

INSTRUCTIONS TO INCORPORATE A WATER CO-OPERATIVE SCHEDULE 1

The following items must be submitted to the Utilities Branch for approval prior to incorporation:

1. **MEMORANDUM OF ASSOCIATION**

A minimum of five persons is required to form a water co-operative, and a minimum of five directors should be chosen. (Three directors should be chosen if the water co-operative has less than 50 members) These five members are required to be listed on page one together with their addresses. Their signatures are required on page two (2) along with a signature of a witness. The positions of the directors (i.e. president / chairman, secretary, etc.) must be indicated when listing the names of the directors on page two (2) of the memorandum.

2. **SUPPLEMENTAL BY-LAW**

In case the water co-op decides to revise or pass by-laws not otherwise covered by the Standard By-Laws, a Supplementary By-Law form must be completed and signed by the same (10) parties who signed the Memorandum of Association. This form is to be signed by all 10 parties, even if only the Standard By-Laws are applicable.

3. **NOTICE OF ADDRESS OR NOTICE OF CHANGE OF ADDRESS**

This will indicate the mailing address for the water co-operative as well as show where records are to be returned. Please note that where the water co-operative's address is only a box number, a legal description must also be indicated.

4. **NUANS REPORT**

This report is obtained from an Alberta Search House to verify that another group has not previously chosen the name of the group. The name of the water co-operative must end with "Ltd." or "Limited". Please refer to Section 4(1) of the Rural Utilities Act for further information.

5. **FILING FEE**

The fee for registering a water co-operative is \$100. A cheque in this amount, payable to the Provincial Treasurer, should be submitted together with the completed documents to our office.

6. A newly incorporated water co-operative must hold an annual general meeting within two months from incorporation.

Please note that after incorporation, an association or water co-operative **shall** within 120 days after the close of each fiscal year, send to the Director (of Water and Sewage Co-operatives) an annual return of the association. For this purpose, a Notice of Officers form (Form "Q") and an Annual Meeting Report and Financial Statement are to be submitted to our office. A blank Form "Q" is included in this package for your use.

NOTE: AS MENTIONED EARLIER, A DRAFT COPY OF THE APPLICATION SHOULD BE FAXED TO OUR OFFICE (780) 415-4732 FOR REVIEW PRIOR TO THE SUBMISSION OF A FORMAL APPLICATION.