

INSTRUCTIONS TO INCORPORATE A WATER CO-OPERATIVE

The following items must be submitted to the Rural 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 may be chosen if the water co-operative has less than 50 members) These five members must be listed on page one together with their addresses. Their signatures are also required on page two (2) along with a signature of a witness.

The positions of the directors (i.e. chairperson / vice-chairperson, secretary), must be indicated when listing the names of the directors on page two (2) of the memorandum.

2. SUPPLEMENTAL BY-LAW

If the water co-op wishes to modify or add by-laws not otherwise covered by the Standard By-Laws, a Supplementary By-Law form must be completed and signed by the same (5) parties who signed the Memorandum of Association even if only the Standard By-Laws are applicable.

The Standard By laws are located under Schedule 3 of the Rural Utilities Regulations.

3. NOTICE OF ADDRESS OR NOTICE OF CHANGE OF ADDRESS

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

4. BUSINESS PLAN

Please include a business plan with the following information:

- Cost per service
- Confirmation of any external funding
- Number of members
- Copy of membership contract
- Water Source
- Confirmation of responsibility for operation and maintenance including the name of the individual conducting the water testing

5. 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.

6. FILING FEE

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

7. ANNUAL GENERAL MEETING

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, submit an annual return of the association. For this purpose, an Officers List (Form "Q"), is to be submitted to our office.