

Appendix F2-A

Reporting Requirements and Community Calendar

<u>Important Dates Highlighted</u>	<u>Due</u>
• 3 rd quarter financial statements (October to December)	January 30
• community management plan (CMP) (including budget)	January 31
• department review of CMP	February
• community emergency plan	March 31
• year-end financial statements	April 30
• recreation and wellness report (October to March)	April 30
• forward requests for revisions to maintenance cost analysis (MCA) funding	June 1
• 1 st quarter financial statements (April to June)	July 30
• financial audit report	August 31
• infrastructure audit conducted	September
• recommended inventory day	September (2 nd Wednesday)
• councils to begin planning process for the CMP	September
• operation and maintenance (O&M) deficit recovery plan approval request	September 30
• regular election day	October 26
• 2 nd quarter financial statements (July to September)	October 30
• recreation and wellness report (April to September)	October 30
• vehicle registration renewals	October 31
• community inventory report updates	November 1
• needs assessment conducted	November
• infrastructure audit report	November 30

January

Workplace Safety and Health (WSH) Reminders:

- ✓ Ensure fire extinguishers, first aid kits and automated external defibrillators (AEDs) are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
 - ✓ Are first aid kits available in every building?
- ✓ Does your bulletin board include the community: WSH program policy, Respectful Workplace and Harassment Prevention policy, Violence Prevention policy, Safe Work procedures, names of first aiders and WSH representatives (worker and council member)?
 - ✓ Is your Community Prevention Plan updated?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><u>Department:</u></p> <ul style="list-style-type: none"> ○ conduct maintenance cost analysis (MCA) review between Jan. 1 to May 31 ○ final assessment roll sent at month end ○ submit Manitoba Employees Benefit Program (MEBP) annual report by the 15th 						<p>1 NEW YEAR'S DAY Prepare new TD1s</p>
2	3	4	5	6	7 Submit payroll report to MEBP administrator	8
9	10	11	12	13	14 Submit quarterly goods and services tax (GST) refund	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17	18	19	20	21	22
23	24	25	26	27	28	29
<p>30 Deadline to submit:</p> <ul style="list-style-type: none"> ◆ 3rd quarter financial statement (Oct. to Dec.) to department ◆ Waste Reduction and Recycling Support (WRARS) levy payment to MB Conservation and Climate 	<p>31 Deadline to submit to department:</p> <ul style="list-style-type: none"> ◆ community management plan (including budget) and minutes of public meeting ◆ property tax payments to avoid interest charges ◆ monthly fire and community safety officer reports 	<ul style="list-style-type: none"> ◆ submit bi-weekly water samples and monthly wastewater sample ◆ conduct MCA review between Jan. 1 to May 31 ◆ check Manitoba (MB) Municipal Relations (MRs) website to verify the Building Sustainable Communities program and Hometown Green Team grant application deadlines at: www.gov.mb.ca/mr/bldgcomm/index.html ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period ◆ <i>ensure both a senior election official (SEO) and assistant SEO have been appointed by bylaw in preparation for the upcoming October regular election</i> 				

2022

February

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are your training records up-to-date?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: o regional office review of community management plans		1	2	3	4 Analyze firefighter payments over \$1,000 (from Jan. 1 to Dec. 31)	5
6	7 Submit Workers Compensation Board (WCB) annual return, if applicable	8	9	10	11	12
13	14 VALENTINE'S DAY ♥	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17 Post tenders for solid waste, custodial, water, etc. for next fiscal year	18	19
20	21 LOUIS RIEL DAY	22 Submit copies of T4s and T4 summary to Canada Revenue Agency	23	24	25	26
27	28 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and community safety officer reports	<div data-bbox="153 1258 711 1356" data-label="Text" style="background-color: #c8e6c9; padding: 5px;"> <p>MB Water and Wastewater Association Annual Conference - Brandon</p> </div>				

- ♦ submit bi-weekly water samples (including Trihalomethane sample and Haloacetic Acids sample, if required) and monthly wastewater sample
- ♦ retain copy of T4 summary page and all T4 slips for submission to MEBP administrator in June
- ♦ submit application for Building Sustainable Communities program and Hometown Green Team grant to MR this month
- ♦ **submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**

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March

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Unplanned inspection to be conducted by the department in community prior to month end.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 MB Water and Wastewater Association Annual Conference - Brandon	2	3	4	5
6	7	8	9 MB Annual Provincial Recreation Conference - Winnipeg	10	11	12
13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17 ST.PATRICK'S DAY 🍀	18 Submit any bill backs to department for the fiscal year	19
20	21	22	23	24 Submit assessment roll revisions – ongoing to property tax clerk	25 Public Sector Accounting Board (PSAB): complete inventory count requirement for year-end financial statement (ex: fuel, gravel)	26
27	28	29	30	31 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ community emergency plan ♦ monthly fire and community safety officer reports	♦ submit bi-weekly water samples and monthly wastewater sample ♦ review employee job descriptions ♦ pass new fiscal year resolutions and bylaws (recurring bills, rentals, water, solid waste, etc.) ♦ ratify fire chief agreement and approve volunteer fire department member list ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period	

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April

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Conduct annual fire drills, ensure maintenance of fire extinguishers and smoke detectors.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: o send tangible capital asset (TCA) entries to community by the 15 th					1	2
3	4 Submit quarterly GST refund	5 Submit quarterly payroll report to MEBP administrator	6	7	8	9
10	11	12 Maintenance management system (MMS): isolate lagoon cells for mid-May discharge	13	14	15 GOOD FRIDAY Deadline for receipt of payment to Receiver General to avoid penalty Receipt of TCA entries from department	16
17 EASTER	18 EASTER MONDAY	19 Start to prepare files and schedules for financial audit due June 1 to the audit firm	20 MMS: service mowers and trimmers	21	22 MMS: inspect and clear all community culverts	23
24	25	26	27	28	29 Deadline to submit to department monthly fire and community safety officer reports	30 Deadline to submit to department: ♦ March 31, 2022 year-end financial statement ♦ recreation and wellness report (Oct. to March) ♦ property tax payments to avoid interest charges ♦ community safety officer annual work plan

**MB Municipal Administrator's Association Annual Conference/
Tradeshow - Brandon**

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

May

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are your training records up-to-date?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 MMS: heat traces and recirculating pumps turned off (South)	4	5	6 MMS: sample lagoon for mid-May discharge, if applicable	7
Emergency Preparedness Week						
8 MOTHER'S DAY	9 MMS: crawl space vents opened	10	11	12 MANITOBA DAY	13 MMS: isolate lagoon cells for mid-June discharge	14
15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS: begin lagoon discharge, if applicable, and plan for alum application for phosphorus reduction	17 MMS: heat traces and recirculating pumps turned off (North)	18	19	20	21
22	23 VICTORIA DAY	24	24	26	27	28
29	30	31 Deadline to submit to department: ◆ property tax payments to avoid interest charges ◆ monthly fire and community safety officer reports	Department: ○ complete MCA review by month end			

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◆ check the [Emergency Measures Organization website](https://www.gov.mb.ca/emo/prepare/epweek.html) for emergency preparedness week resources at: <https://www.gov.mb.ca/emo/prepare/epweek.html>

- ◆ submit bi-weekly water samples (including Trihalomethane sample and Haloacetic Acids sample, if required) and monthly wastewater sample
- ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

June

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are first aid kits available in every building?

- ✓ Does your bulletin board include the community: WSH program policy, Respectful Workplace and Harassment Prevention policy, Violence Prevention policy, Safe Work procedures, names of first aiders and WSH representatives (worker and council member)?
- ✓ Is your Community Prevention Plan updated?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ send revenue confirmations to audit firm by the 15 th and copy community council ○ principal electoral officer (PEO) to conduct election official training			1 Deadline to submit requests for next fiscal year MCA revisions to department Send financial records to audit firm	2	3	4
5	6	7	8 MMS: sample lagoon for mid-June discharge	9	10	11
12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty Receive copy of revenue confirmations from department	16	17	18
19 FATHER'S DAY	20	21 NATIONAL INDIGENOUS PEOPLES DAY	22 MMS: begin lagoon discharge, if applicable	23	24	25
26	27	28	29	30 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and community safety officer reports Install Sage payroll updates		


- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ submit **MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**

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July

WSH Reminders:

✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.


Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: o forward request for next fiscal year MCA revisions by the 1 st					1 CANADA DAY 	2
3	4 Submit quarterly: ♦ GST refund ♦ payroll report to MEBP administrator	5	6 MMS: gate valve and curb stop check	7 MMS: water treatment plant storage tanks cleaned	8	9
10	11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16
17	18 Complete revisions for WCB estimates	19	20	21	22 Follow-up with auditor re: financial audit to meet Aug. 31 deadline for receipt of audit	23
24	25	26	27	28	29 Deadline to submit monthly fire and community safety officer reports to department	30 Deadline to submit: ♦ 1 st quarter financial statement (April to June) to department ♦ WRARS levy payment to MB Conservation and Climate
31 Deadline to submit to department property tax payments to avoid interest charges	♦ submit bi-weekly water samples and monthly wastewater sample ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period					

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August

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are first aid kits available in every building?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 TERRY FOX DAY	2	3	4	5	6
7	8 Follow-up with auditor for financial audit exit interview date (advise municipal development consultant)	9	10	11	12	13
14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17	18	19	20
21	22	23	24	24	26	27
28	29	30 Submit any hold back requests to department related to First Nations for the municipal operating grant in preparation for the October distribution	31 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and community safety officer reports Receipt of March 31, 2022 financial audit report	Department: ○ plan infrastructure schedule ○ receipt of March 31, 2022 community financial audit report		

- ♦ submit bi-weekly water samples (including Trihalomethane sample and Haloacetic Acids sample, if required) and monthly wastewater sample
- ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

2022

September

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Planned inspection to be conducted in conjunction with the infrastructure audit by department or Energy Consultants Incorporated.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ send community inventory reports to community for updating ○ infrastructure audit conducted ○ PEO to receive election calendar from SEO				1 Receipt of community inventory reports from department to update	2 <i>SEO to submit election calendar to PEO</i>	3
4	5 LABOUR DAY	6	7	8	9	10
11	12	13	14 Inventory day: conduct annual physical inventory	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS: furnaces and heaters serviced	17
18	19 MMS: crawlspace vents closed	20	21	22	23	24
25	26 <i>SEO to post <u>Form 3 – Notice of Voters List/ Personal Security Protection</u></i>	27	28 <i>SEO to post <u>Form 6 - Notice of Nominations</u></i>	29	30 NATIONAL DAY FOR TRUTH AND RECONCILIATION Property taxes are due Deadline to submit to department: <ul style="list-style-type: none"> ◆ 2021/22 operations and maintenance (O&M) deficit recovery plan for approval, if applicable ◆ property tax payments to avoid interest charges ◆ monthly fire and community safety officer reports 	

- ◆ submit bi-weekly water samples and monthly wastewater sample
- ◆ council to begin planning process to review and update the community management plan (six month review)
- ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period


2022

October

National Cyber Security Awareness Month – protect your electronic devices and online accounts

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are your training records up-to-date?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ respond to any O&M deficit recovery plan approval requests by the 15 th ○ distribute municipal operating grant to communities						1 Vehicle registration renewals due by 31 st
2	3 Submit quarterly GST refund	4 MMS: isolate lagoon cells for final discharge	5 <i>Nomination period begins</i>	6	7	8
Fire Prevention Week						
9	10 THANKSGIVING 	11 MMS: sample lagoon for final discharge and plan for alum application for phosphorus reduction	12 <i>Nomination day 1 p.m. to 9 p.m.</i> <i>Nomination period ends/last day to revise voters list</i>	13 <i>Up to 2 p.m. for candidate withdrawals</i>	14 <i>SEO to post Form 11 – Notice of Election or acclamations</i>	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17 Submit quarterly payroll report to MEBP administrator	18 MMS: begin lagoon discharge	19 <i>Advance voting 5 p.m. to 9 p.m.</i>	20 MMS: service snow removal equipment	21	22
23	24	25	26 <i>Election day 8 a.m. to 8 p.m.</i>	27 <i>Election results announced</i>	28 <i>SEO to forward official results to PEO</i>	29
30 Deadline to submit to department: ♦ 2 nd quarter financial statement (July to Sept.) ♦ recreation and wellness report (April to Sept.)	31 Halloween Deadline to submit to department: ♦ vehicle registration renewals ♦ property tax payments to avoid interest charges ♦ monthly fire and community safety officer reports	♦ check the Office of the Fire Commissioner’s website for fire prevention week activities and resources at: https://www.firecomm.gov.mb.ca/safety_fpw.html ♦ submit bi-weekly water samples and monthly wastewater sample ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period				

2022


November

WSH Reminders:

✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.

✓ Are your training records-up-to-date?

✓ Ensure employees and contractors (ex: custodial services) are trained in Workplace Hazardous Materials Information System (WHMIS) where exposed to chemicals.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ conduct tax sale auction on properties in arrears ○ conduct community needs assessment		1 Submit updated community inventory reports to department	2	3	4	5
6	7 MMS: turn on heat trace and recirculating pumps	8	9 <i>Term of office starts for elected council members</i>	10	11 REMEMBRANCE DAY 	12
13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Infrastructure audits due Deadline to submit to department: ◆ property tax payments to avoid interest charges ◆ monthly fire and community safety officer reports			

- ◆ submit bi-weekly water samples (including Trihalomethane sample and Haloacetic Acids sample, if required) and monthly wastewater sample
- ◆ conduct community needs assessment
- ◆ prepare agenda for first meeting of council and conduct council orientation
- ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

2022

December

WSH Reminders:

- ✓ Ensure fire extinguishers, first aid kits and AEDs are inspected; action items highlighted as corrective action from inspections; ensure batteries in smoke/fire detectors are in good working order.
- ✓ Are first aid kits available in every building?

- ✓ Does your bulletin board include the community: WSH program policy, Respectful Workplace and Harassment Prevention policy, Violence Prevention policy, Safe Work Procedures, names of first aiders and WSH representatives (worker and council member)?
- ✓ Is your Community Prevention Plan updated?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ finalize audit contract and scope in preparation for 2022/23 and 2023/24 financial audits				1	2	3 INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES
4	5	6 NATIONAL DAY OF REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN	7 MMS: inspect heat trace and recirculating pumps for operation	8	9 Send out tenders for 2022/23 and 2023/24 financial audit contract	10
11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17
18	19	20	21	22	23	24
25 CHRISTMAS 	26 BOXING DAY	27	28	29	30 Install Sage payroll updates Deadline to submit to department monthly fire and community safety officer reports	31 NEW YEAR'S EVE Deadline to submit to department property tax payments to avoid interest charges

- ◆ submit bi-weekly water samples and monthly wastewater sample
- ◆ order T4s
- ◆ start to prepare for the Building Sustainable Communities program and Hometown Green Team grant– intake deadline to submit applications to MR is in February
- ◆ continue to review and revise the community management plan due Jan. 31
- ◆ appointment of auditor must be done by Jan. 31
- ◆ **submit MEBP form and payment to MEBP administrator IMMEDIATELY after the last pay period**

2022