



ADMINISTRATIVE POLICY

Policy No. 61_02-CAO-8-240108 Alberta Immigration Rural Entrepreneur

Economic Development

ALBERTA ADVANTAGE IMMIGRATION PROGRAM - RES

CAO BYLAW 1300 AUTHORITY FOR ADMINISTRATIVE POLICIES

SCOPE: Guidelines and procedure for dealing with entrepreneur inquiries and proposals under this provincial program.

PURPOSE:

Guidance for Town staff and proponents to ensure that time and effort is well spent.

ADMINISTRATIVE POLICY:

Within certain parameters, the Town works with entrepreneurs from all over the world who are serious about opening or acquiring a business in Nanton. The Rural Entrepreneur Stream of the Alberta Advantage Immigration Program (AAIP) allows the Town to potentially nominate entrepreneurs who want to start a new business or invest in an existing business in the community. The Rural Entrepreneur Stream will promote economic growth by attracting immigrants who can start new ventures or assist with succession planning for businesses with owners looking to either retire or move on.

AUTHORITY:

Bylaw 1300

CONSIDERATIONS:

- Many inquiries are speculative and lack detail/ genuine interest in Nanton. High potential for staff time to be wasted if staff are not firm from outset of an inquiry that time will only be spent on an approach that is a detailed, program-compliant business plan is provided by the candidate.
- Some interested proponents send highly sensitive confidential documents or identification that must be treated appropriately.
- The Town doesn't help write proposals for prospective proponents.
- Issuing a Community Letter of Support to a proponent should be a rare event with a high eligibility bar required for its issuance.

PROCEDURE/ POLICIES:

1. **Candidate:** Read the AAIP terms and conditions from the provincial website. The AAIP process is involved and takes considerable time. Be sure you understand what is involved. (<https://www.alberta.ca/aaip-rural-entrepreneur-stream.aspx>)
2. **Candidate:** Review the eligibility criteria to ensure you qualify, complete a self assessment. (<https://extern.labour.alberta.ca/AAIPSAT/aaipsat-rural-entrepreneur-stream.aspx>)
3. **Candidate:** Provide a detailed business plan to us for review. (Email: cao@nanton.ca)
 - Business Plan Guidelines: [Alberta Immigrant Nominee Program - Business Plan \(Guidelines\), February 2022](#)
4. **Town of Nanton:** Review business plan for alignment with local fit as well as provincial program guidelines. If successful, issue invitation for exploratory visit.
5. **Candidate:** Conduct exploratory visit to if invited to do so. (Be sure to check travel visa requirements as necessary.)



6. **Both:** Review discussions from exploratory visit, update business plan as necessary.
7. **Town of Nanton:** Conduct second business plan review to ensure alignment and fit.
8. **Town of Nanton:** Issue Community Support letter.
9. **Candidate:** Submit Expression of Interest or EOI (proof of English qualification, all supporting documents etc.) to the Government of Alberta.
10. **Candidate:** Complete and submit full Business Application Package (if EOI is approved) to the Government of Alberta.
11. **Candidate:** Apply for work permit with the Government of Canada.
12. **Candidate:** Begin provincial nomination process.
13. **Candidate:** Establish business in Nanton.

Investor Eligibility:

14. The Government of Alberta mandates a number of requirements for prospective investors including but not limited to:
 - must have a minimum of 3 years of experience as an active business owner or manager
 - minimum of high school equivalent to the Canadian standard is also necessary at the time of application
 - minimum Canadian Language Benchmark level of 4 for each English language skill: reading, writing, listening and speaking
 - minimum net worth of \$300,000 where all assets are the candidate's own personal holdings or that of their spouse
 - minimum ownership of 51% of a new business or 100% ownership for business succession
 - Candidates should carefully review the detailed program eligibility requirements here: <https://www.alberta.ca/aaip-rural-entrepreneur-stream-eligibility.aspx>

Exploratory Visit:

15. If the Town is satisfied that the proposed business will be a benefit to the community, it will extend an invitation to meet for an exploratory visit. This in-person visit is **mandatory** and the purpose of the exploratory visit is to assist the entrepreneur in making an informed decision about operating and managing a business in our community.
 - For a Town Community Letter of Support, Zoom or other video meetings **is not** sufficient.

Community Support Letter:

16. After the exploratory visit, the entrepreneur will provide a copy of the updated Business Proposal to the Town for further review and consideration. The Business Proposal Summary should reaffirm the discussions on the business venture in the community during the exploratory visit. If the community deems that the entrepreneur and their business proposal is a benefit to the community, the community representative will endorse the Business Proposal Summary and issue the Community Support Letter to the entrepreneur.

Expression of Interest:

17. Once the entrepreneur receives the endorsed Business Proposal Summary and Community Support Letter, the entrepreneur can submit an Expression of Interest (EOI) to the Alberta Advantage Immigration Program Portal pending they meet all Rural Entrepreneur Stream eligibility criteria.



Distribution:

All administrative staff.

CHIEF ADMINISTRATIVE OFFICER

Date

Revision	Section(s)	Reason	Date

