

## INSTRUCTIONS TO INCORPORATE A WATER CO-OPERATIVE

The following items must be submitted to Rural Utilities for approval prior to incorporation of the association under the *Rural Utilities Act*:

### 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 Supplemental 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. NUANS REPORT

This report is obtained online from the Government of Canada website: [www.nuans.com](http://www.nuans.com) to verify that another group has not previously chosen the name of the association. 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 - (September 2021 = \$275)

The fee for registering a water co-operative follows the current Government fee to "Incorporate Alberta Corporation" as found in the government issued [Registry Agent Product Catalogue](#). A cheque in this amount, payable to the 'Government of Alberta', should be submitted together with the completed documents to:

Rural Utilities  
Suite 302, J.G. O'Donoghue Bldg.  
7000 - 113 Street  
Edmonton, AB T6H 5T6

### 6. ANNUAL GENERAL MEETING

A newly incorporated water co-operative must hold an annual general meeting within two months from date of 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 the Rural Utilities Office. A current copy of the officers list can be found on Rural Utilities website at <https://www.alberta.ca/farm-fuel-and-rural-utility-programs.aspx>.

**Questions?** Email [ruralutilities@gov.ab.ca](mailto:ruralutilities@gov.ab.ca) or call 780-427-0125 (toll-free in Alberta by dialing 310-0000 first)