



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

MINISTERIAL ORDER NO. MSL:009/15

I, Diana McQueen, Minister of Municipal Affairs, pursuant to Section 9(1) of the *Government Organization Act*, Sections 578, 587, and 589 of the *Municipal Government Act*, and Sections 6, 7 and 30 of the *Special Areas Act*, make the Order set out in the attached appendix.

Ministerial Order L:005/13 is hereby rescinded.

Dated at Edmonton, Alberta, this 13 day of February, 2015.

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Diana McQueen  
Minister of Municipal Affairs

**APPENDIX TO MINISTERIAL ORDER NO. MSL:009/15**

In this Order:

- A. The Minister's authority in respect to the following matters is delegated to the **Assistant Deputy Minister, Municipal Services and Legislation**:
- a. Approval of the sale of lots in hamlets;
  - b. Approval of transfers of land involving exchanges of land; and
  - c. Amendment of the Special Areas Land Use Order, as amended from time to time, for the purposes of redistricting agricultural land to another land use or uses.
- B. The duties, powers, and functions of the Minister of Municipal Affairs set out in the specified sections of the following Acts are delegated to the persons and bodies holding the positions designated below.

**DELEGATION OF AUTHORITY TO SPECIAL AREAS**

**I. AGRICULTURAL PESTS ACT**

S. 10	Appointment of inspectors	Special Areas Board
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**II. AGRICULTURAL SERVICE BOARD ACT**

S. 3(1) and 3(2)	Agricultural service board members	Special Areas Board
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S. 5	Appointment of advisory committees	Special Areas Board
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S. 7	Agricultural service board agreements	Special Areas Board
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S. 8	Appointment of agricultural fieldsman	Special Areas Board
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S. 9	Land subject to supervision	Special Areas Board
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S. 12(2)	Order of reclamation	Special Areas Board
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**III. EMERGENCY MANAGEMENT ACT**

S. 11	Municipal emergency organization	Special Areas Board
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S. 11.1	Emergency advisory committee	Special Areas Board
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S. 11.2	Emergency management agency	Special Areas Board
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**IV. FAMILY AND COMMUNITY SUPPORT SERVICES ACT**

S. 2	Provide for the establishment, administration and operation of a family and community support services program	Special Areas Board
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**V. LOCAL AUTHORITIES ELECTION ACT**

S. 13	Appointment of returning officers	Special Areas Board
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S. 17	Appointment of substitute returning officer	Special Areas Board
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S. 29(1) and (2)	Fix amount of deposits	Special Areas Board
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S. 36(1)	Voting subdivisions	Special Areas Board
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S. 46(2)	Open voting station before 10:00 a.m.	Special Areas Board
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S. 73(1)	Holding an advance vote	Special Areas Board
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### VI. MUNICIPAL GOVERNMENT ACT

S. 6 and 11	Natural Person Powers. This provision applies except where an obligation or duty is undertaken that extends beyond a one-year period, no action shall be taken without the Minister's prior approval	Special Areas Board
S. 45	Granting rights to provide utility service	Special Areas Board
S. 54	Providing services in other areas	Special Areas Board
S. 55	Sharing taxes and grants	Special Areas Board
S. 58	Road names	Special Areas Board
S. 284(1)(d)	Appointment of assessor	Special Areas Board
S. 285	Preparing annual assessments	Special Areas Board
S. 297(2)	Establish sub-classes of property	Special Areas Board
S. 301	Right to release assessment information	Special Areas Board
S. 302	Preparation of roll	Special Areas Board
S. 308	Assessment notices	Special Areas Board
S. 311	Publication of assessment notice distribution	Special Areas Board
S. 313	Supplementary assessment bylaw	Special Areas Board
S. 315	Preparation of supplementary assessment roll	Special Areas Board
S. 316	Preparation of supplementary assessment notices	Special Areas Board
S. 327	Preparation of a tax roll	Special Areas Board
S. 330	Correction of a tax roll	Special Areas Board
S. 333	Preparation of tax notices	Special Areas Board
S. 333.1	Entering into certain tax agreements	Special Areas Board
S. 339	Incentive for payment of taxes	Special Areas Board
S. 340	Payment of taxes by installment	Special Areas Board
S. 342	Provision of receipt for payment of taxes	Special Areas Board
S. 344	Penalties for unpaid taxes	Special Areas Board
S. 345	Additional penalties	Special Areas Board
S. 347	Cancellation, refund, reduction or deferral of taxes	Special Areas Board
S. 351(2)	Cancellation of exemption from taxation	Special Areas Board
S. 353	Property tax bylaw	Special Areas Board
S. 357(1.1)	Separate tax bylaw re: compulsory tax installment payments for designated manufactured homes	Special Areas Board
S. 359.1	Alberta School Foundation Fund requisitions	Special Areas Board
S. 359.2	School board requisitions	Special Areas Board

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S. 360	Tax agreements	Special Areas Board
S. 363	Exempt property that can be made taxable	Special Areas Board
S. 364	Exemptions granted by bylaw	Special Areas Board
S. 369	Supplementary property tax bylaw	Special Areas Board
S. 371	Business tax rate bylaw	Special Areas Board
S. 377(1)	Business tax rate bylaw be passed	Special Areas Board
S. 379	Supplementary business tax bylaw	Special Areas Board
S. 382	Special tax bylaw	Special Areas Board
S. 388	Well drilling equipment tax bylaw	Special Areas Board
S. 393	Proposal of a local improvement	Special Areas Board
S. 396	Provision of notice to persons liable to pay for local improvement	Special Areas Board
S. 397	Local improvement tax bylaw	Special Areas Board
S. 402	Variation of local improvement tax bylaw	Special Areas Board
S. 403	Variation of local improvement tax rate	Special Areas Board
S. 405(1)	Ascertaining cost of local improvements	Special Areas Board
S. 405(3)	Jointly financed local improvements	Special Areas Board
S. 406	Gifting agreement	Special Areas Board
S. 407	Exemption from local improvement tax	Special Areas Board
S. 408	Construction of a local improvement for a sewer	Special Areas Board
S. 411	Recovery of tax arrears	Special Areas Board
S. 412	Tax arrears list	Special Areas Board
S. 413(3)	Adding land title costs to the tax roll	Special Areas Board
S. 416	Collection of rent to pay tax arrears	Special Areas Board
S. 418(2)	Public auction dates	Special Areas Board
S. 419	Reserve bids and sale conditions	Special Areas Board
S. 421	Advertisement of public auction	Special Areas Board
S. 422(1)	Adjournment of auction	Special Areas Board
S. 424	Transfer of parcel to municipality	Special Areas Board
S. 425	Right to dispose of parcel	Special Areas Board
S. 426	Revival of title	Special Areas Board
S. 427	Separate account for sale proceeds	Special Areas Board
S. 428.1	Payment of undistributed money to the municipality	Special Areas Board
S. 428.2	Transfer to municipality after 15 years	Special Areas Board
S. 429(2)	Designation of officer or employee to bid for/buy land for municipality	Special Areas Board

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S. 429.1	Right to place tax arrears on new parcels of land	Special Areas Board
S. 432	Granting rights of way	Special Areas Board
S. 436.02	Methods of recovering of taxes in arrears	Special Areas Board
S. 436.03	Preparation of tax arrears list	Special Areas Board
S. 436.04	Costs of tax recovery	Special Areas Board
S. 436.06(2)	Registration of financing change statement	Special Areas Board
S. 436.07	Right to collect rent to pay tax arrears	Special Areas Board
S. 436.08	Notice of sale	Special Areas Board
S. 436.09	Offer of designated manufactured home for sale	Special Areas Board
S. 436.1	Reserve bid and conditions for sale	Special Areas Board
S. 436.11	Right to possession	Special Areas Board
S. 436.12	Advertising the public auction	Special Areas Board
S. 436.13	Adjournment of auction	Special Areas Board
S. 436.14(2)	Registering a financing change statement	Special Areas Board
S.436.15	Right to sell or dispose of designated manufactured home	Special Areas Board
S. 436.16	Payment of tax arrears	Special Areas Board
S. 436.17	Separate account for sale proceeds	Special Areas Board
S. 436.19	Payment of undistributed money to the municipality	Special Areas Board
S. 436.2	Transfer to municipality after 10 years	Special Areas Board
S. 436.24(2)	Passing a bylaw requiring reports	Special Areas Board
S. 438	Recovery of tax arrears	Special Areas Board
S.439	Issuing a distress warrant	Special Areas Board
S.442(2)	Distress warrant period before period of payment expires	Special Areas Board
S.444(1)	Right to collect rent to pay tax arrears	Special Areas Board
S. 445(1)	Sale of property	Special Areas Board
S. 446(2)	Adjournment of a public auction	Special Areas Board
S. 447	Grain seized under a distress warrant	Special Areas Board
S. 449	Separate account for sale proceeds	Special Areas Board
S. 454	Assessment review boards	Special Areas Board
S. 455	Appointment of clerk of assessment review board	Special Areas Board
S. 457	Acting members	Special Areas Board
S. 470(1)	Appealing a decision of the assessment review board to the Municipal Government Board	Special Areas Board

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S. 477	Required changes to an assessment roll	Special Areas Board
S. 508	Intervention by municipality	Special Areas Board
Part 13, Division 1	Liability of municipalities	Special Areas Board
S. 545	Order to remedy contraventions	Special Areas Board
S. 546(0.1)	Order to remedy dangers or unsightly property	Special Areas Board
S. 546.1	Caveat	Special Areas Board
S. 549	Remedying contraventions	Special Areas Board
S. 550	Remedying dangers and unsightly property	Special Areas Board
S. 551	Emergencies	Special Areas Board
S. 553	Adding amounts owing to tax roll	Special Areas Board
S. 553.1(1)	Adding amounts owing to property tax roll	Special Areas Board
S. 590	Declaration of a hamlet	Special Areas Board
S. 591	Appointment of staff	Special Areas Board
S. 594	Machinery and equipment and linear property	Special Areas Board
S. 598	Settlements of amounts owing the Crown	Special Areas Board
S. 602	Agreement for services	Special Areas Board
S. 623	Subdivision authority	Special Areas Board
S. 624	Development authority	Special Areas Board
S. 625	Inter-municipal service agency	Special Areas Board
S. 626	Municipal planning commission	Special Areas Board
S. 627	Appeal board established	Special Areas Board
S. 630.1	Fees	Special Areas Board
S. 641	Designation of direct control districts	Special Areas Board
S. 648	Off-site levy	Special Areas Board
S. 650	Condition of issuing a development permit	Special Areas Board
S. 651.2	Encroachment agreements	Special Areas Board
S. 665	Designation of municipal land	Special Areas Board
S. 675	Removal of designation as municipal reserve	Special Areas Board
S. 676	Changes to environmental reserve	Special Areas Board
S. 677	Road, etc., over reserve land	Special Areas Board
1)	Establishment and appointment of members to ad hoc committees and boards	Special Areas Board
2)	Appointment of members to boards and committees established under inter-municipal agreement	Chair, Special Areas Board

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VII. SOIL CONSERVATION ACT

S. 15	Appointment of officers	Special Areas Board
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VIII. SPECIAL AREAS ACT

S. 7	Powers of Minister excluding S. 14 and S. 16	Special Areas Board
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S. 13(1)	Closure to travel	Special Areas Board
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IX. WEED CONTROL ACT

S. 7	Municipal inspectors	Special Areas Board
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S. 15	Local authority's notice	Special Areas Board
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S. 19(1)	Appeals	Special Areas Board
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This Order is to be read in conjunction with any other Order delegating signing authority.