

Information Bulletin 07/2021

Key Municipal Dates

July 1 – September 30, 2021

July 1	Last day for municipalities to send assessment notices. (s. 310 <i>Municipal Government Act</i> (MGA)).
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</i> (LAEA)).
July 2	Due date for Statement of Funding and Expenditures (SFE) Municipal Operating Support Transfer Program
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 MGA).
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 MGA).
August 18	No later than two months prior to election, Council may pass a bylaw to authorize the printing of ballots in lots (s. 43 LAEA).
August 21	Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers (s. 29 LAEA).
August 31	Last day for a council of a summer village to hold an organizational meeting (s. 192(2) MGA).
September 6	Notice of nomination day advertisement (first week) if using a newspaper (s. 26 LAEA).

September 13	Notice of nomination day advertisement (second week) (s. 26 LAEA). Municipalities not using a newspaper may mail or deliver a notice to every residence in the local jurisdiction at least one week before nomination day or use the method(s) provided for in advertising bylaw passed under section 606.1 of the MGA (if applicable).
September 19	Municipal employees seeking election must take leave of absence before the last working day prior to nomination day (s. 22(5) LAEA)
September 19	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 20	Nomination day for the 2021 general election closes at 12 noon. (s. 25 LAEA).
September 21	If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations shall stand adjourned to the next day at the same place at the hour of 10 a.m. to 12 noon for the purpose of receiving further nominations. Continue to adjourn in the same manner until sufficient nominations are received (for up to 6 days, including nomination day but not Saturday, Sunday and holidays). Notify the Minister of Municipal Affairs if insufficient nominations are not received after this time period has elapsed (s. 31 LAEA).
September 21	24 hours after the close of nominations, the returning officer shall forward a signed statement showing the name of each nominated candidate to the Minister using the Elections Database (EDB).
September 22	Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office, the names of all candidates that have been nominated and the offices for which they were nominated (s. 28(10) LAEA).
September 30	Municipalities must submit the 3rd quarterly installment to a board or the Alberta School Foundation Fund (s. 167 Education Act).

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