

2018 KEY MUNICIPAL DATES April 1 through June 30, 2018

- April 1 The mandate of the Alberta Ombudsman has been expanded to include municipalities under Section 12(1) of the *Ombudsman Act*. The Ombudsman will investigate complaints to determine whether a municipality acted fairly and reasonably, and whether its actions and decisions were consistent with relevant legislation, policies and procedures. See sections 1, 12, 16, 18, 21, 21.1, 26, and 28 of the *Ombudsman 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 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: www.municipalaffairs.gov.ab.ca/documents/msb/2015-Municipal-Census-Manual.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. The training curriculum is currently being developed. **Training must be completed by April 1, 2019**. See sections 627.1, 627.2 and 627.3 of the MGA.
- April 1 Part 17.2 of the MGA regarding Intermunicipal Collaboration Frameworks (ICFs) comes into force. All municipalities **must** adopt ICFs with each municipality they share a common border with. The ICFs must align with the requirements outlined in the Act and the Intermunicipal Collaboration Framework Regulation (AR 191/2017). ICFs **must be in place by April 1, 2020** (within two years of the legislation coming into force), or a mandatory arbitration process will be initiated. See sections 708.27, 708.28, 708.29, 708.3, 708.31, 708.32, 708.321, 708.33, and 708.45 of the MGA, and the regulation. Please note: municipalities that are part of a growth management board do not need to develop an ICF, unless the growth plan or servicing plan does not address an ICF matter.

.../2



- April 1 The requirement for Intermunicipal Development Plans (IDPs) comes into force. All municipalities must create an IDP with each municipality they share a common border with. The IDPs must align with the new requirements outlined in the Act. IDPs **must be in place by April 1, 2020**. See section 631 of the MGA. Please note: municipalities that are part of a growth management board do not need to create an IDP, unless the growth plan or servicing plans does not address an IDP matter.
- April 1 The requirement for Municipal Development Plans (MDPs) comes into force. All municipalities, no matter their population, **must** create an MDP. MDPs **must be in place by April 1, 2021** (within three (3) years of the new legislation coming into force). A guidance document for MDP preparation is being developed. Section 632 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 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 assessors to report and declare assessment roll corrections and changes from the previous tax year. See section 2.4 of the 2017 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 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 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*.