

## Checklist: Cooperative Startup

The following checklist is meant to be used as a starting point for your cooperative that is both a business and an association of people seeking to meet a common need. The list is not considered all inclusive. Check all that apply to your situation.

- Define the co-operative's mission.
- Identify the need the co-op will aim to meet.
- Conduct a pre-feasibility study and market analysis.
- Define the intended benefits for members.
- Assemble a minimum of three interested people.
- Elect a temporary founding board of directors.
- Choose the cooperative business type that can best deal with the need.
  - Worker/employment
  - Producer
  - New generation
  - Financial
  - Retail
  - Services
  - Multi-stakeholder
  - Other
- Prepare the appropriate bylaws.
  - Hold a members' meeting to adopt the bylaws within 180 days of the Incorporation
  - Bylaws must be submitted to the Director of Cooperatives within 60 days of the date they come into force
  - Elect an effective board of directors
  - Appoint an external auditor
- Explore financing options
  - Membership shares
  - Investment share capital (if any)
  - Other
- Prepare the business plan
- Submit the required documents to form an Alberta-based cooperative to Service Alberta at:  
Director of Cooperative  
3C, Commerce Place 10155 102 St,  
Edmonton AB T5J 4L4
- Apply for any required business licences and permits.
- Register for a Business Number with Canada Revenue Agency.
- Select a location for the enterprise.
- Implement an accounting system
- Set up a business bank account.
- Marketing and Promotion
  - Create a Website & Social Media platforms
  - Create stationery and standard office templates (e.g. letterhead, fax cover sheets, invoices, etc.).
- Professional advice is important
  - Consultant (cooperative developer);
  - Bookkeeper/accountant
  - Lawyer