

Information Bulletin 02/2023

Key Municipal Dates

April 1 - June 30, 2023

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| April 30 | Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the <i>Municipal Government Act (MGA)</i> . |
| April 30 | Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| April 30 | Last day for municipalities to pass a business improvement area tax bylaw or an amendment to it. See sections 50 to 53 and 381 of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| May 1 | Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statements, available to the public in the manner the council considers appropriate. See section 276 of the <i>MGA</i> . |
| May 1 | Last day for municipalities to submit the audited financial statements, audited financial information return, and the auditor's report to the Minister. See section 278 of the <i>MGA</i> . |
| May 1 | Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.37 of the <i>MGA</i> . |
| May 1 | Statement of Funding and Expenditures (SFE) submission due date for Municipal Sustainability Initiative (MSI) capital program, MSI operating program and the Canada Community-Building Fund (formerly the Gas Tax Fund) program. |

June 30

Municipalities must submit the 2nd quarterly installment to a board or the Alberta School Foundation Fund. See section 162(3) of the *Education Act*.

Municipal Councillor Recall Petitions

Electors have the opportunity to petition for the recall of a municipal councillor 18 months after their election. This means Albertans will be able to initiate a petition starting on April 18, 2023, if a councillor was elected in the last general election of October 18, 2021.

Councillors elected in a summer village or via by-election are subject to the same 18-month legislative provision, meaning the window to start a recall petition may differ from those elected during the last general election.

Chief Administrative Officers have a role to play in this petition process. For more information on municipal councillor recall, please review our handbook at: <https://open.alberta.ca/publications/recall-of-a-municipal-councillor-handbook> (Recall Handbook).

A recording of the Recall of Municipal Councillor training from Fall 2022 is also available for viewing at <https://youtu.be/tl0dBtdBT9A> (Recall Training).

Updated CAO Handbook

The Chief Administrative Officer Handbook has been updated to reflect recent changes to the *Municipal Government Act*. The updated resource can be viewed at: <https://open.alberta.ca/publications/cao-handbook-for-alberta-municipal-chief-administrative-officers> (CAO Handbook)

JUPA Deadline Extension

The deadline to have joint use and planning agreement (JUPA) in place between a municipality and associated school boards was originally June 10, 2023. The Ministers of Education and Municipal Affairs have agreed to extend the deadline via Ministerial Order to June 10, 2025.

A letter to all Chief Elected Officials will be sent to notify municipalities of the change.