

KEY MUNICIPAL DATES JULY 1 - SEPTEMBER 30, 2017

This bulletin highlights important dates and deadlines that may affect municipal operations.

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| July 1 | Last day for municipalities to send assessment notices. (s. 310 <i>Municipal Government Act (MGA)</i>). |
| July 1 | The earliest date that municipal employees wishing to be nominated as a candidate, may notify employer that they are taking a leave of absence (s. 22(5), 22(5.1) <i>Local Authorities Election Act (LAEA)</i>). |
| July 5 | Last day for municipalities to submit their 2016 Statistical Information Return in accordance with Ministerial Order No. L:031/17. |
| August 1 | Last day for the Registrar to send a notice to an owner of a parcel of land shown on the tax arrears list. (s. 417 <i>MGA</i>). |
| August 1 | Last day for a municipality to send notice to the owner of a designated manufactured home, the manufactured home community, and all lien holders for each designated manufactured home shown on the tax arrears list (s. 436.08 <i>MGA</i>). |
| August 19 | Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers (s. 29 <i>LAEA</i>). |
| August 21 | No later than two months prior to election, Council may pass a bylaw to authorize the printing of ballots in lots (s. 43 <i>LAEA</i>). |
| August 31 | Last day for a council of a summer village to hold an organizational meeting (s. 192(2) <i>MGA</i>). |
| September 1 | Last day for municipalities to submit their 2017 census results in the form set out in the Determination of Population Regulation AR 63/2001 to the Minister. |

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The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square icon to the right.

Municipal Services and Legislation Division Municipal Services Branch

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- September 4 Notice of Nomination Day Advertisement (s. 27 *LAEA*).
- September 11 2nd Notice of Nomination Day Advertisement (s. 27 *LAEA*).
- September 15 Municipal employees seeking election must take leave of absence before the last working day prior to Nomination Day (s. 22(5) *LAEA*)
- September 15 Council may pass a bylaw prior to Nomination Day to discontinue an election for an office for which a candidate has died (s. 33 *LAEA*).
- September 18 Nomination Day for the 2017 general election (s. 25 *LAEA*).
- September 19 Deadline to withdraw nomination is 12noon. Must be delivered, in person and in writing to the returning officer (s. 32 *LAEA*).
- September 19 Twenty-four hours after the close of nominations, the returning officer shall forward a signed statement showing the name of each nominated candidate to the Minister (email signed statements to lgs.update@gov.ab.ca)
- September 30 Municipalities must submit the 3rd quarterly installment to a board or the Alberta School Foundation Fund (s. 168 *School Act*).