

For more information, please contact the Town of Florenceville-Bristol

Chief Administrative Officer 506-392-6763 ext 208

Email: cao@florencevillebristol.ca

Tourism and Business Development Manager 506-392-6763 ext 202

Email: tourism@florencevillebristol.ca



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Florenceville-Bristol is Open for Business!

We are pleased you are considering Florenceville-Bristol as a location for your business. Rest assured, Town staff will make every effort to assist businesses set up and thrive in our community

Town staff maintain active contact with all segments of Florenceville-Bristol's industrial and commercial sectors, as well as facilitating partnerships between businesses and all levels of government. They can direct potential entrepreneurs to necessary resources, including availability of land, buildings and other facilities.

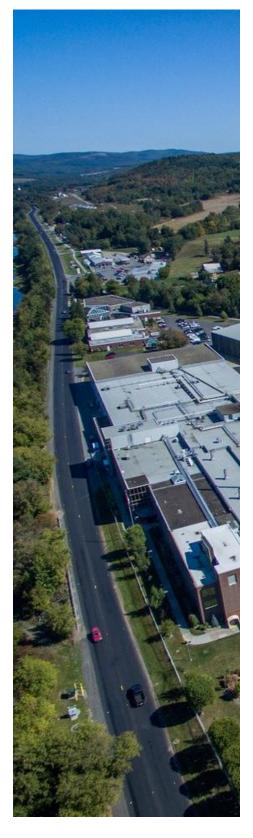
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The Florenceville-Bristol & District Chamber of Commerce (FBCC) is active in the community, and strives to promote trade, commerce, and economic, civic and social interests of the district. Whether you are already in business, or plan to start one, they can be a great business resource. Visit their website or call 506-392-0900 for more information.







Setting Up a Business

Entrepreneurs from far and wide are recognized and respected as successful role models in communities across New Brunswick.

For information about setting up a business in Florenceville-Bristol, feel free to contact our Tourism and Business Development Manager at 506-392-6763 ext 202 or via email at tourism@florencevillebristol.ca.

Opportunities New Brunswick is New Brunswick's lead business development organization driving economic growth and job creation in the province. Whether you're currently operating in the province or considering us as part of your expansion plans, ONB invites you to contact them via Email: info@onbcanada.ca or Phone: 506.453.5471.

New Brunswick also offers Bizpal, a free online, one-stop service for entrepreneurs that simplifies the process of finding information on business permits and licenses from all levels of government – federal, provincial, and municipal.

Visit <u>www.canada.ca/en/services/business.html</u> for a comprehensive list of federal government services and information relevant for business and industry, from starting a business, to business taxes, and everything in between.

The Small Business Invest or Tax Credit program provides an important source of capital by increasing access to equity financing for New Brunswick small businesses, and encourages investment by NB residents in local small businesses.

STARTING
YOUR
OWN





Registering your business

Succeeding with your own business takes talent and persistence. Following these steps will help you start on the right path:

- Choose a business name. You will be required to conduct a name search to ensure the business name is not already in use. You can hire companies to conduct an Atlantic-based NUANS search and provide you with a report to submit with your incorporation documents.
- 2) Choose a business structure.
- 3) Register with Service New Brunswick's Corporate Registry
- 4) Register with the Canadian Revenue Agency (CRA)
- 5) Learn about the permits and licenses you will require
- 6) Complete your business plan
- 7) Learn about being an employer in New Brunswick
- 8) Learn about recruiting employees
- 9) Choose a location for your business
- 10) Obtain business insurance
- 11) Learn about safety and security
- 12) Market your business

The Florenceville-Bristol & District Chamber of Commerce can be a good source of information to new businesses in the area.

Prospective business owners should also consult the Town's Zoning By-Law to review the property zoning requirements, permitted uses, and signage requirements.

https://www.florencevillebristol.ca/town-bylaws

For any questions regarding zoning or signage in Florenceville-Bristol, you can contact our Administrative Services Manager at the Town office by email at administration@florencevillebristol.ca or 506-392-6763 ext 200.





Business Plans

Drafting a solid business plan will help you get your business off the ground. Financial institutions will often have Business Plan templates that are designed to help you put together a comprehensive, strategic and effective blueprint for your business. No two business plans are alike - make the plan your own.

- Scotiabank Business Plan
- <u>Canadian Business Plan</u>
- BDC Business Plan Template

Licenses, Permits and Taxes

All businesses must be registered with either the Province of New Brunswick or the Federal government. Most businesses in New Brunswick are incorporated through registration with the Province of New Brunswick under the Business Corporations Act.

Zoning, Permits and Plans

An important step, often overlooked when starting a business, is to check with the municipalities on zoning bylaws and permitted uses in your location. You will also be required to apply for certain permits and licenses - see below.

Town By-laws and Permits: As part of the business planning process, you will need to review the Town's Zoning By-law to determine permitted uses in your location, as well as signage regulations and building permits. https://www.florencevillebristol.ca/town-bylaws

For assistance with Town By-laws and Permits that may be required, contact the Administrative Services Manager at (506) 392-6763 ext 200 or administration@florencevillebristol.ca.

Provincial Permits & Licenses: <u>BizPal</u> is an easy tool to determine the required provincial business permits and licenses. http://www.snb.ca/bizpal/





Taxes for businesses

In New Brunswick, citizens are required to pay different taxes to support government programs and services. When you own a business in New Brunswick, you will need to be aware of the business taxes for which you will be responsible:

- income tax from self-employment
- tax on corporate income
- property taxes

Personal and Corporate Tax

The Canada Revenue Agency is primarily responsible for collecting taxes based on income, profit and sales. When working for an employer, a percentage of your pay will be deducted and sent to the federal government to pay your income tax owing. These funds are used to pay for government services.

The Corporate Tax rate for Small Businesses is 2.5% with a small business limit of \$500,000.

New businesses should consult a New Brunswick tax professional for advice on tax strategies.

Goods and Services Tax (GST)

GST is a tax that applies to most goods and services in Canada. New Brunswick uses a Harmonized Sales Tax (HST) that combines the provincial and federal sales tax. As of 2018, fifteen per cent Harmonized Sales Tax (HST) applies to most goods and services.

HST registrants must collect the HST on all taxable supplies of property and services they provide to customers, and remit on a regular basis to Canada Revenue Agency.

Complete details can be found on the Government of Canada's website:

https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4022/general-information-gst-hst-registrants.html





Property Tax

In New Brunswick, the province is responsible for collecting property taxes on behalf of municipalities. These taxes are based on the assessed value of real estate such as land and buildings.



Service New Brunswick calculates the assessment value.

Property assessors review approximately 470,000 properties each year with the goal of assessing each property at market value, or what each property would sell for on the open real estate market.

The Province completes an assessment of each property in the province.



Municipalities determine local tax rates in order to fund services such as police, fire protection, waste collection, etc.

The Department of Environment and Local Government sets the local tax rates on behalf of local service districts.

2022 Florenceville-Bristol residential tax rate: \$1.2899 per \$100 of assessed value

Example: A residential property assessed at \$100,000 = \$1,289.90 of property tax



The Department of Finance issues tax notices and receives payments.

Tax bills are issued and payments are collected. All municipal tax revenues are distributed to the municipalities.

Property tax bills can be paid through your online banking, in person at SNB or online at http://www.snb.ca/e/1000/1000-5/e/1000-5 017 e.asp

In 2022, The Town of Florenceville-Bristol had the following property tax rates per \$100 of assessed value:

Residential (owner occupied): \$1.2899

Residential (second residence or non-owner occupied): \$2.2454

Residential Other (ie: farmland): \$2.3438

Non-Residential (ie: commercial): \$4.03025

Plus \$0.0486 Tenancy Fee due to NB Rentalsman's Office on rental properties

The Province charges an assessment fee of \$0.0194 per \$100 which is in addition to the above rates. Non-Residential: Of the \$4.03025, the Province receives \$2.076 and the Town receives \$1.9349 (1.5 times the Residential rate).



Other Considerations

Contact a tax professional for more information, including how to take advantage of tax incentives and other tax relief.

You can find commercial real estate in New Brunswick through the Canadian Real Estate Association.

In New Brunswick, you have rights as an employee and as an employer to be treated fairly. Our Employment Standards Act offers minimum employment rules on such things as minimum wage, overtime pay, vacations with pay, and sick leave. You can find out more about fair and equitable workplace practice through the Employment Standards Branch. Find out about working safely and promoting workplace safety at WorkSafe NB.

For Labour and Training resources, refer to, Department of Post-Secondary Education, Training and Labour. For information on bringing skilled workers to Canada, refer to Employment and Social Development Canada.

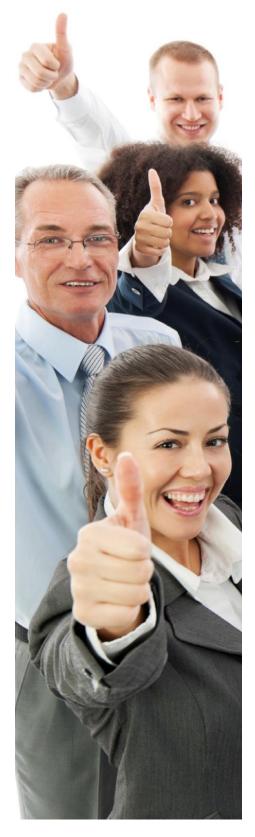
Some groups and government agencies provide financial resources to local businesses and start-ups:

- Atlantic Canada Opportunities Agency
- Opportunities New Brunswick
- New Brunswick Association of Community Business
 Development Corporations

Talent, Human Resources & Succession Planning

The New Brunswick Department of Post-Secondary Education, Training & Labour (PETL) and Employment & Social Development Canada (ESDC) are the lead organizations for employment programs and HR policies and procedures.

Connect with local educational institutions for direct access to their talent pipelines. Organizations sometimes establish partnerships with educational institutions, with some offering employment guarantees to secure talent. Other businesses establish student jobs or internships to provide students with valuable work experience. You can also participate in job fairs, connect directly with faculty, and so on.





Skills and Training Development Programs

There are a variety of sources for skills and training development programs:

- Planet Hatch
- UNB International Business and Entrepreneurship Program
- UNB Technology Management & Entrepreneurship Program
- UNB College of Extended Learning
- Profit Learn: Business workshops for entrepreneurs
- Bizlaunch: small business-focused webinars
- Ignite Fredericton

Export & Trade

If you are looking for new markets and to expand your business, both the provincial and federal governments, as well as some independent organizations can assist you with that process through access to networks, support and funding programs.

Government Programs for Exporting Companies

Both provincial and federal governments offer assistance to companies looking to increase export activity. Opportunities New Brunswick has resources to help new and established businesses expand into new markets. Atlantic Canada Opportunities Agency, Global Affairs Canada, and Export Development Canada all offer programs, funding, and services for exporting companies.

Industry Programs for Exporting Companies

As Canada's largest trade and industry association, the Canadian Manufacturers & Exporters (CME) advocates for manufacturers and exporters; builds a more competitive business environment; provides critical and timely intelligence; strengthens leadership through best practices; and leverages networks for success.

The New Brunswick Business Council helps businesses with accessing new markets through their Council Passport Service.

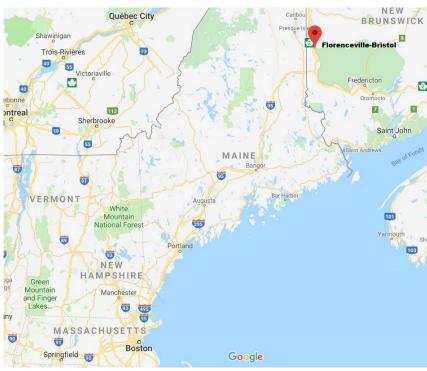




Location-Location!

Florenceville-Bristol is centrally located on the Eastern Seaboard, which provides easy access to Ontario, Quebec, Atlantic Canada, and US markets. This translates into 100,000,000 consumers within a day's drive. Additionally, our time zone makes it feasible to serve European markets more easily.





Driving Distances to Major Markets

•		
Bangor, Maine	154 miles	248 km
Boston, Massachusetts	393 miles	632 km
New York, New York	594 miles	956 km
Charlottetown, PEI	293 miles	471 km
Halifax, Nova Scotia	352 miles	567 km
Montreal, Quebec	424 miles	683 km
Toronto, Ontario	766 miles	1232 km
Fredericton, NB	88 miles	141 km
St. John, NB	150 miles	242 km





Distributing via Road, Air and Ocean

Our distribution network offers cost savings as well as logistical benefits for locating in New Brunswick.

Road

Florenceville-Bristol is located just off the Trans Canada Highway and is a short 40-minute drive to the U.S. Interstate 95 border crossing at Houlton, Maine, giving you direct, quality access to all major US markets. Additionally, the Bridgewater, Maine border is only 20 minutes away, and allows commercial shipments by permit.

Due to our proximity to the US border, there is an abundance of trucking companies within a 30 km radius, so finding someone to move your freight is not an issue.

Air

The Fredericton International Airport is located an hour and a half from Florenceville-Bristol. Air Canada has direct cargo service to over 150 cities and global coverage to over 450 more through interline partnerships and a vast trucking network.

https://www.aircanada.com/cargo/en/

Ocean

If you need to move ocean freight, Florenceville-Bristol is conveniently located approximately 2.5 hours from the Port of Saint John, New Brunswick or 5.5 hours from the Port of Halifax, Nova Scotia.







Community Profile

Population in 2021: 1,573 Population in 2016: 1,604 2016 to 2021 change (%): -1.91% decrease

Land Area (square km): 15.74 Population density per square km: 100.0 people

Demographics by age and gender





15.79%	0 to 14	15.34%
63.16%	15 to 64	61.96%
19.74%	65 and over	22.70%
82.89%	Aged 15 & over	84.66%
45	Median age	48

Household Characteristics		Private Households by Household Size		
# of private households	680	1 person	215	
Owner occupied	565	2 persons	250	
Renter occupied	115	3 persons	95	
Avg. household size	2.3	4 persons	75	
		5 or more persons	50	

All Information provided by Stats Canada 2021 Census data



Labour Force Status

As of the 2016 census, following are some statistics regarding the labour force in Florenceville-Bristol:

Unemployment Rate 8.5% Provincial Unemployment Rate: 11.2%

Breakdown of Occupation Classifications:

All occupations	815
0 Management occupations	110
1 Business, finance and administration occupations	115
2 Natural and applied sciences and related occupations	70
3 Health occupations	55
4 Occupations in education, law and social, community and government services	105
5 Occupations in art, culture, recreation and sport	20
6 Sales and service occupations	115
7 Trades, transport and equipment operators and related occupations	120
8 Natural resources, agriculture and related production occupations	45
9 Occupations in manufacturing and utilities	65

For all statistics regarding Florenceville-Bristol's labour force, visit Statistic Canada's website at:

www12.statcan.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=1311027&Geo2=CD&Code2=1311&Data=Count&SearchText=Florenceville-Bristol&SearchType=Begins&SearchPR=01&B1=Labour&TABID=1

2021 Labour Force statistics are expected to be released November 2022. www12.statcan.gc.ca/census-recensement/2021/dp-pd/index-eng.cfm





Development

The Town of Florenceville-Bristol has been experiencing significant development since 2018, not only through commercial development and expansion, but also residential development.



Services

Primary services for healthcare, municipal and local utilities are outlined below.

Health Care

New Brunswick has quality health care facilities and services, operated by Horizon Health Network, the largest health authority in Atlantic Canada. Horizon Health Network delivers quality patient focused health care in both official languages (English and French) to residents in New Brunswick and neighbouring provinces.

Municipal Services

The Town of Florenceville-Bristol provides quality services to its residents for:

- Sewer
- Policing (via RCMP)
- Fire Protection
- Recreation

- Animal Control
- Planning & Development
- Solid Waste Collection
- Road Maintenance





Funding and Tax Credits for Start-Ups

There are a number of agencies and organizations that are commonly used by Florenceville-Bristol businesses and entrepreneurs. These programs are designed to assist businesses in the areas of business planning, export, training, and research and development.

The federal government provides a searchable tool on their website to help match funding seekers with available programs.

https://canadabusiness.ca/grants-and-financing/government-grants-and-financing/?it=eng/page/2848/

While funding programs are constantly changing, below are some that have been available in the past.

Angel Investment and Venture Capital

Growth Works Atlantic: Venture Capital Funding

NB Innovation Foundation (NBIF): Venture Capital Fund

Business Development Bank of Canada (BDC): BDC Venture Capital

Funding for Employment and Skills Development

The New Brunswick Department of Post-Secondary Education, Training & Labour (PETL or WorkingNB), and Employment and Social Development Canada are the lead organizations with respect to employment programs, and HR policies and procedures. Explore the following for funding for employment and skills development:

GNB Post-Secondary Education, Training & Labour: Self-Employment Benefit Program, Adjustment Services, Employer-Wage Subsidy, Canada-New Brunswick Job Grant Program

Employment and Social Development Canada: Foreign Credential Recognition Program, Opportunities Fund for Persons with Disabilities, Skills Link Program, Work Sharing

Opportunities New Brunswick: The ONB investment team can help with recruitment

Self-Employment Benefit Program (CBDC): Atlantic Canadians can continue to receive their unemployment benefits while starting a business





Commercialization Consulting & Mentoring Program (Learnsphere): Access to financial and technical resources to SMEs and others to hire expertise to assist in the commercial launch of new products, technologies and processes

Youth Employment Program (NRC-IRAP): Funds to pay a recent graduate (aged 15-30) to work for an incorporated SME with less than 500 employees.

Youth Employment Fund (GNB): Provides an entry point to long term employment for unemployed individuals between 18-29 years of age who require a work experience opportunity as identified through their employment action plan

Funding for Export Initiatives

Both the provincial and federal governments, as well as some independent organizations, offer assistance for export initiatives through support and funding programs.

Atlantic Canada Opportunities Agency: resources for business in market exports

Opportunities New Brunswick: resources to help new exporters and existing businesses expand to new markets

Export Development Canada: bonding, insurance, and financing solutions for Canadian companies, as well as financing for foreign companies

Foreign Affairs and International Trade Canada (DFAIT): works with Export USA, runs the Centre of Intercultural Learning (CIL), global trade missions, and a number of export development programs

Canadian Manufacturers & Exporters (CME): advocates for manufacturers and exporters; builds a more competitive business environment; provides critical and timely intelligence; strengthens leadership through best practices; and leverages networks for success

NB Business Council: NB Business Council helps businesses with accessing new markets through their Council Passport Service

Training and Consulting Services Program (Learnsphere): \$10,000 grant for SMEs who are currently exporting or planning to export internationally





CanExport: reimburses up to 50 percent of eligible expenses related to market export activity. Applicants must match funds on a one-to-one basis, providing a minimum contribution of \$10,000 (requires that the total cost of eligible activities be at least \$20,000) and a maximum contribution of \$99,999 (which requires that the total cost of eligible activities be at least \$199,998)

Funding for Research

There are numerous organizations offering funding programs for research and development. Below are some samples of the primary programs, but we encourage you to review the sector-specific networks for government departments / agencies and industry.

New Brunswick Innovation Foundation: An independent non-profit corporation that specializes in venture capital and research investments.

Springboard Atlantic: Industrial Undergraduate Student Research Awards Program

Centres of Excellence for Commercialization and Research (CECR): CECR Program

National Research Council (NRC): NRC Industrial Research Assistance Program

Natural Sciences and Engineering Research Council (NSERC): College and Community Innovation Program

MITACS: GlobalLink, Enterprise, and STEP programs

International Science & Technology Partnership Program: Canadian International Innovation Program funding co-development initiatives with partners from eligible countries

Partnership Development Grants (Social Sciences and Humanities Research Council): Between \$75,000 and \$200,000 over 1-3 years for a fellowship for a student to research and build knowledge and understanding towards complex and important topics

Industrial Assistance Research Program (IRAP): For small and mediumsized businesses in Canada (500 or fewer employees); must be incorporated, profit-oriented, building innovation technology-driven new or innovative products, services or processes





Funding – General Business

<u>Class-of-One Tourism Entrepreneur Mentorship (COO):</u> Offers one-on-one mentoring with 'Best-In-Class' experts for new and established Tourism Sector Entrepreneurs.

<u>Entrepreneurship Incentive Plan (EIP):</u> For entrepreneurs who have a clear vision for the expansion or creation of a product, service, or experience that will contribute to the building of a strong economy for Florenceville-Bristol.

Opportunities New Brunswick

Canada Business Network

Atlantic Canada Opportunities Agency: Atlantic Innovation Fund, Business Development Program, Sector Export Strategies, Young Entrepreneur Development Initiative, Women in Business Initiative

Business Development Bank of Canada (BDC): BDC Consulting, BDC Financing, BDC Venture Capital, Small Business Loans, Working Capital Hybrid Solutions

Canadian Business Development Corporation: Skills Training, Youth Loan, General Business Loan, First Time Entrepreneur Loan, Innovation Loan, Business Counselling, SEED Capital Program, Women in Business Initiative (WIB)

Ulnooweg Loans (First Nations): Business start-up loans for First Nations people

Translation Assistance Program: Offering up to \$8,000 to small and medium businesses for translation of promotional material

Canada Small Business Financing (RBC): Offering up to \$500,000 to further develop existing small business

Funding – Innovation & Commercialization

There are numerous organizations offering funding programs to help entrepreneurs innovate and commercialize. Below are some examples of programs.

Pond-Deshpande Centre: Social Innovation Fund, Technology Ignition Fund, Student Catalyst Fund, Ignition Fund Program





Atlantic Canada Opportunities Agency: Atlantic Innovation Fund, Business Development Program, Sector Export Strategies, Young Entrepreneur Development Initiative, and Women in Business Initiative

Opportunities New Brunswick: Innov8, NB Growth, Export Development Program

Concierge & National Research Council: College & Community Innovation Program, Single point of access for SME business advice on innovation and growth.

Centres of Excellence for Commercialization & Research: CERC Program bridges the gap between innovation and commercialization

NB Business Council: Early Adopters Teams, Meal with Moguls, Council Passport Service

Springboard Atlantic: Innovation Mobilization Program to move skills/knowledge-base into industry

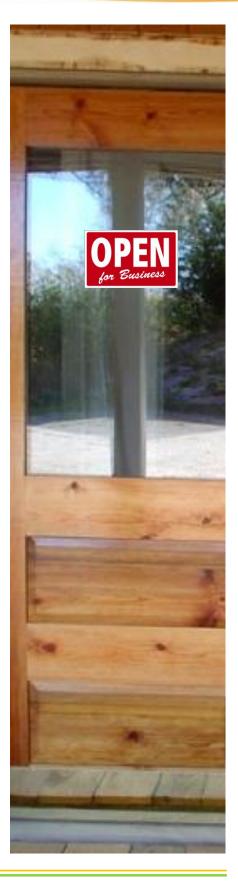
Futurpreneur: Financing of up to \$15K over 5 years for 18-34 year old, up to \$45K with BDC for 35-39.

Technology Commercialization Program (TME-UNB): Up to \$10K in seed capital for market validation and prototyping

New Brunswick Innovation Foundation: Start-Up Innovation Fund, Breakthru, and Innovation Voucher

Commercialization Consulting and Mentoring Program (Learnsphere): Up to \$16,750 grant for SMEs, Universities, Research Institutions, Strategic partners to test and validate a product or service and launch it

Engage Grants (NSERC): Up to \$25,000 for up to 6 months for a company to solve specific problem with technical merit, industrial relevance and potential for innovative impact with a benefit to Canada economically, socially and environmentally.





Guides for Immigrant Entrepreneurs

Click below for three beneficial guides for immigrant entrepreneurs provided by the Province:

- Business Environment and Expectations (Guide 1)
- Business Ideas and Models (Guide 2)
- Planning Your Business (Guide 3)

Business Support Organizations

Opportunities New Brunswick staff offer programs that help you start, establish, maintain, grow, and increase your business' exports and productivity.

The New Brunswick Association of Community Business Development Corporations provides financial and technical services to entrepreneurs;

The Atlantic Canada Opportunities Agency encourages business development throughout Canada's Atlantic region.

Future NB provides a forum for New Brunswick business owners and potential buyers to connect.



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We look forward to doing business with you!



"French Fry Capital of the World"®