***Alberta Workplan***

Designed for steering committees and boards of co-operatives developing in Alberta, this plan can help coordinate tasks and prioritize the distribution of resources. The Notes/Timeline section has links to other [Co-op Creator](https://coopcreator.ca) resources. Use the “Roles” column to assign tasks to people in your committee or to note deadlines and other details as needed.

**Short-term goals (1-6 months)**

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| **Task** | **Roles** | **Notes/Timeline** |
| Plan a meeting of people interested in a co-op. |  | See tool on [planning a meeting](https://coopcreator.ca/resource/hosting-a-meeting/). |
| Appoint a steering committee to start the co-op. |  | The committee should include 3-9 people. |
| Determine preliminary features and budget for the of the co-op. |  | Check out our tools on  [budgets](https://coopcreator.ca/resource/budgeting-and-co-operatives/), [important questions](https://coopcreator.ca/resource/incorporation-checklist/), and our [video on debt and equity](https://coopcreator.ca/resource/debt-vrs-equity-video/). |
| Reserve a legal name for the co-op with the Alberta government (requires ordering a NUANS report) |  | Check out our [video](https://coopcreator.ca/resource/choosing-a-name/) and our [blog post](https://cooperativesfirst.com/blog/2018/04/10/8-to-dos-when-naming-a-co-operative/) on how to name your co-op. Find an agency who can reserve your name [here](https://www.nuans.com/auth/app/scr/corp/nuans/public/resources/search.html?lang=eng)! |
| [Incorporate your co-op](https://coopcreator.ca/resource/why-incorporate/): file the articles of incorporation with the Alberta government. | Co-operatives First can help with this step.  You’ll need to file   * Your NUANS Report * A custom Articles of Incorporation document (done in Word) * Articles of Incorporation Summary form * Notice of Address * Notice of Directors * Affidavit of Execution * Statutory Declaration * Filing fee ($100) | You have **90 days** to file the articles once the name is reserved. Access the articles and information [here](https://www.servicealberta.ca/cooperatives.cfm)! Once you’ve filed these documents, the government usually processes them in 2 to 6 weeks. [Here](https://coopcreator.ca/resource/incorporation-checklist/) are some more details about incorporation. |
| Open a bank account. |  | Once you receive the certificate of incorporation most banks will allow the co-op to open an account. |
| Conduct a feasibility study. |  | Consider working with a third-party expert. Check out [Business Link](http://businesslink.ca/) for a list of contacts. |

**Mid-term goals (6-12 months)**

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| Draft the co-op’s mission, vision, and values. |  | Check out [our tool](https://coopcreator.ca/resource/shaping-your-co-operatives-identity/). |
| Begin drafting the co-op’s bylaws. | Co-operatives First can help with this step. | These must be submitted within 180 days of incorporation. Check out our [sample bylaws](https://coopcreator.ca/resource/sample-bylaws-for-alberta/). |
| Draft a membership agreement and develop a system that tracks the sale of shares. |  | Member equity needs to be tracked separately from other sources of revenue. |
| Host a membership drive and get some feedback on the bylaws, mission, and visions statements. |  |  |
| Begin business planning. |  | Consider using our [Biz Plan Creator](https://bizplan.coopcreator.ca/)! |

**Long-term goals (12-24 months)**

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| Strike the following committees to prepare for the first AGM:   * Nominations * Finance and audit * Governance | Nominations:  Finances and audit:  Governance: | *Nominations*: develop a process for accepting board nominees.  *Finance and audit*: prepare a financial report and suggest an auditor.  *Governance*: finalize the bylaws and any resolutions. |
| Plan for the AGM |  | Check out our [AGM planning guide](https://coopcreator.ca/resource/annual-meetings-and-co-operatives/)!  The AGM must be held within 18 months of incorporation. |
| Prepare any resolutions and select an auditor. |  |  |
| Finalize preparations the for the board election. |  |  |
| Hold first AGM. |  | This meeting will include [electing the board](https://coopcreator.ca/resource/guidelines-for-elections-at-a-co-operatives-elections/) and approving the bylaws. |
| Submit the first annual return and approved bylaws. |  | This should be mailed to the co-op’s registered address. Bylaws must be submitted within **60 days** of approval by the membership. |