial and Federal government have joined together to try and strengthen and diversify the economy in the north. This initiative supports Alberta manufacturers, processors and related service firms in enhancing their competitiveness in the domestic and international marketplace. One program under this agreement is Business Development Assistance, which covers some of the following areas:

Business Establishment, Expansion and Modernization

Feasibility Studies

Marketing Initiatives

Product Development

Temporary Technical Expertise in Remote Communities

Community - based initiatives

Industry Support Initiatives

Tourism Enhancement

Projects are supported on a cost-shared basis. For information contact:

#### **Northern Alberta Agreement**

Bag 900 - 14

Peace River, AB

Phone: 310-0000

### **3. Municipal Regional Assistance**

#### **a) Community Futures West Yellowhead**

The Community Futures West Yellowhead of Hinton promotes economic development opportunities within the West Yellowhead region. For information contact:

##### **Community Futures West Yellowhead**

221 Pembina Avenue

Hinton, AB T7V 2B3

Phone: (780) 865-1224 or 1-800-263-1716

Fax: (780) 865-1227 or Toll Free Fax: 1-877-865-1227

Email: [info@cfwestyellowhead.com](mailto:info@cfwestyellowhead.com)

Website: [www.cfwestyellowhead.com](http://www.cfwestyellowhead.com)

#### **b) Enterprise Center - Entrepreneurial Training**

For entrepreneurial business training contact the Community Futures West Yellowhead. Their mission is to further the entrepreneurial spirit; to stimulate economic growth; and to initiate training for career opportunities within the West Yellowhead Region.

##### **Community Futures West Yellowhead**

221 Pembina Avenue

Hinton, AB T7V 2B3

Phone: (780) 865-1224 or 1-800-263-1716

Fax: (780) 865-1227 or Toll Free Fax: 1-877-865-1227

Email: [info@cfwestyellowhead.com](mailto:info@cfwestyellowhead.com)

Website: [www.cfwestyellowhead.com](http://www.cfwestyellowhead.com)

## **STATISTICAL INFORMATION**

For statistical information on economic and social conditions and census on population and housing in Canada, please contact:

##### **Statistics Canada**

##### **Advisory Services**

Pacific Plaza, Suite 900

10909 Jasper Avenue, N.W.

Edmonton, AB T5J 4J3

Phone Toll Free: 1-800-263-1136

Website: [www.statcan.ca](http://www.statcan.ca)

The Edson and District Public Library and the Hinton Municipal Library are invaluable sources of business information, e.g. statistical publications, business directories, annual reports, etc. For information contact:

**Edson District Public Library**

4726 - 8th Avenue  
Edson, AB T7E 1S8  
Phone: (780) 723-6691

**Hinton Municipal Library**

803 Switzer Drive  
Hinton, AB T7V 1V1  
Phone: (780) 865-6050

For statistical information on economic and social conditions in the region covered by the CFDC, contact:

**Community Futures West Yellowhead**

221 Pembina Avenue  
Hinton, Alberta T7V 2B3  
Phone: (780) 865-1224 or 1-800-263-1716  
Fax: (780) 865-1227 or Toll Free Fax: 1-877-865-1227  
Email: [info@cfwestyellowhead.com](mailto:info@cfwestyellowhead.com)  
Website: [www.cfwestyellowhead.com](http://www.cfwestyellowhead.com)

**ADDITIONAL MUNICIPAL INFORMATION**

For rezoning, development permits; occupancy permits, building permits & business licenses. Refer to your local municipality or town offices, listed below:

***TOWN OF HINTON***

*Phone: (780) 865-6000*  
*Website: [www.town.hinton.ab.ca](http://www.town.hinton.ab.ca)*

***TOWN OF EDSON***

*Phone: (780) 723-4401*  
*Website: [www.townofedson.ca](http://www.townofedson.ca)*

***YELLOWHEAD COUNTY***

*Phone: (780) 723-4800*  
*Website: [www.yellowheadcounty.ab.ca](http://www.yellowheadcounty.ab.ca)*

***VILLAGE OF EVANSBURG***

*Phone: (780) 727-3583*  
*Website: (See Yellowhead County)*

**WILDWOOD**

Phone: (780) 325-3782  
Website: (See Yellowhead County)

**GRANDE CACHE**

Phone: (780) 827-3362  
Website: [www.town.grandecache.ab.ca](http://www.town.grandecache.ab.ca)

**JASPER**

Phone: (780) 852-3356  
Website: [www.jasper-alberta.com](http://www.jasper-alberta.com)

**BANK DIRECTORY**

**EDSON**

**ATB Financial**  
(780) 723-5571  
(780) 723-5570 Fax

320 - 50 Street  
Edson, AB T7E 1N7

**Scotiabank**  
(780) 723-6001  
(780) 723-6011 Fax

402 - 50 Street  
Edson, AB T7E 1K7

**Scotia Plan Loans**  
(780) 723-6001

402 - 50 Street  
Edson, AB T7E 1K7

**CIBC Contact General Information Center**  
1-800-465-2422

Edson, AB

**CIBC**  
(780) 723-6061  
(780) 723-5052 Fax

412 - 50 Street  
Edson, AB T7E 1N7

**RBC Financial**  
(780) 723-6683  
(780) 723-7686 Fax

124 - 50 Street  
Edson, AB T7E 1N7

**Edson Credit Union**  
(780) 723-4468  
(780) 723-7973 Fax

117 - 50 Street  
Edson, AB

**EVANSBURG**

**RBC Financial**

(780) 727-3566  
(780) 727-2952 Fax

5115 - 50 Street  
Evansburg, AB T0E 0T0

**Capital City Savings and Credit Union**

(780) 727-3593  
(780) 727-3900 Fax

Box 239  
Entwistle, AB T0E 0S0

**GRANDE CACHE**

**CIBC**

(780) 827-3725  
(780) 827-3222 Fax

Grande Cache Shopping Mall  
Grande Cache, AB T0E 0Y0

**HINTON**

**ATB Financial**

(780) 865-2294  
(780) 865-2385 Fax

207 Pembina Avenue  
Hinton, AB T7V 1X8

**Scotia Bank**

(780) 865-3377  
(780) 865-3260 Fax

Highway Branch  
432 Carmichael Lane  
Hinton, AB T7V 1T4

**Capital City Savings and Credit Union**

(780) 865-4000  
(780) 865-5885 Fax

Valley Shopping Centre  
#1, 108 Athabasca Avenue  
Hinton, AB T7V 2A5

**RBC Financial**

(780) 865-3344  
(780) 865-7611 Fax

874 Carmichael Lane  
Hinton, AB T7V 1Y6

**JASPER**

**CIBC**

(780) 852-3391  
(780) 852-3020 Fax

Box 789  
416 Connaught  
Jasper, AB T0E 1E0

**ATB Financial**

(780) 852-5875  
(780) 852-5880

623 Patricia Street  
Jasper, AB T0E 1E0

**TD Bank Financial Group**

(780) 852-3335

(780) 852-5186

Capital City Savings and Credit Union

(780) 852-1175

(780) 852-1197

606 Patricia Street  
Jasper, AB T0E 1E0

623 Patricia Street  
Jasper, AB T0E 1E0

**WILDWOOD**

**ATB Financial**

(780) 325-3837

(780) 325-2036 Fax

Box 126  
Wildwood, AB T0E 2M0

**OTHER PLACES TO GO FOR HELP**

**1. Federal**

If you are trying to find out the different federal services or programs you can contact:

**Reference Canada**

Phone: 1-800-667-3355

**2. Provincial**

Provincial Government agencies can be accessed toll free using the RITE Network

Contact:

**Rite Centre**

310-0000

**STILL DO NOT KNOW WHOM TO CALL?**

**Community Futures West Yellowhead**

221 Pembina Avenue

Hinton, AB T7V 2B3

Phone: (780) 865-1224 or 1-800-263-1716

Fax: (780) 865-1227 or Toll Free Fax: 1-877-865-1277

Website: [www.cfwestyellowhead.com](http://www.cfwestyellowhead.com)

One stop access to Government Business programs and information contact:

**The Business Link Business Service Center**

Phone: (780) 422-7722 Toll Free: 1-800-272-9675

Fax: (780) 422-0055

Website: <http://www.canadabusiness.ca/alberta/>