



# GROWING YOUR BUSINESS?

WCB and Revenue Canada host free OUTREACH SESSION

**TUESDAY, MAY 08TH 9AM-12PM 1PM – 4PM**

If your business has employees or may have employees in the future you need to know about BC Employment Standards, BC Workers', Compensation, and Canada Revenue Agency Payroll Information and how they apply to your business. Two separate sessions giving you 1) an introduction to British Columbia's Workers Compensation and Employment Standards for Business and 2) Canada Revenue Agency will discuss your entitlements and responsibilities concerning the GST/HST when conducting business. The topics discussed are listed below with approximate times.

**Workers Compensation (Employers Advisors) topics include (9:00 am - 10:30 am):**

- \* Mandate and authority of the Workers, Compensation Board
- \* Legal rights and responsibilities of employers
- \* WCB definitions of employer, worker, manager, supervisor etc..
- \* Calculation of WCB premiums (Assessments)
- \* Occupational health and safety regulation in BC and penalties
- \* Investigation and report of worker injuries
- \* Reducing WCB payments with effective claims management

**Employment Standards topics include (10:30 am - Noon):**

- \* Basic standards and responsibilities.
- \* Employee or manager or independent contractor?
- \* Wage rates, pay statements, and record keeping.
- \* Deductions from wages and restrictions.
- \* Hours of work, overtime or time off, and averaging agreements.
- \* Statutory holidays, annual vacation pay, and leaves from work.
- \* Termination: Notice or pay? Just cause or not? Quit?
- \* Free resources/advice and the dispute resolution process.

**Canada Revenue Agency Payroll topics include (1:00 - 2:30 pm):**

- \* Employee or self-employed ?
- \* Maintaining proper payroll records
- \* Calculating deductions for Canada Pension Plan contributions, Employment Insurance premiums, and Income Tax
- \* Remitting payroll deductions
- Completing the T4 information return
- Electronic Services for Employers

**Canada Revenue Agency GST/HST topics include (2:30 - 4:00 pm):**

- \* How goods and services tax/harmonized sales tax (GST/HST) works
- \* Who has to register
- \* Your obligations and entitlements
- \* Elections
- \* Books and records
- \* How to complete your GST/HST return
- \* Special situations
- \* Where to get help and Electronic Services

**REGISTER TODAY FOR THIS FREE SESSION**

BY CONTACTING NELLA AT SELKIRK COLLEGE  
IN TRAIL 364-5770 or EMAIL: [nmitchell@selkirk.ca](mailto:nmitchell@selkirk.ca)

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