
**KEY MUNICIPAL DATES
APRIL 1 – JUNE 30, 2017**

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 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 19 Last day for Council of a municipality other than a summer village to pass a bylaw to change the division or ward system for the general election. See section 149 of the *MGA*.
- April 19 Last day for Council of a municipality other than a summer village to pass a bylaw to change the manner in which the chief elected official is elected/ appointed. See section 151 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*.
- April 30 Last day for municipalities to pass a business area improvement tax bylaw or an amendment to it. See the Business Improvement Area Regulation.
- April 30 Last day for assessors to report and declare assessment roll corrections and changes from the previous tax year. See the 2016 Alberta Assessment Quality Minister's Guidelines.
- 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*.

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

- 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*.