



## 2018 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](mailto: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:011/19 requires each municipality to submit a Statistical Information Return (SIR) to Alberta Municipal Affairs by **July 2, 2019**. The SIR 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 2018 Statistical Information Return

1. Planning Statistics:
  - a. Line 5668: Number of building permits issued. This is a count of all of the building permits that were issued between January 1, 2018 and December 31, 2018.
  - b. Lines 5663-5666: is the total sum of the estimated construction values listed on all building permits that have been issued within the reporting year on Line 5668.
  - c. Community Aggregate Payment Levy (CAPL): Lines 5541-5544. This section applies to all municipalities that have passed a CAPL bylaw in accordance with the Community Aggregate Payment Levy Regulation. If the municipality has a CAPL bylaw, the municipality must, indicate:
    - i. the rate that is listed within the CAPL bylaw,
    - ii. the amount of revenue collected in CAPL payments; and
    - iii. the municipal departments where the revenue was allocated.
  - d. Subdivision and Development Appeal Board (SDAB): Lines 5581-5587. Municipalities will be required to report information on the SDAB in accordance with Section 627 of the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulation.
2. Tax Rates:
  - a. Line 5811: The Education – Opted out rate will no longer be required and has been removed for the 2018 reporting year.
  - b. Line 5800: General Municipal Tax Residential/Farmland has now been separated. If a different rate for Farmland applies, the municipality will be requested to enter this information.
  - c. Line 5820: was added to enable a municipality to provide a mill rate for the allowance of non-collection of requisitioned tax.
  - d. Small Business Tax (Line 5822-5823): municipalities will now be required to report if they have a small business tax bylaw and the small business tax rate.

## 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**

*Reported as a dollar amount and must be larger than 0.*

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 - 5608*

#### **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 - 5629

**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(2) 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 composite 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 Length of All Open Roads Maintained (km).**

*Note: If your municipality does not collect 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 - 5690

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

Enter the date in which the MDP was last approved in the following mmm dd, yyyy. 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 Permits Issued**

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

**5668 Number of Building Permits Issued**

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

Estimated Value of Construction (building permit): Lines 5663 - 5667

**5663 Residential:** includes the estimated construction value for all buildings intended for private occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned residential.

**5664 Commercial:** includes the estimated construction value for all buildings intended for commercial occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned commercial.

**5665 Industrial:** includes the estimated construction value for all buildings intended for industrial occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned industrial.

**5666 Institutional:** includes the estimated construction value for all buildings intended for institutional occupancy whether on a permanent basis or not, that were issued a building permit in the reporting year, and are zoned institutional.

**5667 Total:** the total construction value (dollar value) of all building permits issued. This field is auto calculated by adding lines 5663 through 5666.

**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.

Community Aggregate Payment Levy (CAPL): *Lines 5541 - 5544*

**5541** Indicate yes if your municipality has a CAPL bylaw; enter no if your municipality does not have CAPL bylaw. If your municipality does not have a CAPL bylaw lines 5542-5544 are not required.

**5542** Enter the CAPL rate established within the CAPL bylaw in dollars per tonne.

**5543** Enter the CAPL revenue (in dollars) that was collected in 2018.

**5544** Indicate yes for the municipal program areas where CAPL revenue was allocated. If unallocated or unknown indicate General Government.

Subdivision and Development Appeal Board (SDAB): *Lines 5581 - 5587*

**5581** Indicate yes if your municipality has a SDAB established by bylaw under Section 627 of the *Municipal Government Act*. Indicate no if your municipality does not have a SDAB.

**5582** As of December 31, 2018, enter the number of SDAB members that were appointed to the SDAB.

**5583** As of December 31, 2018, enter the number of SDAB members that were trained.

**5584** Indicate yes if your municipality has a Designated Officer appointed as the SDAB clerk.

**5585** Indicate yes if the SDAB clerk has completed the required SDAB training in accordance to Section 2 of the Subdivision and Development Appeal Board Regulation.

**5586** Indicate yes if your municipality is a member of an intermunicipal SDAB.

**5587** As of December 31, 2018, enter the number of municipalities that were members of the intermunicipal SDAB.

## 2019 Tax Rates

According to the 2019 Property Tax Bylaw  
Reported in mills and to 5 decimal places

Example:	Residential/ Farmland 5.81643	Non-Residential 15.36564
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You must attach a copy of the  
Approved 2019 Tax Rate Bylaw  
to the Statistical Information Return  
when filing with Municipal Affairs

### **5800 General Municipal Tax Rate**

**5801** *General Municipal (Farmland)*

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 will be the lowest residential tax rate (exclusive of annexation lands) and the highest non-residential rate (exclusive of the Designated Industrial Property rate).

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.

### **5820 Allowance for Non-Collection of Requisitioned Tax Rate**

This field includes any tax rates established to raise an allowance for non-collection of property taxes levied under Section 359(2) of the *Municipal Government Act*.

### **5812 Total Tax Rate**

The total tax rate includes any and all tax 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*. This value is required and must be included to calculate the General Municipal Tax Rate for Residential, Farmland and Non-Residential properties.

When entering this number ensure that the lowest residential tax rate is used (do not include annexation lands), and the highest non-residential rate is used (do not include Designated Industrial Property).

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** for 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*.

**5822 Does your municipality have a small business tax bylaw?**

Indicate yes if your municipality has created a bylaw under Section 297(2.1) of the *Municipal Government Act*, to create a sub-class for small business property, as described in the Matters Relating to Assessment Sub-Classes Regulation. If not, select no.

**5823 Small Business Tax Rate**

If your municipality has a Small Business Tax Bylaw, indicate the tax rate for the “small business property” sub-class.

**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.

**5850 Does your Municipality have more than one residential tax rate?**

Indicate yes if your municipality has divided the residential property assessment into sub-classes and established a different municipal tax rate for each sub-class. If not, indicate no.