

### KEY MUNICIPAL DATES APRIL 1 – JUNE 30, 2013

This information bulletin highlights important dates and deadlines that may affect your municipal operation.

- April 1 **In a Summer Village, a bylaw providing for other types and number of identification required to verify name and address of an elector may be passed, at the latest, two months prior to nomination day. See Ministerial Order L:011/13 and section 53 of the *Local Authorities Election Act*.**
- 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 AR 63/2001, as amended by AR 129/2010. The census must be done in accordance to the Municipal Census Training Manual with the link located on Alberta Municipal Affairs website at: [www.municipalaffairs.alberta.ca/mc\\_official\\_populations.cfm](http://www.municipalaffairs.alberta.ca/mc_official_populations.cfm).
- April 24 Last day for Council to pass a bylaw to change the division or ward system for the general election. See section 149 of the *MGA*.
- April 24 Last day for Council to pass a bylaw to change the manner in which the chief elected official is elected/ appointed. See section 151 of the *MGA*.
- April 30 Last day for municipalities to pass a supplementary assessment bylaw or any amendment to it. See section 313 of the *MGA*.
- April 30 Last day for municipalities to pass a business tax bylaw or any amendment to it. See section 371 of the *MGA*.
- April 30 Last day for municipalities to pass a business revitalization zone tax bylaw or an amendment to it. See AR 377/94.
- April 30 Last day for assessors to report and declare assessment roll corrections and changes from the previous tax year. See section 2.4 of the 2011 Alberta Assessment Quality Minister's Guidelines and the Matters Relating to Assessment and Taxation Regulation.

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- 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 *MGA*.
- May 1 Last day for municipalities to submit the audited financial statement, 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 23 Last day to pass a bylaw providing for other types and number of identification required to verify name and address of an elector. See Ministerial Order L:011/13 and section 53 of the *Local Authorities Election Act*.**
- June 30 Municipalities must submit the 2<sup>nd</sup> quarterly installment to a board or the Alberta School Foundation Fund. See section 168 of the *School Act*.



MINISTERIAL ORDER NO. L:011113

I, Doug Griffiths, Minister of Municipal Affairs, pursuant to Section 6 of the *Local Authorities Election Act (LAEA)* make the following order:

For elections held on or before December 31, 2013, a bylaw under Section 53(3) or 53(4) of the LAEA may be passed no later than four months prior to nomination day.

For summer village elections held on or before December 31, 2013, a bylaw under Section 53(3) or 53(4) of the LAEA may be passed no later than two months prior to nomination day.

Dated at Edmonton, Alberta, this 4<sup>th</sup> day of February, 2013.

Doug Griffiths  
Minister of Municipal Affairs