



## **Conducting the Business of a Water Users' Community**

### **Forming a Water Users' Community**

The comptroller may at any time issue to a group of 6 or more licensees a certificate of incorporation incorporating them into a water users' community with the name the comptroller considers advisable.

The Comptroller appoints the Water Users' Communities' (WUC) first manager. Subsequent managers or management committees are chosen and voted in by the members of the WUC.

### **General Meetings**

Communities hold at least one general meeting per year to determine and vote on issues facing the WUC, including projected expenditures and assessments. A copy of the minutes of each general meeting is filed with the Comptroller.

### **Adding New Members**

A prospective member must apply for a water licence prior to applying to join a WUC. Upon receiving the licence and joining the community, the new member pays a hook-up fee to gain access to the water system.

- [Petition for Membership \(PDF\)](#)

### **Individual Members**

Each member has an interest in the community that is directly proportional to the maximum quantity of water that the member is authorized to divert and use. A member's interest can be altered to be proportionate to the area of the member's land that is irrigated, or the amount of water delivered.

### **Operating Costs**

When the WUC requires funds for the general operation and maintenance of the works or to pay debts, the manager prepares an assessment roll detailing the amount of money owed by each member. Members pay, proportionally, according to their respective interests in the community.

- [Assessment Roll \(PDF\)](#)

### **Failure to Pay an Assessment**

An assessment roll that has been reviewed and confirmed by the Comptroller is binding. Payments are due within 30 days of the date specified, and afterwards will accrue interest. Members who do not pay may be refused access to the use or benefit of the works provided by the WUC.

## **Appealing an Assessment**

Assessments can be appealed within 14 days. Appeals are investigated by the Comptroller.

## **Sale of Property by a Member**

When a WUC member sells property, he or she must notify the WUC manager. The member's liability for any debts incurred by the WUC is limited to those incurred prior to notifying the manager of the sale.

If the property purchaser wishes to maintain the WUC membership, the new owner becomes liable upon purchase for any debts incurred by the WUC after acquiring the land.

## **Financial Statements**

Financial statements should be issued regularly, detailing the depreciated value of works operated by the WUC, the value of any land owned, the amount of money in savings, and any other assets or liabilities.

## **Document Links**

[Assessment Roll \(MS Word\)](#)

[Example of Completed Assessment Roll \(PDF\)](#)

[Declaration to Accompany Assessment Roll \(MS Word\)](#)

[Example of Completed Declaration \(PDF\)](#)

[Memorandum of Agreement \(MS Word\)](#)

[Example of Completed Memorandum of Agreement \(PDF\)](#)

[Petition for Membership \(PDF\)](#)

[Certificates of Incorporation of Water Users' Communities \(web link\)](#)

[Water Users' Community Query - Licensees \(web link\)](#)