

Bulletin #2021-14

MUNICIPAL RELATIONS

Important Notice to all CAOs and Municipal Staff

**Templates and Instruction Guide
now available for
Uploading Information to MMO**

Municipal Relations has developed several templates and an instruction guide to support municipalities in uploading tax statements and other information through Manitoba Municipalities Online (MMO). Click on “Manitoba Municipalities Online Documents” link in the MMO main page to access these documents, which appear under the “Uploading Information to MMO: Templates and Instruction Guides” section.

The instruction guide provides instructions on when and how to use the templates. Municipalities will be asked to submit data using these templates as part of the tax statement process, particularly when providing information on multiple properties. Templates are also available for providing other information through MMO, including mass updates to civic addresses or batches of permits.

Municipal staff are encouraged to familiarize themselves with these templates for uploading information as part of the tax statement process. The use of these templates will assist in uploading municipal data efficiently and reducing the risk of transcription errors while providing or updating large amounts of data.

These documents will continue to be updated as processes and reporting requirements change.

If you require additional information, please contact Municipal Relations at (204) 945-2572 or email mrmca@gov.mb.ca.