



2017 Statistical Information Return (SIR) Instructions

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.

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

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Authority

Ministerial Order No. MSL: 034/18 requires each municipality to submit a Statistical Information Return to Alberta Municipal Affairs by **July 3, 2018**. The return must be signed by the Chief Administrative Officer (CAO) or a Duly Authorized Signing Officer certifying that the information contained in the return is presented fairly.

Changes to the 2017 Statistical Information Return

1. Assessment Statistics:
 - a. Line 5623: includes both residential and non-residential assessments complaints filed with the Composite Assessment Review Board (CARB).
 - b. Line 5625: includes both residential and non-residential assessments complaints withdrawn from the Composite Assessment Review Board (CARB).
 - c. Line 5627: includes both residential and non-residential assessments complaints heard by the Composite Assessment Review Board (CARB).
 - d. Lines 5609, 5620, 5632, 5640 are no longer required.
2. Well Drilling Equipment Tax (WDET):
 - a. Line 5531: the line description was updated to provide additional clarity.
 - b. Line 5538: was added as some municipalities have a WDET, but do not collect revenues. If a municipality collects revenue from WDET, the municipality is required to complete Lines 5532-5537.
3. Planning Statistics:
 - a. Line 5658: If a municipality has a Municipal Development Plan (MDP), the date it was last approved is to be entered in the following format yyyy/mm/dd.
 - b. Lines 5661-5667: pertain to the value of development permits that have been issued by the municipality for the reporting year based on Residential, Commercial, Industrial and Institutional uses.
4. Tax Rates:
 - a. Line 5812: requires the municipality to enter the Total Tax Levied by the municipality. If there are multiple residential and/or rates, you are to enter the lowest residential and highest non-residential rate.
 - b. Line 5800: General Municipal Tax is now automatically calculated.
 - c. Line 5821: this line was added to replace the previous Line 5820 and enables a municipality to provide the total (dollar amount) the municipality budgets for allowance of non-collection of requisitioned taxes, rather than a mill rate.
 - d. Lines 5831-5832: were added to allow for reporting of a minimum tax and the amount of the minimum tax.

Proposed Changes for 2018

For the 2018 reporting year, the following changes are proposed to the Statistical Information Return:

1. Information will be required on the Subdivision Appeal Board (SDAB). The existence of a designated officer, if the required/mandatory training has been completed, and the number of members appointed.
2. Information will be required on whether the municipality has a Community Payment Aggregate Levy (CAPL) Bylaw, the rate that is listed within the CAPL bylaw and the amount of revenue collected in CAPL payments.
3. Designated Industrial Property Tax Rate. The cost of assessing designated industrial property is recovered through a requisition (*MGA S.326(1)(a)(vi)*, *S.359.3*) and paid by designated industrial property taxpayers at a rate set by the Minister (*MGA S.359.3(2)*). This number will be auto-populated and an additional line will be added after Line 5830 for non-residential properties.

General Statistics

Recorded: 2 decimal places for lines 5510, 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.

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

The total of all dwellings, whether occupied, vacant or under construction, that are intended to accommodate ***permanent residents*** of the municipality.

Assessment Statistics

5596 Total Assessment Costs

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): Lines 5602 - 5620

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 - 5640

Statistical Information Return Lines 5622 – 5640

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(1)(a) 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 local assessment review board under Section 477 of the *Municipal Government Act*.

Well Drilling Equipment Tax: *Lines 5531 - 5537*

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*.

5538 Does your Municipality collect a Well Drilling Equipment Tax?

If your municipality collects a WDET, select “yes” and use Lines 5532-5537 to report the municipality’s expenses in the reporting year **as they relate to Line 5520.**

Note: If your municipality does not collect a WDET, but has a bylaw, you are not required to complete lines 5532–5537.

5532 Road Grading and Graveling (\$): The total expense (cash and non-cash) in the reporting year spent on grading and graveling roads defined in line 5520.

5533 Dust Control (\$): The total expense (cash and non-cash) in the reporting year spent to control dust on the roads defined in line 5520.

5534 Bridges (\$): The total expense (cash and non-cash) in the reporting year on installing and finishing new or replacement bridges defined in line 5520.

5535 Paving/Overlay (\$): The total expense (cash and non-cash) in the reporting year on preparation, base course paving, and final paving of roads defined in line 5520.

5536 Traffic Control Devices and Signage (\$): 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.

5537 Other (\$): 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 Statistics: Lines 5658 - 5680

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

Enter the date in which the MDP was last approved in the following yyyy/mm/dd. 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.

5661 Number of Development Permit Applications Issued

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

Value of Development Permits Issued: Lines 5663 - 5667

5663 Residential: includes all buildings intended for private occupancy whether on a permanent basis or not; and are zoned residential.

5664 Commercial: includes all buildings that are intended for commercial occupancy whether on a permanent basis or not; and are zoned commercial.

5665 Industrial: includes all buildings that are intended for industrial occupancy whether on a permanent basis or not; and are zoned industrial.

5666 Institutional: includes all buildings that are intended for institutional occupancy whether on a permanent basis or not; and are zoned institutional.

5667 Total: the total (dollar value) of all development permits issued and is calculated by adding Lines 5663 through Lines 5666. This field is auto calculated.

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.*

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.

2018 Tax Rates

According to the 2018 Property Tax Bylaw
Reported in mills and to 4 decimal places

You must attach a copy of the
Approved 2018 Tax Rate Bylaw
to the Statistical Information Return
when filing with Municipal Affairs

Example:	Residential/ Farmland	Non-Residential
	5.8164	15.3656

5800 General Municipal Tax Rate

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 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.

5811 Education - Opted Out

The tax rates established to raise the education tax requisition for any separate school board that has opted out of the ASFF. Rates must show for residential/farm land and non-residential properties.

5812 Total Tax Rate

The total tax rate includes any 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*.

Please check the box shown below if your municipality has

- a) divided the residential property assessment into sub-classes and established a different municipal tax rate for a sub-class, or
- b) established a different municipal tax rate for farm land, should ensure they are reporting the lowest residential/ farmland tax rate for the reporting year.

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.

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.

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*.

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.