

## Appendix F2-A

**Reporting Requirements and Community Calendar**

<b><u>2024 Important Dates Highlighted</u></b>	<b><u>Due</u></b>
• 3 <sup>rd</sup> quarter financial statements (October to December)	January 30
• community management plan (CMP)	January 31
• department review of CMP	February
• community emergency plan	March 31
• year-end financial statements	April 30
• forward requests for revisions to maintenance cost analysis (MCA) funding	June 1
• 1 <sup>st</sup> quarter financial statements (April to June)	July 30
• Waste Reduction and Recycling Support (WRARS) levy due	July 31
• financial audit report	August 31
• infrastructure maintenance audit conducted	September
• recommended inventory day	September (2 <sup>nd</sup> 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 23
• 2 <sup>nd</sup> quarter financial statements (July to September)	October 30
• vehicle registration renewals	October 31
• community inventory report updates	November 1
• needs assessment conducted	November
• infrastructure maintenance 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?
  - ✓ Have you completed online WSH training (Safety Hub)?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>Department:</b></p> <ul style="list-style-type: none"> <li>○ send 3<sup>rd</sup> O&amp;M funding release to community</li> <li>○ conduct MCA review between Jan. 1 to May 31</li> <li>○ final assessment roll sent at month end</li> <li>○ submit MEBP annual report by the 15<sup>th</sup></li> </ul> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>O&amp;M = Operation and Maintenance</b>  <b>MCA = Maintenance Cost Analysis</b>  <b>MEBP = Municipal Employee Benefits Program</b>  <b>DWO = Drinking Water Officer</b>  <b>GST = Goods and Services Tax</b>  <b>BSC = Building Sustainable Communities</b>  <b>MNR = Municipal and Northern Relations</b></p> </div> <div style="width: 30%;"> <p><b>CMP = Community Management Plan</b>  <b>CSO = Community Safety Officer</b>  <b>THM = Trihalomethane</b>  <b>HAA = Haloacetic Acids</b>  <b>COC = Certificate of Compliance</b>  <b>ODW = Office of Drinking Water</b></p> </div> </div>						
	<p><b>1 NEW YEAR'S DAY</b> Prepare new TD1s</p> <p>Receipt of 3<sup>rd</sup> O&amp;M funding release from department</p>	2	3	4	<p><b>5</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO</p>	6
7	<p><b>8</b> Submit payroll report to MEBP administrator</p>	<p><b>9</b> Submit quarterly GST refund</p>	10	11	12	13
14	<p><b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b></p>	16	17	18	<p><b>19</b> Tentative intake deadline for grant applications to MB MNR for the BSC and Urban/Hometown Green Team programs</p>	20
21	22	23	24	25	26	27
28	29	<p><b>30</b> Deadline to submit 3<sup>rd</sup> quarter financial statement (Oct. to Dec.) to department</p>	<p><b>31</b> Deadline to submit to department:                      ♦ <b>CMP</b> and minutes of public meeting adopting plan                      ♦ property tax payments to avoid interest charges                      ♦ monthly fire and CSO reports</p>	<p>♦ 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 MB MNR grants website at:  <a href="https://www.gov.mb.ca/mr/bldgcomm/index.html">https://www.gov.mb.ca/mr/bldgcomm/index.html</a>                      ♦ <b>submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period</b></p>		

## 2024

# 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
<b>Department:</b> o NA regional office review of CMPs		<b>NA = Northern Affairs</b> <b>WCB = Workers Compensation Board</b> <b>CSAM = Construction Safety Association of Manitoba</b> <b>RRC = Red River College</b> <b>MWWA = Manitoba Water and Wastewater Association</b> <b>SWANA = Solid Waste Association of North America</b>		1 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	2 Analyze firefighter payments over \$1,000 (from Jan. 1 to Dec. 31)	3
4	5 Submit WCB annual return, if applicable	6 SWANA: Transfer Station Operator Course - Winnipeg		7 SWANA: Landfill Operations Basics Course - Winnipeg		10
11	12	13 RRC Online Wastewater Treatment 1 (WWT1) Course		14 VALENTINE'S DAY ♥		17
		CSAM: The Safety Conference - Winnipeg (RBC Convention Centre) for WSH reps		15 Deadline for receipt of payment to Receiver General to avoid penalty		
18	19 LOUIS RIEL DAY	20	21 Submit copies of T4s and T4 summary to Canada Revenue Agency	22	23	24
25	26	27	28	29 LEAP DAY Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports		LEAP YEAR
MWWA 70 <sup>th</sup> Annual Conference and Tradeshow - Brandon (Keystone 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
- ♦ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period

2024

# March

# 2024

**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
<b>CAO = Community Administrative Officer</b> <b>DST = Daylight Savings Time</b> <b>PSAB = Public Sector Accounting Board</b> <b>SEO = Senior Election Official</b>					<b>1</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> CAO Workshop - Winnipeg (Holiday Inn Airport West)		<b>6</b>	<b>7</b>	<b>8</b>
<b>10</b> DST ☼	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Submit any bill backs for the fiscal year to department	<b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b>	<b>16</b>
Recreation MB Annual Conference - Winnipeg (Hockey for all Centre)						
NA-RRC Small Wastewater Systems (SWWS) Course - Winnipeg						
<b>17</b> ST.PATRICK'S DAY 🍀	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Submit assessment roll revisions – ongoing to property tax clerk	<b>22</b> <b>PSAB:</b> complete inventory count requirement for year-end financial statement (ex. fuel, gravel)	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29 GOOD FRIDAY</b> Deadline to submit to department: ♦ community emergency plan ♦ monthly fire and CSO reports	<b>30</b>
<b>31</b> EASTER Deadline to submit property tax payments to avoid interest charges to department	<ul style="list-style-type: none"> <li>♦ submit bi-weekly water samples and monthly wastewater sample</li> <li>♦ review employee job descriptions</li> <li>♦ pass new fiscal year resolutions and bylaws (recurring bills, rentals, water, solid waste, etc.)</li> <li>♦ ratify fire chief agreement and approve volunteer fire department member list</li> <li>♦ <b>submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period</b></li> <li>♦ <b>Upcoming: Regular election is legislated for October 23, 2024 – council must ensure both a SEO and assistant SEO are in place. If these positions are vacant, council must appoint replacements by bylaw.</b></li> </ul>					

# 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
<b>Department:</b> ○ send TCA entries and 1 <sup>st</sup> O&M funding release to community  <b>MMS = Maintenance Management System</b> <b>TCA = Tangible Capital Asset</b>	<b>1 EASTER MONDAY</b> Receipt of 1 <sup>st</sup> O&M funding release from department	<b>2</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> MMS: service mowers and trimmers	<b>9</b> Submit quarterly payroll report to MEBP administrator	<b>10</b>	<b>11</b>	<b>12</b> Submit quarterly GST refund	<b>13</b>
RRC Water and Wastewater Foundations Course - Winnipeg (Notre Dame Campus)						
<b>14</b>	<b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b>  Receipt of TCA entries from department	<b>16</b> MMS: isolate lagoon cells for mid-May discharge	<b>17</b>	<b>18</b>	<b>19</b> MMS: inspect and clear all community culverts	<b>20</b>
NA-RRC Small Water Systems (SWS) Course - Winnipeg						
<b>21</b>	<b>22</b> Start to prepare files and schedules for financial audit due June 1 to the audit firm	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
NA-RRC Water Treatment Class 1 (WT1) Course - Winnipeg						
<b>28 NATIONAL DAY OF MOURNING</b>	<b>29</b>	<b>30</b> Deadline to submit to department: <ul style="list-style-type: none"> <li>◆ <b>March 31, 2024 year-end financial statement</b></li> <li>◆ property tax payments to avoid interest charges</li> <li>◆ monthly fire and CSO reports</li> <li>◆ annual CSO work plan</li> </ul>				

# 2024


- ◆ submit bi-weekly water samples and monthly wastewater sample
- ◆ order THM and HAA bottles from the laboratory and a COC from ODW
- ◆ **submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**
- ◆ **Upcoming Regular election: notify the SEO in order to begin preparations for the election and of the training scheduled for June.**

# May

# 2024

**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
<b>Department:</b> o complete MCA review by month end			<b>1</b> MMS: heat traces and recirculating pumps turned off (south)	<b>2</b> MMS: sample lagoon for mid-May discharge, if applicable	<b>3</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> MMS: crawl space vents opened	<b>8</b>	<b>9</b> MMS: isolate lagoon cells for mid-June discharge	<b>10</b>	<b>11</b>
Tentative: RRC Water Treatment Class 1 (WT1) Course - Winnipeg (Notre Dame Campus)						
Emergency Preparedness Week						
<b>12</b> MOTHER'S DAY MANITOBA DAY	<b>13</b>	<b>14</b> MMS: begin lagoon discharge, if applicable, and plan for alum application for phosphorus reduction	<b>15</b> Deadline for receipt of payment to Receiver General to avoid penalty	<b>16</b> MMS: heat traces and recirculating pumps turned off (north)	<b>17</b>	<b>18</b>
Regional Workshop - Winnipeg (Holiday Inn Airport West)						
<b>19</b>	<b>20</b> VICTORIA DAY	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports	

- ♦ check Emergency Measures Organization 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
<b>Department:</b> ○ send revenue confirmations to audit firm by the 15 <sup>th</sup> and copy community council ○ <b>PEO to deliver election official training this month</b> <b>PEO = Principal Electoral Officer</b>						<b>1</b> Deadline to submit requests for next fiscal year MCA revisions to department
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> MMS: sample lagoon for mid-June discharge  Tentative: RRC Wastewater Treatment Class 1 (WWT1) Course - Winnipeg (Notre Dame Campus)	<b>7</b> Send financial records to audit firm  Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Deadline for receipt of payment to Receiver General to avoid penalty  Receipt of copy of revenue confirmations from department
<b>16</b> FATHER'S DAY	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> MMS: begin lagoon discharge, if applicable	<b>21</b> NATIONAL INDIGENOUS PEOPLES DAY	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Deadline to submit monthly fire and CSO reports to department	<b>29</b>
<b>30</b> Deadline to submit property tax payments to avoid interest charges to department  Install Sage payroll updates	♦ submit bi-weekly water samples and monthly wastewater sample ♦ <b>remind election officials of training being offered by the PEO this month</b> ♦ <b>submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period</b>					

2024

# 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
<b>Department:</b> ○ forward request for next fiscal year MCA revisions by the 1 <sup>st</sup> ○ send 2 <sup>nd</sup> O&M funding release to community	<b>1 CANADA DAY</b>  Receipt of 2 <sup>nd</sup> O&M funding release from department	<b>2</b> <b>MMS:</b> gate valve and curb stop check	<b>3</b>	<b>4</b> <b>MMS:</b> water treatment plant storage tanks cleaned	<b>5</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>6</b>
<b>7</b>	<b>8</b> Submit quarterly payroll report to MEBP administrator	<b>9</b> Submit quarterly GST refund	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Follow-up with auditor re: financial audit to meet Aug. 31 deadline for receipt of audit	<b>20</b>
<b>21</b>	<b>22</b> Complete revisions for WCB estimates	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ 1 <sup>st</sup> quarter financial statement (April to June)	<b>31</b> Deadline to submit: ♦ monthly fire and CSO reports to department ♦ annual WRARS levy payment to MB ECC	<b>WRARS = Waste Reduction and Recycling Support</b> <b>ECC = Environment and Climate Change</b>		

- ♦ 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

2024



# August

2024

**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
<b>Department:</b> ○ plan infrastructure schedule ○ receipt of March 31, 2024 community financial audit report		MDC = Municipal Development Consultant NACC = Northern Association of Community Councils MOG = Municipal Operating Grant		1	2 Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	3
4	5 TERRY FOX DAY	6	7	8	9 Follow-up with auditor for financial audit exit interview date (advise MDC)	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
NACC Annual General Meeting and Tradeshow - Winnipeg (Polo Park)						
25	26	27	28	29 Submit any hold back requests to department related to First Nations for the MOG in preparation for the October distribution	30 Deadline to submit to department: ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports <b>Receipt of March 31, 2024 financial audit report</b>	31

- ◆ 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
- ◆ Upcoming Regular election: SEO to have met with the other election officials and submit a signed copy of the election calendar to the PEO

# September

2024

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>Department:</b> MMA = Manitoba Municipal Administrator's</p> <ul style="list-style-type: none"> <li>o send community inventory reports to community for updating</li> <li>o infrastructure maintenance audit conducted</li> </ul>						
<p><b>1</b> Receipt of community inventory reports from department to update</p>	<p><b>2 LABOUR DAY</b></p>	<p><b>3</b></p>	<p><b>4</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO</p>	<p><b>5</b></p>	<p><b>6</b></p>	<p><b>7</b></p>
<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p>	<p><b>11</b> <b>Inventory day:</b> conduct annual physical inventory</p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>
<p>MMA Annual Conference/Tradeshow - Winnipeg (Fairmont Hotel)</p>						
<p><b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b></p>	<p><b>16</b> <a href="#">SEO: Preparation of voter list begins</a></p>	<p><b>17</b></p>	<p><b>18</b> <b>MMS: crawlspace vents closed</b></p>	<p><b>19</b></p>	<p><b>20</b> <b>MMS: furnaces and heaters serviced</b></p>	<p><b>21</b></p>
<p><b>22</b></p>	<p><b>23</b> <a href="#">SEO: Post Notice of Voters List/Personal Security Protection</a></p>	<p><b>24</b></p>	<p><b>25</b> <a href="#">SEO: Post Notice of Nominations</a></p>	<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>
<p><b>29</b></p>	<p><b>30 NATIONAL DAY FOR TRUTH AND RECONCILIATION</b> <b>Property taxes are due</b>  Deadline to submit to department:  <ul style="list-style-type: none"> <li>◆ 2023/24 O&amp;M deficit recovery plan, if applicable</li> <li>◆ property tax payments to avoid interest charges</li> <li>◆ monthly fire and CSO reports</li> </ul> </p>	<ul style="list-style-type: none"> <li>◆ submit bi-weekly water samples and monthly wastewater sample</li> <li>◆ council to begin planning process to review and update the CMP (six month review)</li> <li>◆ <b>submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period</b></li> <li>◆ <a href="#">Reminder: SEO to forward copy of election calendar to PEO prior to start of election activity</a></li> </ul>				
<p>Truth and Reconciliation Week</p>						

# October

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

# 2024

**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 (DEAM)** – celebrate the contributions of persons with disabilities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Department:</b> ○ respond to any O&M deficit recovery plan approval requests by 15 <sup>th</sup> ○ distribute MOG to communities ○ renew community vehicle registrations by 31 <sup>st</sup> ○ forward valid SFC to communities	<b>1</b>	<b>2</b> Nomination period begins	<b>3</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>4</b>	<b>5</b>	
<b>6</b> <b>7</b> Submit quarterly GST refund <b>MMS:</b> isolate lagoon cells for final discharge	<b>8</b>	<b>9</b> <b>NOMINATION DAY</b> 1 p.m. to 9 p.m. Nomination period ends	<b>10</b> Candidate withdrawal up until 2 p.m.	<b>11</b> <b>SEO:</b> Post Notice of Election or Acclamation	<b>12</b>	
<b>Fire Prevention Week</b>						
<b>13</b> <b>14 THANKSGIVING</b> <b>MMS:</b> sample lagoon for final discharge and plan for alum application for phosphorus reduction	<b>15</b> <b>Deadline for receipt of payment to Receiver General to avoid penalty</b>	<b>16</b> <b>ADVANCE VOTING</b> 5 p.m. to 9 p.m. <b>MB Disaster Management Conference - Winnipeg (Polo Park)</b>	<b>17</b> Forward proof of valid PMVIs to department	<b>18</b>	<b>19</b>	
<b>20</b> <b>21</b> Submit quarterly payroll report to MEBP administrator <b>MMS:</b> begin lagoon discharge	<b>22</b> <b>MMS:</b> service snow removal equipment	<b>23</b> <b>ELECTION DAY</b> 8 a.m. to 8 p.m.	<b>24</b> <b>SEO:</b> Forward official election results to PEO within two days of election	<b>25</b>	<b>26</b>	
<b>27</b> <b>28</b>	<b>29</b>	<b>30</b> Deadline to submit 2 <sup>nd</sup> quarter financial statement (July to Sept.) to department	<b>31</b> Halloween Deadline to submit to department: ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports	<b>SFC = Safety Fitness Certificate</b> <b>PMVI = Periodic Mandatory Vehicle Inspection</b>		

- ◆ submit bi-weekly water samples and monthly wastewater sample
- ◆ check the Office of the Fire Commissioner’s website for fire prevention week activities and resources: [https://www.firecomm.gov.mb.ca/safety\\_fpw.html](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

**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
<b>Department:</b> ○ conduct tax sale auction on properties in arrears ○ conduct community needs assessment					<b>1</b> Submit updated community inventory reports to department	<b>2</b>
<b>3</b>	<b>4</b> MMS: turn on heat trace and recirculating pumps	<b>5</b> Send monthly water reports (chlorine, turbidity, UV) to the regional DWO	<b>6</b> Term of office starts for elected officials	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11 REMEMBRANCE DAY</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Deadline for receipt of payment to Receiver General to avoid penalty	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports	<b>29</b> Infrastructure maintenance audits due	<b>30</b>

- ♦ submit bi-weekly water samples (including trihalomethane sample and haloacetic acids sample, if required) and monthly wastewater sample
- ♦ conduct community needs assessment
- ♦ **schedule first meeting of council within 30 days of election (ensure receipt of conflict of interest form and oath of office)**
- ♦ **submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**


2024

# 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	10 MMS: inspect heat trace and recirculating pumps for operation	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	31 NEW YEAR'S EVE Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports				

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ order T4s
- ♦ start to prepare for the BSC program and Hometown Green Team grant – intake deadline to submit applications to MNR is in January
- ♦ continue to review and revise the CMP due Jan. 31
- ♦ submit MEBP form and payment to MEBP administrator IMMEDIATELY after the last pay period

2024