

MUNICIPAL AND NORTHERN RELATIONS

Financial Plan Deadlines & Tax Statement Production

Financial Plan:

All municipalities are required to submit their 2024 Financial Plan by **Wednesday, May 15, 2024**, in accordance with The Municipal Act.

Tax Levy By-law:

All municipalities are required to file their 2024 Tax Levy By-Law by **Monday, June 17, 2024**, in accordance with The Municipal Act.

To file your Financial Plan and Tax levy By-law, please submit one certified and signed copy electronically through the Report Submission option in Manitoba Municipalities Online (MMO) at: <https://web22.gov.mb.ca/mao/subscriber/login.aspx>

Printing Property Tax Statements:

To begin the tax statement production process, municipalities must submit all required documents on Manitoba Municipalities Online (MMO).

1. Municipal Logo (only required if municipal logos are being added/changed)
2. Financial Plan (signed, after 3rd reading)
3. Tax Levy By-law (signed, after 3rd reading)
4. Arrears and Credits using templates provided on MMO
5. By-Law Maintenance – Add, Change or Update using templates provided on MMO
6. Property Tax Request Form (completed fully, including any discount date)

The Property Tax Mill Rates worksheet provides a useful check for levy and assessment information. Municipalities are encouraged to use this worksheet when completing their financial plans.

Timing to Produce Tax Statements:

Once all required documents have been submitted on MMO, the tax statement production process typically takes 4 to 6 weeks. Processing the municipal information typically takes department staff 12-18 business days, with several municipalities active at one time:

- 4-6 days for data entry and generating verification reports.
- 4-6 days for data validation and calculating tax statements.

- 4-6 days for printing and mailing.

This estimated processing timeframe does not include delays when more information or corrections are needed from a municipality. Addressing these matters quickly will accelerate processing time. Municipalities will be notified:

- if there are errors identified in the Financial Plan,
- if there are errors identified in the Arrears and Credits Listing, and
- to review and confirm the office copy of tax statements for accuracy.

Municipalities with earlier tax due dates will be prioritized for statement production.

The *Tax Statement Production Instructions* provides guidance on when and how to complete required reporting templates. This guidebook is available on MMO under “Manitoba Municipalities Online Documents”.

If you have any questions about the tax statement production process please contact a Municipal Services Officer, by email at mrmaas@gov.mb.ca, or phone 204-945-2572.

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