

Information Bulletin 01/2019

Key Municipal Dates

April 1 – June 30, 2019

- April 1** A municipal authority that wishes to conduct an official census must do so in the period starting April 1 and ending on June 30 of the same year. See the Determination of Population Regulation. The census must be done in accordance with the Municipal Census Training Manual located on Alberta Municipal Affairs website at:
<http://www.municipalaffairs.alberta.ca/documents/Draft%20Municipal%20Census%20Manual.pdf>.
- April 1** The Subdivision and Development Appeal Board (SDAB) Regulation (AR 195/2017), **requiring** mandatory training for SDAB members and clerks comes into force. **Training must be completed by April 1, 2019.** See sections 627.1, 627.2 and 627.3 of the MGA.
- April 30** Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the MGA.
- April 30** Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the MGA and AR 93/2016 (Business Improvement Area Regulation).
- 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 MGA and AR 93/2016.
- April 30** Last day for all assessors to report and declare assessment roll corrections and changes from the previous tax year. See section 2.4 of the 2018 Alberta Assessment Quality Minister's Guidelines and Matters Relating to Assessment and Taxation Regulation (Section 15).
- May 1** Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statement available to the public in the manner the council considers appropriate. See section 276 of the MGA.

- 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 MGA.
- 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 602.34 of the MGA.
- May 1** Statement of Funding and Expenditures (SFE) submission due date for Municipal Sustainability Initiative (MSI) capital program, MSI operating program and 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 168 of the *School Act*.