

Appendix F2-A

Reporting Requirements and Community Calendar

IMPORTANT DATES

Third Quarter Financial Statements (October to December)	January 30
Community Management Plan (CMP)	January 31
Appointment of Auditor	January 31
Department Review of CMP	February
Community Emergency Plan	March 31
Year-End Financial Statements	April 30
Forward Requests for Revision to O&M Funding	June 1
First Quarter Financial Statements (April to June)	July 30
Waste Reduction and Recycling Support (WRARS) Levy	July 31
Financial Audit Report	August 31
Infrastructure Maintenance Audit Conducted	September
Recommended Inventory Day	September (2 nd Wednesday)
Councils to Begin Planning Process for the CMP	September
O&M Deficit Recovery Plan, if applicable	September 30
2 nd Quarter Financial Statements (July to September)	October 30
Community Inventory Report Updates	November 1
Needs Assessment Conducted	November
Infrastructure Maintenance Audit Report	November 30

FUNDING RELEASE SCHEDULE

1. Community O&M Grant	<ul style="list-style-type: none"> • <u>Unincorporated communities (three releases)</u>: April 1, July 1, January 1 • <u>Incorporated communities (two releases)</u>: April 1, January 1
2. MOG	<ul style="list-style-type: none"> • May

LIST OF ABBREVIATED TERMS USED IN THE COMMUNITY CALENDAR

<ul style="list-style-type: none"> • AED = Automated External Defibrillator • COC = Certificate of Compliance • CMP = Community Management Plan • CSO = Community Safety Officer • CSAM = Construction Safety Association of Manitoba • DST = Daylight Savings Time • DWO = Drinking Water Officer • EMO = Emergency Measures Organization • ECC = Environment and Climate Change • FGP = From the Ground Up – Safe, Healthy Communities for ALL Program • GST = Goods and Services Tax • HAA = Haloacetic Acids • MB = Manitoba • MCA = Maintenance Cost Analysis • MMS = Maintenance Management System • MMA = Manitoba Municipal Administrator's • MNR = Municipal and Northern Relations • MEBP = Municipal Employee Benefits Program • MDC = Municipal Development Consultant • MOG = Municipal Operating Grant • MWWA = Manitoba Water and Wastewater Association 	<ul style="list-style-type: none"> • NACC = Northern Association of Community Councils • NA = Northern Affairs • ODW = Office of Drinking Water • OFC = Office of the Fire Commissioner • O&M = Operation and Maintenance • PMVI = Periodic Mandatory Vehicle Inspection • PSAB = Public Sector Accounting Board • RBC = Royal Bank of Canada • RRC = Red River College (see website below) <p><u>Manitoba Water and Wastewater Training: RRC Polytech - Technology Solutions for the Workplace</u></p> <ul style="list-style-type: none"> • SFC = Safety Fitness Certificate • SEO = Senior Election Official • SWANA = Solid Waste Association of North America • THM = Trihalomethane • UCN = University College of the North • UV = Ultraviolet • WRARS = Waste Reduction and Recycling Support • WCB = Workers Compensation Board • WSH = Workplace Safety and Health
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January

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?
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Department:

- send 3rd O&M funding release to community
- conduct MCA review between Jan. 1 to May 31

- final assessment roll sent at month end
- submit MEBP annual report by the 15th

		1 NEW YEAR'S DAY Prepare new TD1 forms Receipt of 3 rd O&M funding release from department		2	3 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	4
5	6	7 ECC certification exam (UCN Thompson and The Pas)	8 Submit payroll report to MEBP administrator	9 Submit quarterly GST refund	10	11
12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17 ECC certification exam (Winnipeg)	18
19	20	21 ECC certification exam (Thompson, The Pas, and Brandon)	22	23	24	25
26	27	28	29	30 Deadline to submit to department: ♦ 3 rd quarter financial statement (Oct. to Dec.) ♦ property tax payments to avoid interest charges	31 ECC certification exam (Winnipeg) Deadline to submit to department: ♦ CMP and minutes of public meeting adopting plan ♦ monthly fire and CSO reports ♦ appointment of auditor	
		SWANA Transfer Station Operator - Online Course (half days)				
		RRC Wastewater Treatment Class 1 (Online Course)				

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ order THM and HAA water bottles and request COC from ODW
- ♦ conduct MCA review between Jan. 1 to May 31
- ♦ check MNR grants website at: <https://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

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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?
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ NA regional office review of CMPs						1
2	3 Submit WCB annual return, if applicable	4 ECC certification exam (Thompson, The Pas and Brandon)	5 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	6	7 Analyze firefighter payments over \$1,000 (from Jan. 1 to Dec. 31)	8
9	10	11	12 SWANA Landfill Operator Basics - Online Course	13	14 VALENTINE'S DAY ♥	15 Deadline for receipt of payment to Receiver General to avoid penalty
CSAM Conference: for WSH reps						
16	17 LOUIS RIEL DAY	18	19	20	21 Submit copies of T4s and T4 summary to Canada Revenue Agency	22
23	24	25	26	27	28 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports	
MWWA 71 st Annual Conference and Tradeshow - Winnipeg (RBC Convention Centre)						

- ♦ submit bi-weekly water samples (including samples for THM and HAA, if required) and monthly wastewater sample
- ♦ retain copy of T4 summary page and all T4 slips for submission to MEBP administrator in June
- ♦ start to prepare for the Hometown Green Team grant – intake deadline to submit applications to MNR is in March
- ♦ 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.
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Intake deadline for grant applications to MNR for Urban/Hometown Green Team programs	4	5	6 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	7	8
9 DST ☒	10	11	12	13 Submit any bill backs for the fiscal year to department	14	15 Deadline for receipt of payment to Receiver General to avoid penalty
			Recreation MB Annual Connect Conference - Winnipeg (Hockey for all Centre)			
16	17 ST.PATRICK'S DAY 🍀	18	19	20 Submit assessment roll revisions – ongoing to property tax clerk	21 PSAB: complete inventory count requirement for year-end financial statement (ex. fuel, gravel)	22
23	24	25	26	27	28 Submit any hold back requests to department related to First Nations for the MOG in preparation for the May distribution	29
30 Deadline to submit to department property tax payments to avoid interest charges	31 Deadline to submit to department: ♦ monthly fire and CSO reports ♦ community emergency plan	♦ 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.
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ send 1 st O&M funding release to community		1 Receipt of 1 st O&M funding release from department	2	3 SWANA Transfer Station Operator - Online Course	4 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	5
6	7 MMS: service mowers and trimmers	8 Submit quarterly payroll report to MEBP administrator	9	10	11 Submit quarterly GST refund	12
13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty MMS: isolate lagoon cells for mid-May discharge	16 Start to prepare files and schedules for financial audit due June 1 to the audit firm	17	18 GOOD FRIDAY MMS: inspect and clear all community culverts	19
20 EASTER	21 EASTER MONDAY	22	23	24	25	26
27	28 NATIONAL DAY OF MOURNING	29	30 Deadline to submit to department: ♦ March 31, 2025 year-end financial statement ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports ♦ annual CSO work plan SWANA Landfill Operator Basics - Online Course	May 1		

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ order THM and HAA bottles from the laboratory and a COC from ODW
- ♦ start to prepare for the FGP – intake deadline to submit program applications to MNR is in May
- ♦ **submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**

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May

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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?
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: <ul style="list-style-type: none"> ○ complete MCA review by month end ○ distribute MOG to communities 				1 MMS: sample lagoon for mid-May discharge, if applicable	2 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	3
4	5	6 MMS: crawl space vents opened	7	8 MMS: isolate lagoon cells for mid-June discharge	9 MMS: heat traces and recirculating pumps turned off (south)	10
Emergency Preparedness Week						
11 MOTHER'S DAY	12 MANITOBA DAY	13 MMS: begin lagoon discharge, if applicable, and plan for alum application for phosphorus reduction	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS: heat traces and recirculating pumps turned off (north)	17
18	19 VICTORIA DAY	20	21	22	23	24
25	26	27	28	29 Intake deadline for grant applications to MNR for FGP	30 Deadline to submit to department: <ul style="list-style-type: none"> ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports 	31

- ◆ check EMO website for emergency preparedness week resources at: <https://www.gov.mb.ca/emo/prepare/epweek.html>
- ◆ submit bi-weekly water samples (including samples for THM and HAA, 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**
- ◆ **Reminder:** Your CMP is a working document which council revisits and updates at various times throughout the year as information becomes available (quarterly at minimum). The department may request this plan be shared at any point throughout the year.

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?
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Deadline to submit requests for next fiscal year MCA revisions to department	2 Send financial records to audit firm	3	4	5 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	6	7
8	9	10	11	12 MMS: sample lagoon for mid-June discharge	13	14
15 FATHER'S DAY Deadline for receipt of payment to Receiver General to avoid penalty Receipt of copy of revenue confirmations from department	16	17	18	19	20	21 NATIONAL INDIGENOUS PEOPLES DAY
22	23	24	25	26 MMS: begin lagoon discharge, if applicable	27	28
29	30 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports Install Sage payroll updates	Department: <ul style="list-style-type: none"> ○ send revenue confirmations to audit firm by the 15th and copy community council 				


- ♦ 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.
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: <ul style="list-style-type: none"> o forward request for next fiscal year MCA revisions by the 1st o send 2nd O&M funding release to community 		1 CANADA DAY  Receipt of 2 nd O&M funding release from department	2 MMS: gate valve and curb stop check	3 MMS: water treatment plant storage tanks cleaned	4 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	5
6	7 Submit quarterly payroll report to MEBP administrator	8 Submit quarterly GST refund	9	10	11	12
13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17	18 Follow-up with auditor re: financial audit to meet Aug. 31 deadline for receipt of audit	19
20	21 Complete revisions for WCB estimates	22	23	24	25	26
27	28	29	30 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ 1 st quarter financial statement (April to June)	31 Deadline to submit: ♦ monthly fire and CSO reports to department ♦ annual WRARS levy payment to MB ECC		

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ order THM and HAA bottles from the laboratory and request a copy of COC from ODW
- ♦ 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?
- ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: <ul style="list-style-type: none"> ○ plan infrastructure schedule ○ receipt of March 31, 2025 community financial audit report 					1 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	2
3	4 TERRY FOX DAY	5	6	7	8 Follow-up with auditor for financial audit exit interview date (advise MDC)	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	25	26	27	28	29 Deadline to submit to department monthly fire and CSO reports	30 Deadline to submit to department property tax payments to avoid interest charges
31 Receipt of March 31, 2025 financial audit report	♦ submit bi-weekly water samples (including samples for THM and HAA, 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					

2025

2025

- ✓ *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 maintenance audit by department or external consultant.*
- ✓ *Have you completed online WSH training (Safety Hub)?*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: <ul style="list-style-type: none"> ○ send community inventory reports to community for updating ○ infrastructure maintenance audit conducted 						
	1 LABOUR DAY Receipt of community inventory reports from department to update	2 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	3	4	5	6
7	8	9	10 Inventory day: conduct annual physical inventory	11	12	13
MMA Annual Conference/Tradeshow - Winnipeg (Fairmont Hotel)						
14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17 MMS: crawlspace vents closed	18	19 MMS: furnaces and heaters serviced	20
21	22	23	24	25	26	27
28	29	30 ORANGE SHIRT DAY (NATIONAL DAY FOR TRUTH AND RECONCILIATION) Property taxes are due Deadline to submit to department: <ul style="list-style-type: none"> ◆ 2024/25 O&M deficit recovery plan, if applicable ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports 	<ul style="list-style-type: none"> ◆ submit bi-weekly water samples and monthly wastewater sample ◆ council to begin planning process to review and update the CMP (six month review) ◆ <i>SEO to post annual requirement in Form 3A – Annual Public Notice: Additions to the Voters List and/or Personal Security Protection Requests</i> ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period 			
Truth and Reconciliation Week						

October

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

2025

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?

Disability Employment Awareness Month –
celebrate the contributions of persons with disabilities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: <ul style="list-style-type: none"> ○ respond to any O&M deficit recovery plan approval requests by 15th ○ renew community vehicle registrations by 31st ○ forward valid SFC to communities 			1	2 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	3	4
5	6 Submit quarterly GST refund MMS: isolate lagoon cells for final discharge	7	8 MB Association of Regional Recyclers - Winnipeg	9	10	11
Fire Prevention Week						
12	13 THANKSGIVING MMS: sample lagoon for final discharge and plan for alum application for phosphorus reduction	14 Submit quarterly payroll report to MEBP administrator	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 Forward proof of valid PMVIs to department	17	18
19	20 MMS: begin lagoon discharge	21 MMS: service snow removal equipment	22	23	24	25
26	27	28	29	30 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ 2 nd quarter financial statement (July to Sept.)	31 Halloween Deadline to submit to department monthly fire and CSO reports	

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ check the OFC's website for fire prevention week activities and resources: https://www.firecomm.gov.mb.ca/safety_fpw.html
- ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

November

2025

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 MMS: turn on heat trace and recirculating pumps	4	5	6 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	7	8
9	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 Deadline to submit to department monthly fire and CSO reports	29
30 Deadline to submit to department property tax payments to avoid interest charges Infrastructure maintenance audits due	♦ submit bi-weekly water samples (including THM and HAA samples, if required) and monthly wastewater sample ♦ conduct community needs assessment ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period					

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
	1	2	3 INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES	4	5 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	6 NATIONAL DAY OF REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN
7	8	9 MMS: inspect heat trace and recirculating pumps for operation	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 Deadline to submit to department property tax payments to avoid interest charges Install Sage payroll updates	31 NEW YEAR'S EVE Deadline to submit to department monthly fire and CSO reports			

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ order T4s
- ♦ continue to review and revise the CMP due Jan. 31
- ♦ submit MEBP form and payment to MEBP administrator IMMEDIATELY after the last pay period

2025