



2021 Statistical Information Return (SIR) Instructions

If you require any further information or assistance,
please call the Municipal Services Division at
780-427-2225, or email ma.updates@gov.ab.ca.

*Please submit the completed Statistical Information
Return package by using the unique link provided in the
email.*



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Authority

Ministerial Order No. MSD:026/22 requires each municipality to submit a Statistical Information Return (SIR) to Alberta Municipal Affairs by **July 4, 2022**.

Changes to the 2021 Statistical Information Return

There is no change to the 2021 Statistical Information Return. However, the 2021 reporting year will be the last year the ministry will require the submission of a SIR. Starting in 2022, the ministry will combine all sections of the SIR (excluding *Taxes*) into the Financial Information Return. The newly created Financial and Statistical Information Return will follow the May 1 reporting deadline.

The municipal taxation part and property tax rate bylaw will still be required around the middle of the year using a very similar submission process to this year's SIR (i.e. an xls template and uploading to the submission portal).

For the merged components of the SIR, the line numbers will remain unchanged and there is no requirement for the statistics portion to be audited by your municipal auditor. Just like we have done this year, the ministry will continue to pre-populate a portion of the statistics; however, the time in which we receive the statistics will be shifted up slightly to require submission before the May 1 financial reporting deadline. More information on these changes will be forthcoming.

General Statistics

Recorded: 2 decimal places for lines 5520, 5560, 5570 and 5580

5500 Total Full-time Positions

Must be a minimum of 1. Every municipality must have a CAO, regardless of how the payment for services is structured.

Full-time staff means any individual working 29 hours or more per week (including individuals under contracts of employment). If staff levels have been relatively stable, the year-end employee count may be used. If there have been significant changes in staff levels, a weighted average for the number of individuals is used.

For example, if there were 12 staff for four months of the year and nine staff for eight months of the year, the total position count would be calculated as follows $[(12 \times 4/12) + (9 \times 8/12)] = 10$ Full-time Positions.

Excludes: payments for services not subject to an employer-employee relationship (e.g. consulting services); elected officials and seasonal or casual labour staff.

5510 Total Area of the Municipality (ha)

The total geographical area (in hectares) of the municipality as described in the legal documents that form the municipal authority, and any additions or subtractions to the boundary as a result of annexations, dissolutions, or amalgamations.

Since 2019, the area of municipalities has been calculated using geospatial records from the ministry's GIS system, and as a result there may be slight variations that occur year over year.

5515 Number of Hamlets

Reported only for Specialized Municipalities and Municipal Districts

Hamlets must meet the criteria under Section 59 of the *Municipal Government Act*.

5520 Length of All Open Roads Maintained (km)

The length of all open and maintained roads under the direction, control and management of the municipality, regardless of the number of lanes. Road means land that is shown as a road on a survey plan that has been filed or registered in a land titles office, is used as a public road, and includes bridges forming part of a public road. Road allowances that are not open, or ones that are considered laneways/back lanes are not to be included.

Length of Water Mains (km): Lines 5555 - 5559

The length of water distribution mains (in km) within the municipal boundary that are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment, distribution, storage or pumping, which are owned and operated by:

- 5555** The Municipality
- 5556** Service Providers
- 5557** Co-ops
- 5558** Regional Service Organizations
- 5559** Other *(for the water distribution mains that are owned and operated by organizations not listed in lines 5555-5558)*

Length of Wastewater Mains (km): Lines 5565 - 5569

The length of wastewater mains (in km) within the municipal boundary, that are servicing the needs of the municipality, and are connected to systems and facilities relating to sewage collection, wastewater pumping, wastewater treatment, and outfall sewer, which are owned and operated by:

- 5565** The Municipality
- 5566** Service Providers
- 5567** Co-ops
- 5568** Regional Service Organizations
- 5569** Other *(for the water distribution mains that are owned and operated by organizations not listed in lines 5565-5568)*

5580 Length of Storm Drainage Mains (km)

The length of storm drainage mains (in km) within the municipal boundary that are operated by, or on behalf of, the municipality.

5590 Number of Residences
Reported for Summer Villages only

The **number of parcels with residences**. Residence means any building or part of it designed, intended, or used for residential occupancy by one family. For the purpose of this definition, a mobile unit is considered a building.

Do not include buildings or parts of buildings used other than for residential purposes.

5595 Number of Dwelling Units

Total number of all dwelling units, whether occupied, vacant or under construction, that are intended to accommodate **permanent residents** of the municipality.

Assessment Statistics

5596 Total Assessment Costs

Reported as a dollar amount and must be larger than 0.

The total costs associated with preparing and assigning assessed values of all non-designated industrial properties within the municipality including the delivery of the assessment roll to the administration. Assessment services costs include contracted services, in-house assessment department costs such as computer support, software development, and overhead costs, preparation of equalization and audit reports, and all costs associated with defending assessed values.

Assessment Complaints to the Local Assessment Review Board (LARB): Lines 5602 - 5608

5602 Number of LARB residential (3 or fewer dwelling units) or farm land complaints filed

The total number of property assessment complaints filed on residential or farmland property as described in Section 460.1(1)(a) of the *Municipal Government Act*, to be heard by the local assessment review board.

5604 Number of LARB residential (3 or fewer dwelling units) or farm land complaints withdrawn

The total number of property assessment complaints on residential or farmland property as described in Section 460.1(1)(a) of the *Municipal Government Act*, that were withdrawn prior to a hearing before the local assessment review board.

5606 Number of residential (3 or fewer dwelling units) or farm land complaints heard by the LARB

The total number of property assessment complaints on residential or farmland property as described in Section 460.1(1)(a) of the *Municipal Government Act*, that were heard by the local assessment review board.

5608 Number of assessment adjustments made by the LARB

The total number of adjustments made to assessments on residential or farmland property as described in Section 460.1(1)(a) of the *Municipal Government Act*, ordered by the local assessment review board under Section 477 of the *Municipal Government Act*.

Assessment Complaints to the Composite Assessment Review Board (CARB): Lines
5623 - 5629

5623 *Number of CARB residential and non-residential complaints filed*

The total number of property assessment complaints filed on non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, to be heard by the composite assessment review board.

5625 *Number of CARB residential and non-residential complaints withdrawn*

The total number of property assessment complaints filed on residential and non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, that were withdrawn prior to a hearing before the composite assessment review board.

5627 *Number of residential and non-residential complaints heard by the CARB*

The total number of property assessment complaints on residential or non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, that were heard by the composite assessment review board.

5629 *Number of residential and non-residential assessment adjustments made by the CARB*

The total number of adjustments made to assessments on residential and non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, ordered by the composite assessment review board under Section 477 of the *Municipal Government Act*.

Well Drilling Equipment Tax: Line 5531

5531 Does your Municipality have a Well Drilling Equipment Tax Bylaw?

If a Well Drilling Equipment Tax (WDET) Bylaw is in effect for the reporting year, as authorized by Section 388 of the *Municipal Government Act*, select yes. If a WDET is not in effect for the reporting year, select no.

Planning Statistics: Lines 5658 - 5690

5658 When Was Your Municipal Development Plan (MDP) Last Approved?

Enter the date on which the MDP was last approved in the following format: mmm dd, yyyy. If your municipality does not have an MDP, leave this field empty.

5660 Number of Development Permit Applications Received

The total number of applications received by a development authority under the municipality's land-use bylaw regardless of whether a decision has been made.

5669 Average Number of Days from a Development Permit Application to Approval

The combined total number of days from when a permit application was received to when the application was approved divided by the total number of permit approvals granted in the reporting year. If an application was received within the reporting year, but was not approved, these numbers are not to be included.

5661 Number of Development Permits Issued

The total number of development permits issued by a development authority under the municipality's land-use bylaw.

5668 Number of Building Permits Issued

The total number of building permits issued by a development authority under the municipality's land-use bylaw for the reporting year.

Estimated Value of Construction (development/building permit): Lines 5663 - 5667

5663 Residential: includes the estimated construction value for all buildings intended for private occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned residential.

5664 Commercial: includes the estimated construction value for all buildings intended for commercial occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned commercial.

5665 Industrial: includes the estimated construction value for all buildings intended for industrial occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned industrial.

5666 Institutional: includes the estimated construction value for all buildings intended for institutional occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned institutional.

5667 Total: the total estimated construction value (dollar value) listed on all

development/building permits issued. This field is auto calculated by adding lines 5663 through 5666.

5671 Does your Municipality Issue Business Licences

If your municipality issues business licences, select "yes" and proceed to answer lines 5672 and 5673. If your municipality does not issue business licences, select "no" and skip lines 5672 and 5673.

5672 Number of Business Licences (new and renewals) Issued in year

If your municipality issues business licences, enter the total number of business licences (including renewals) that were issued within the reporting year. If an application was received within the reporting year, but a licence was not issued, these numbers are not to be included.

5673 Average Number of Days from a Business Licence Application to Approval

The combined total number of days from when an application was first received to when it was approved, divided by the total number of business licence approvals granted in the reporting year (Line 5672).

5670 Number of Subdivision Applications Received

The number of applications to subdivide land in the municipality whether received by the municipality's own staff or subdivision authority acting on its behalf, *regardless of whether a decision has been made.*

5674 Number of Subdivision Applications Approved

Enter the total number of subdivision applications approved within the reporting year. If an application was received within the reporting year, but not completed or approved, these numbers are not to be included.

5675 Average Number of Days From Subdivision Application to Approval

The combined total number of days from when an application was first received to when it was approved, divided by the total number of application approvals granted in the reporting year (Line 5674). If an application was received within the reporting year, but was not approved, these numbers are not to be included.

5680 Number of Land Use Bylaw Amendment Applications

The total number of applications to amend the land use bylaw considered by council regardless of whether the applications were approved, refused, or yet to be decided.

5690 Number of Subdivision and Development Appeal Board (SDAB) Appeals Heard

The number of appeals heard by the Subdivision and Development Appeal

Board regardless of whether a decision was made.

Community Aggregate Payment Levy (CAPL): Lines 5541 - 5544

- 5541** Indicate yes if your municipality has a CAPL bylaw; enter no if your municipality does not have a CAPL bylaw. If your municipality does not have a CAPL bylaw, lines 5542-5544 are not required.
- 5542** Enter the CAPL rate established within the CAPL bylaw in dollars per tonne.
- 5543** Enter the CAPL revenue (in dollars) that was collected in 2021.
- 5544** Indicate yes for the municipal program areas where CAPL revenue was allocated. If unallocated or unknown indicate General Government.

Subdivision and Development Appeal Board (SDAB): Lines 5581 - 5587

- 5581** Indicate yes if your municipality has an SDAB established by bylaw under Section 627 of the *Municipal Government Act*. Indicate no if your municipality does not have an SDAB.
- 5582** As of December 31, 2021, enter the number of SDAB members that were appointed to the SDAB.
- 5583** As of December 31, 2021, enter the number of SDAB members that were trained.
- 5584** Indicate yes if your municipality has a Designated Officer appointed as the SDAB clerk.
- 5585** Indicate yes, if the SDAB clerk has completed the required SDAB training in accordance with Section 2 of the Subdivision and Development Appeal Board Regulation.
- 5586** Indicate yes if your municipality is a member of an intermunicipal SDAB.
- 5587** As of December 31, 2021, enter the number of municipalities that were members of the intermunicipal SDAB.

2022 Tax Rates

According to the 2022 Property Tax Bylaw
Reported in mills and to 5 decimal places

You must attach a copy of the
Approved 2022 Tax Rate Bylaw
to the Statistical Information Return
when filing with Municipal Affairs

Example:	Residential/ Farmland	Non-Residential
	5.81643	15.36564

5800 General Municipal Tax Rate

5801 *General Municipal Tax Rate (Farmland)*

The general municipal tax rate (which includes any rates established for ambulance, recreation, fire district, planning or other municipal purposes), minus the amount of requisitions allowed under Section 326(1) of the *Municipal Government Act*.

This will be the lowest residential tax rate (exclusive of annexation lands) and the highest non-residential rate (exclusive of the Designated Industrial Property rate). If the non-residential assessment category is divided into a vacant and an improved sub-class and separate tax rates established, record **the highest non-residential tax rate** for the municipality for the reporting year.

This field is auto-calculated.

5810 Education – Alberta School Foundation Fund (ASFF)

The tax rates established to raise the ASFF requisition according to Section 359.1 of the *Municipal Government Act*. Rates must show for residential/farm land and non-residential properties.

5830 Seniors Lodge Accommodation

Any tax rate established to collect funds for requisition amounts related to seniors lodge accommodation provided pursuant to Section 7 of the *Alberta Housing Act*. If more than one facility exists, provide an average tax rate.

5820 Allowance for Non-Collection of Requisitioned Tax Rate

This field includes any tax rates established to raise an allowance for non-collection of property taxes levied under Section 359(2) of the *Municipal Government Act*.

5812 Total Tax Rate

The total tax rate includes any and all tax rates established for ambulance, recreation, fire district, planning or other municipal purposes, including the amount of requisitions allowed under Section 326(1) of the *Municipal Government Act*.

This field is auto-calculated.

5821 Allowance for Non-Collection of Requisitioned Taxes (\$)

The total dollar amount assigned as an allowance for non-collection of property taxes levied under Section 359(2) of the *Municipal Government Act*.

5822 Does your Municipality have a Small Business Tax Bylaw?

Indicate yes if your municipality has created a bylaw under Section 297(2.1) of the *Municipal Government Act*, to create a sub-class for small business property, as described in the Matters Relating to Assessment Sub-Classes Regulation. If not, select no.

5823 Small Business Tax Rate

If your municipality has a Small Business Tax Bylaw, indicate the tax rate for the "small business property" sub-class.

5831 Does Your Municipality Levy a Minimum Tax?

If your municipality levies a minimum tax, select yes. If your municipality does not levy a minimum tax select no.

5832 What is the Amount of the Minimum Tax (\$)?

If your municipality levies a minimum tax, indicate the amount of the minimum tax in dollars.

5850 Does your Municipality have more than one Residential Tax Rate?

Indicate yes if your municipality has divided the residential property assessment into sub-classes and established a different municipal tax rate for each sub-class. If not, indicate no.