

## Bulletin #2023-16

### MUNICIPAL RELATIONS

#### Important Notice to Chief Administrative Officers

#### **Municipal Operating Grant Reporting – 2022 Municipal Calendar Year**

#### **Template to be Available on Manitoba Municipalities Online**

As noted in the 2023 Budget Day letter, municipalities are to report on the allocation of the unconditional Municipal Operating grant towards their core municipal services and programs, and to identify high-level outcomes achieved for the 2022 municipal calendar year.

Reporting, implemented last fiscal year, has allowed Municipal Relations to establish baseline information starting with the 2021 municipal calendar year. Annual data collection will allow the department to more clearly understand how this funding is being applied locally and monitor trends over time, while ensuring that funding continues to meet ongoing municipal and evolving municipal needs – through the ongoing review framework for the Municipal Operating grant.

#### **Reporting Template and Submission Deadline**

The 2022 Municipal Operating Grant Reporting template has been updated with more specific reporting sub-categories, example outcomes, and additional questions to better inform discussions related to the operating basket escalator. The template will be available for download by **June 30** through Manitoba Municipalities Online (MMO), under the heading Manitoba Municipalities Online Documents in MMO – “Municipal Reporting”.

Once completed, please submit the report through MMO under the heading “Submit/View Municipal Report,” under the category “Municipal Reports”. The deadline for submitting the report to MMO has been extended from June 30, 2023 to **July 14, 2023**.

#### **Reporting Guidelines**

Municipalities are encouraged to accurately report on the actual use of the operating funding by following the guidelines below. Some considerations include:

1. If your municipality is using the operating grant as part of your municipality’s overall revenue base to support all core services/programs (except utilities), you may prorate the total amount of your grant accordingly under all applicable subcategories, and provide additional information under outcomes (if appropriate).

2. If your municipality is using the operating grant to support select priorities or specific core services and programs to achieve certain outcomes, please report on the notional allocations or estimated amounts where applicable.
3. Please ensure that your municipality also completes the open-ended questions on municipal revenue capacity and pressures. If you have any additional questions about the reporting requirements, please submit your inquiry to [mfpp@gov.mb.ca](mailto:mfpp@gov.mb.ca), and department staff will be in contact with your municipality.

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