

Municipal Affairs

Information Bulletin

Number: 03/16

Date: April 2016

KEY MUNICIPAL DATES APRIL 1 – JUNE 30, 2016

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

- April 1 A municipal authority that wishes to conduct an official census must do so in the period starting on April 1 and ending on June 30 of the same year. See AR 63/2001, as amended by AR 10/2013. 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.
- 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, as amended by AR 84/2011 (Section 18(2)).
- 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 2014 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 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*.
- 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*.

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon.

Municipal Services and Legislation Division Municipal Services Branch

Phone: (780) 427-2225 . Fax: (780) 420-1016 . E Mail: lgsmail@gov.ab.ca

17TH FLOOR COMMERCE PLACE 10155 – 102 STREET EDMONTON, ALBERTA T5J 4L4. [HTTP://MUNICIPALAFFAIRS.ALBERTA.CA/MUNICIPAL-RESOURCE-HANDBOOK](http://MUNICIPALAFFAIRS.ALBERTA.CA/MUNICIPAL-RESOURCE-HANDBOOK)