

## **Instructions for completing the 2016 Statistical Information Return (SIR)**

If you require any further information or assistance, please call the Municipal Services Branch at 780-427-2225, or email [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca). Please submit the completed and signed scanned SIR to email above or mail to:



Municipal Services Branch  
17th floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta  
T5J 4L4

Attention: Information Services Team

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## **Authority**

Ministerial Order No. MSL:031/17 requires each municipality to submit a Statistical Information Return to Alberta Municipal Affairs by **July 4, 2017**. The return must be signed by the Chief Administrative Officer or a Duly Authorized Signing Officer certifying that the information contained in the return is presented fairly.

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## **What's New for 2016?**

1. Information required for reporting on Well Drilling Equipment Tax (WDET) expenditures on road development and maintenance in municipalities is being collected in the 2016 Statistical Information Return.

The new lines related to well drilling equipment tax are:

Line 5531 – If the municipality has a well drilling equipment tax bylaw, select “Yes”

If “Yes” is selected for Line 5531, list the total expense (cash and non-cash) in 2016 on:

Line 5532 – Road Grading and Graveling

Line 5533 – Dust Control

Line 5534 – Bridges

Line 5535 – Paving/Overlay

Line 5536 – Traffic Control Devices and Signage

Line 5537 – Other

2. The field description for Line 5800 has been modified to ensure the reporting lines support an accurate calculation of a non-residential to residential tax ratio.

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**Proposed Changes for the 2017 Statistical Information Return**

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For the 2017 reporting year, the following changes are proposed to the Statistical Information Return:

1. Line 5820 will be amended for the municipality to provide the total (dollar amount) the municipality budgets for allowance of non-collection of requisitioned taxes, rather than a calculated mill rate.
2. Information will be required on whether the municipality levies a minimum tax and what the minimum tax amount is.

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**2016 General Statistics (Schedule ST)**

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**2016 General Statistics.** Values up to two decimal places may be reported for lines 5510, 5520, 5560, 5570 and 5580.

**Line 5500      Total Full-time Positions**

Full-time staff means individuals working 29 hours or more per week. 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 should be 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 10 calculated as follows  $[(12 \times 4/12) + (9 \times 8/12)]$ .

Individuals under contracts of employment should be included in the position count. Payments for services that are not subject to an employer-employee relationship (e.g., consulting services) are excluded, as are elected officials.

Seasonal or casual labour would normally be excluded from the position count. The municipality count must be at least one (1) because every municipality must have a chief administrative officer regardless of how the payment for services is structured.

**Line 5510      Total Area of the Municipality in Hectares**

This field refers to the total geographical area measured in hectares within the municipal boundaries as described in the legal documents that form the municipal authority, and any changes to the boundary as a result of annexations/dissolutions/amalgamations.

**Line 5515      Number of Hamlets (only for Specialized Municipalities and Municipal Districts)**

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

Line 5520	<p><b>Length of All Open Roads Maintained in Kilometres</b></p> <p>This field refers only to 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 plan of survey that has been filed or registered in a land titles office, or is used as a public road. Roads would include a bridge forming part of a public road. Road allowances that are not open are excluded for this purpose.</p>
Line 5555	<p><b>Length of Water Mains in Kilometres – Municipality Owned Systems</b></p> <p>This field refers to the length of water mains that are located within the municipal boundaries, are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment/distribution/storage/pumping, which are owned and operated by the municipality.</p>
Line 5556	<p><b>Length of Water Mains in Kilometres – Service Providers</b></p> <p>This field refers to the length of water mains that are located within the municipal boundaries, are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment/distribution/storage/pumping, which are owned and operated by service providers.</p>
Line 5557	<p><b>Length of Water Mains in Kilometres – Co-ops</b></p> <p>This field refers to the length of water mains that are located within the municipal boundaries, are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment/distribution/storage/pumping, which are owned and operated by co-ops.</p>
Line 5558	<p><b>Length of Water Mains in Kilometres – Regional Systems</b></p> <p>This field refers to the length of water mains that are located within the municipal boundaries, are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment/distribution/storage/pumping, which are owned and operated by regional service organizations.</p>
Line 5559	<p><b>Length of Water Mains in Kilometres – Other</b></p> <p>This field refers to the length of water mains that are located within the municipal boundaries, are servicing the needs of the municipality, and are connected to systems and facilities relating to water treatment/distribution/storage/pumping, other than those owned and operated by the municipality, service providers, co-ops, and regional service organizations.</p>
Line 5565	<p><b>Length of Wastewater Mains in Kilometres - Municipality Owned Systems</b></p> <p>This field refers to the length of wastewater mains that are located within the municipal boundaries, 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 the municipality.</p>

Line 5566	<p><b>Length of Wastewater Mains in Kilometres - Service Provider</b></p> <p>This field refers to the length of wastewater mains that are located within the municipal boundaries, 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 service providers.</p>
Line 5567	<p><b>Length of Wastewater Mains in Kilometres - Co-ops</b></p> <p>This field refers to the length of wastewater mains that are located within the municipal boundaries, 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 co-ops.</p>
Line 5568	<p><b>Length of Wastewater Mains in Kilometres - Regional Systems</b></p> <p>This field refers to the length of wastewater mains that are located within the municipal boundaries, 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 regional service organizations.</p>
Line 5569	<p><b>Length of Wastewater Mains in Kilometres - Other</b></p> <p>This field refers to the length of wastewater mains that are located within the municipal boundaries, 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, other than those owned and operated by the municipality, service providers, co-ops, and regional service organizations.</p>
Line 5580	<p><b>Length of Storm Drainage Mains in Kilometres</b></p> <p>This field refers to the length of storm drainage mains that are located in the municipality and operated by or on behalf of the municipality and servicing its needs.</p>
Line 5590	<p><b>Number of Residences (for Summer Villages only)</b></p> <p>This field applies only to summer villages, and it means <b><i>the number of parcels with residences</i></b>. 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 to be a building. Do not include buildings or parts of buildings used other than for residential purposes.</p>
Line 5595	<p><b>Number of Dwelling Units</b></p> <p>This field refers to the total of all dwellings, whether occupied, vacant or under construction, that are intended to accommodate <b><i>permanent residents</i></b> of the municipality.</p>

**Line 5596 Total Assessment Services Costs**

This field refers to the total costs associated with preparing and assigning assessed values of all 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)****Line 5602 Number of LARB residential (3 or fewer dwelling units) or farm land complaints filed**

This field refers to 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.

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

This field refers to 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.

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

This field refers to 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.

**Line 5608 Number of assessment adjustments made by the LARB**

This field refers to 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*, made by the local assessment review board under Section 305(6) of the *Municipal Government Act*.

**Line 5609 Number of LARB assessment corrections (Section 477) made by the assessor**

This field refers to the total number of corrections made to assessments on residential or farmland property as described in Section 460.1(1)(a) of the *Municipal Government Act*, made by the assessor under Section 477 of the *Municipal Government Act*.

## 2016 Assessment Statistics (Schedule ST)

Line 5612      **Number of complaints filed about a tax notice – other than a property tax notice**

This field refers to the total number of complaints filed on a tax notice, other than a property tax notice, described in Section 460.1(1)(b) of the *Municipal Government Act*, with the local assessment review board.

Line 5620      **Total Number of Assessment Complaints Heard by the Local Assessment Review Board**

This field refers to the total number of accounts for which an assessment complaint has been heard by the local assessment review board.

### **Assessment Complaints to the Composite Assessment Review Board (CARB)**

Line 5622      **Number of non-residential complaints filed**

This field refers to 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.

Line 5624      **Number of non-residential complaints withdrawn**

This field refers to the total number of property assessment complaints filed on 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.

Line 5626      **Number of non-residential complaints heard by the CARB**

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

Line 5628      **Number of assessment adjustments made by the CARB**

This field refers to the total number of adjustments made to assessments on non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, made by the local assessment review board under Section 305(6) of the *Municipal Government Act*.

Line 5632      **Number of CARB assessment corrections (Section 477) made by the assessor**

This field refers to the total number of corrections made to assessments on non-residential property as described in Section 460.1(2) of the *Municipal Government Act*, made by the assessor under Section 477 of the *Municipal Government Act*.

## 2016 Assessment Statistics (Schedule ST)

Line 5634	<b>Number of CARB residential (4 or more dwelling units) complaints filed</b>  This field refers to the total number of property assessment complaints filed on residential property according to Section 460.1(2) of the <i>Municipal Government Act</i> – “residential property with 4 or more dwelling units”, to be heard by the composite assessment review board.
Line 5636	<b>Number of CARB residential (4 or more dwelling units) complaints withdrawn</b>  This field refers to the total number of property assessment complaints filed on residential property according to Section 460.1(2) of the <i>Municipal Government Act</i> – “residential property with 4 or more dwelling units”, that were withdrawn prior to a hearing before the composite assessment review board.
Line 5638	<b>Number of residential (4 or more dwelling units) complaints heard by the CARB</b>  This field refers to the total number of property assessment complaints filed on residential property according to Section 460.1(2) of the <i>Municipal Government Act</i> – “residential property with 4 or more dwelling units”, that were heard by the composite assessment review board.
Line 5640	<b>Total Number of Assessment Complaints Heard by the CARB</b>  This field refers to the total number of accounts for which an assessment complaint has been heard by the composite assessment review board.
Line 5650	<b>Total Number of Assessment Complaints Heard by both Assessment Review Boards</b>  This field refers to the total number of accounts for which an assessment complaint has been heard by both the composite and local assessment review boards. If an account has more than one assessment class, this should be counted as one account.



## 2016 Well Drilling Equipment Tax Statistics (Schedule ST)

### Well Drilling Equipment Tax

Line 5531 **Well drilling equipment tax bylaw**

This field requires a “yes” or “no” response from the municipality to indicate whether there is a well drilling equipment tax bylaw in effect in the reporting year, as authorized by section 388 of the *Municipal Government Act*.

If “yes” is selected, use Lines 5531-5536 to report the municipality’s expenses in the reporting year related to Line 5520 – Length of all open roads maintained in kilometres (please see line 5520 description on pages 3-4).

Line 5532 **Road grading and gravelling (\$)**

This field refers to the total expense (cash and non-cash) in the reporting year on grading and gravelling roads defined in Line 5520.

Line 5533 **Dust control (\$)**

This field refers to the total expense (cash and non-cash) in the reporting year to control dust on the roads defined in Line 5520.

Line 5534 **Bridges (\$)**

This field refers to the total expense (cash and non-cash) in the reporting year on installing and finishing new or replacement bridges defined in line 5520.

Line 5535 **Paving/overlay (\$)**

This field refers to the total expense (cash and non-cash) in the reporting year on preparation, base course paving, and final paving of roads defined in 5520.

Line 5536 **Traffic control devices and signage (\$)**

This field refers to the total expense (cash and non-cash) in the reporting year on the installation and maintenance of traffic control systems and on regulatory, guidance, and direction signage for the roads defined in Line 5520.

Line 5537 **Other (\$)**

This field refers to any other expense associated with road maintenance that has not been included in the above categories.

Alternatively, this line may be used as a total or a partial total for road maintenance expense, in the event a municipality is unable to report on the breakdown of Lines 5532-5536.

**Planning**

Line 5660      **Number of development permit applications received**

This field relates to the total number of applications received by a development officer under the municipality's land-use bylaw regardless of whether a decision has been made.

Line 5670      **Number of subdivision applications received**

This field refers to the number of applications to subdivide land in the municipality whether received by the municipality's own staff or planning authority acting on its behalf regardless of whether a decision has been made.

Line 5680      **Number of land use bylaw amendment applications**

This field refers to 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.

Line 5690      **Number of Subdivision and Development Appeal Board (SDAB) appeals heard**

This field refers to the number of appeals heard by the Subdivision and Development Appeal Board regardless of whether a decision was made.

**Tax Rates**

**2017 Tax Rates (Schedule MR)** are the tax rates according to the 2017 property tax bylaw. Tax rates must be reported in mills to a maximum of four decimal places.

Attach a copy of the 2017 property tax bylaw to the Statistical Information Return.

Example:	Residential/ Farmland	Non-Residential
5800	5.8164	15.3656

Line 5800 **Municipal**

This field includes the municipal tax rate, which includes any rates established for ambulance, recreation, fire district, planning or other municipal purposes.

Municipalities that

- a) have divided the residential property assessment into sub-classes and established a different municipal tax rate for a sub-class, or
- b) have established a different municipal tax rate for farm land,

should ensure they are reporting the lowest residential/ farmland tax rate for the reporting year.

Please check off the box shown below the table.

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 in the municipality for the reporting year.

Line 5810 **Education – Alberta School Foundation Fund (ASFF)**

This field includes tax rates established to raise the ASFF requisition. Please show residential/farm land and non-residential tax rates.

Line 5811 **Education - Opted Out**

This field should include the tax rates established to raise the education tax requisition for any separate school board that has opted out of the ASFF. Please show residential/farm land and non-residential tax rates.

Line 5820 **Allowance for Non-collection of Requisition Taxes**

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

Line 5830 **Seniors Lodge Accommodation**

This field should include 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.