

Appendix F2-A

Reporting Requirements and Community Calendar

<u>Important Dates Highlighted</u>	<u>Due</u>
• 3 rd 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 st quarter financial statements (April to June)	July 30
• financial audit report	August 31
• infrastructure audit conducted	September
• recommended inventory day	September (2 nd Wednesday)
• councils to begin planning process for the CMP	September
• operation and maintenance (O&M) deficit recovery plan approval request	September 30
• 2 nd quarter financial statements (July to September)	October 30
• vehicle registration renewals	October 31
• community inventory report updates	November 1
• needs assessment conducted	November
• infrastructure 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>Department:</p> <ul style="list-style-type: none"> ○ third funding release by the 1st ○ conduct manitenance cost analysis (MCA) review between Jan. 1 to May 31 ○ final assessment roll sent at month end ○ submit Municipal Employees Benefits Program (MEBP) annual report by the 15th 						
<p>1 NEW YEAR'S DAY Prepare new TD1s</p>	2	3	4	<p>5 Send monthly water reports (chlorine, turbidity, UV) to DWO</p>	6	7
8	<p>9 Submit payroll report to MEBP administrator</p>	<p>10 Submit quarterly goods and services tax (GST) refund</p>	11	12	13	14
<p>15 Deadline for receipt of payment to Receiver General to avoid penalty</p>	<p>16 Deadline for application to the Building Sustainable Communities and Urban/Hometown Green Team grant programs to MB Municipal Relations (MR)</p>	17	<p>18 ODW Webinar: Drinking Water Emergency Reporting 1 p.m.</p>	19	20	21
22	23	24	25	26	27	28
29	<p>30 Deadline to submit: ◆ 3rd quarter financial statement (Oct. to Dec.) to department ◆ Waste Reduction and Recycling Support (WRARS) levy payment to MB Environment, Climate and Parks (ECP)</p>	<p>31 Deadline to submit to department: ◆ community management plan (CMP) and minutes of public meeting adopting the plan ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports Deadline to appoint auditor and advise department</p>	<ul style="list-style-type: none"> ◆ 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 ◆ for information on MRs grant programs check 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 <p>DWO=Drinking Water Officer, COC=Certificate of Compliance ODW=Office of Drinking Water, THM=Trihalomethane CSO=Community Safety Officer, HAA=Haloacetic Acids</p>			

2023

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: o regional office review of CMPs			1 Analyze firefighter payments over \$1,000 (from Jan. 1 to Dec. 31)	2 Deadline to register for CSAM safety conference	3 Send monthly water reports (chlorine, turbidity, UV) to DWO	4
5	6 Submit Workers Compensation Board (WCB) annual return, if applicable	7	8	9	10	11
12	13	14 VALENTINE'S DAY ♥	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 Post tenders for solid waste, custodial, water, etc. for next fiscal year	17	18
19	20 LOUIS RIEL DAY	21 CWRA MB Flood of 2022 Workshop - Winnipeg	22 Submit copies of T4s and T4 summary to Canada Revenue Agency	23	24	25
26	27	28 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports	CSAM=Construction Safety Association of Manitoba CWRA=Canadian Water Resources Association			
MB Water and Wastewater Association Annual Conference and Tradeshow - Winnipeg						

- ♦ 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
- ♦ for more information on the CWRA workshop visit their event website at: <https://cwra.org/en/mb-flood2022-workshop/>
- ♦ 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
DST=Daylight Savings Time IRNR=Indigenous Reconciliation and Northern Relations RRC=Red River College			1	2	3 Send monthly water reports (chlorine, turbidity, UV) to DWO	4
5	6	7	8	9	10	11
12 DST ⌘	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16	17 ST.PATRICK'S DAY 🍀 Submit any bill backs to department for the fiscal year	18
19	20	21	22 Submit assessment roll revisions – ongoing to property tax clerk	23	24 Public Sector Accounting Board (PSAB): complete inventory count requirement for year-end financial statement (ex. fuel, gravel)	25
<div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; display: inline-block;"> IRNR-RRC Water and Wastewater Foundations Course - Winnipeg </div>						
26	27	28	29	30	31 Deadline to submit to department: <ul style="list-style-type: none"> ◆ property tax payments to avoid interest charges ◆ community emergency plan ◆ monthly fire and CSO reports 	<ul style="list-style-type: none"> ◆ 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: ○ first funding release by the 1 st ○ send tangible capital asset (TCA) entries to community by the 15 th						1
2	3 Submit quarterly GST refund	4 Submit quarterly payroll report to MEBP administrator	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6	7 GOOD FRIDAY	8
9 EASTER	10 EASTER MONDAY	11 MMS: isolate lagoon cells for mid-May discharge	12 Start to prepare files and schedules for financial audit due June 1 to the audit firm	13	14 Receipt of TCA entries from department	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17	18 MMS: service mowers and trimmers	19	20	21 MMS: inspect and clear all community culverts	22
IRNR-RRC Small Water Systems Course and Exam - Winnipeg						
23	24	25	26	27	28 NATIONAL DAY OF MOURNING Deadline to submit to department monthly fire and CSO reports	29
IRNR-RRC Small Wastewater Systems Course and Exam - Winnipeg						
30 Deadline to submit to department: ◆ March 31, 2023 year-end financial statement ◆ property tax payments to avoid interest charges ◆ CSO annual work plan	◆ submit bi-weekly water samples and monthly wastewater sample ◆ order THM and HAA bottles from the laboratory and a COC from ODW ◆ intake open for project proposals to the department for the Building Independence Program ◆ submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period MMS=Maintenance Management System					

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May

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: o complete MCA review by month end	1	2	3	4	5	6
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> MB Municipal Administrator's Association Conference/Tradeshow - Winnipeg </div>						
Emergency Preparedness Week						
7	8 MMS: crawl space vents opened	9	10	11 MMS: isolate lagoon cells for mid-June discharge	12 MANITOBA DAY	13
14 MOTHER'S DAY	15 Deadline for receipt of payment to Receiver General to avoid penalty	16 MMS: begin lagoon discharge, if applicable, and plan for alum application for phosphorus reduction	17 MMS: heat traces and recirculating pumps turned off (north)	18	19	20
21	22 VICTORIA DAY	23	24	25	26	27
28	29	30	31 Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports	♦ 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.		

- ♦ check the 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**

2023

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
Department: ○ send revenue confirmations to audit firm by the 15 th and copy community council				1 Deadline to submit requests for next fiscal year MCA revisions to department Send financial records to audit firm	2 Submit copy of T4 summary page and all T4 slips to MEBP administrator	3
4	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6	7 MMS: sample lagoon for mid-June discharge	8	9	10
11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty Receive copy of revenue confirmations from department	16	17
18 FATHER'S DAY	19	20	21 NATIONAL INDIGENOUS PEOPLES DAY	22 MMS: begin lagoon discharge, if applicable	23	24
25	26	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	


- ♦ 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: ○ second funding release by the 1 st ○ forward request for next fiscal year MCA revisions by the 1 st						1 CANADA DAY 
2	3 Submit quarterly payroll report to MEBP administrator	4 MMS: gate valve and curb stop check	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6 MMS: water treatment plant storage tanks cleaned	7 Submit quarterly GST refund	8
9	10	11	12	13	14	15 Deadline for receipt of payment to Receiver General to avoid penalty
16	17 Complete revisions for WCB estimates	18	19	20	21 Follow-up with auditor re: financial audit to meet Aug. 31 deadline for receipt of audit	22
23	24	25	26	27	28	29
30 Deadline to submit: ♦ property tax payments to avoid interest charges to department ♦ 1 st quarter financial statement (April to June) to department ♦ WRARS levy payment to MB ECP	31 Deadline to submit monthly fire and CSO reports to department	♦ 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: ○ plan infrastructure schedule ○ receipt of March 31, 2023 community financial audit report		1	2	3	4 Send monthly water reports (chlorine, turbidity, UV) to DWO	5
6	7 TERRY FOX DAY	8	9 Follow-up with auditor for financial audit exit interview date (advise department 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	25	26
Northern Association of Community Councils AGM and Tradeshow - Winnipeg (Tentative Dates)						
27	28	29	30 Submit any hold back requests to department related to First Nations for the municipal operating grant in preparation for the October distribution	31 Deadline to submit to department: ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports Receipt of March 31, 2023 financial audit report	MDC=Municipal Development Consultant	

- ◆ 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

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September

2023

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Department: ○ send community inventory reports to community for updating ○ infrastructure audit conducted					1 Receive community inventory reports from department to update	2
3	4 LABOUR DAY	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6	7	8	9
10	11	12	13 Inventory day: conduct annual physical inventory	14	15 Deadline for receipt of payment to Receiver General to avoid penalty	16
17	18 MMS: crawlspace vents closed	19	20	21	22 MMS: furnaces and heaters serviced	23
24	25	26	27	28	29 Deadline to submit monthly fire and CSO reports to department	30 NATIONAL DAY FOR TRUTH AND RECONCILIATION Property taxes are due Deadline to submit to department: ♦ 2022/23 deficit recovery plan for approval, if applicable ♦ property tax payments to avoid interest charges

Truth and Reconciliation Week

- ♦ submit bi-weekly water samples and monthly wastewater sample
- ♦ council to begin planning process to review and update the CMP (six month review)
- ♦ **submit MEBP form and payment to MEBP administrator no later than 10 working days after the last pay period**
- ♦ *senior election official to post [Form 3A – Annual Public Notice: Additions to the Voters List and/or Personal Security Protection Requests](#)*

October

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

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
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Department:

- respond to any deficit recovery plan approval requests by the 15th
- distribute municipal operating grant to communities

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

1 Vehicle registration renewals due by 31 st	2 Submit quarterly GST refund	3 MMS: isolate lagoon cells for final discharge	4	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6	7
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Fire Prevention Week

8	9 THANKSGIVING	10 MMS: sample lagoon for final discharge and plan for alum application for phosphorus reduction	11	12	13	14
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15 Deadline for receipt of payment to Receiver General to avoid penalty	16 Submit quarterly payroll report to MEBP administrator	17 MMS: begin lagoon discharge	18	19 MMS: service snow removal equipment	20	21
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22	23	24	25	26	27	28
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29	30 Deadline to submit to department 2 nd quarter financial statement (July to Sept.)	31 Halloween Deadline to submit to department: <ul style="list-style-type: none"> ◆ vehicle registration renewals ◆ property tax payments to avoid interest charges ◆ monthly fire and CSO reports 	<ul style="list-style-type: none"> ◆ check Office of the Fire Commissioner’s website for fire prevention week activities and resources at: https://www.firecomm.gov.mb.ca/safety_fpw.html ◆ submit bi-weekly water samples and monthly wastewater sample ◆ order THM and HAA bottles from the laboratory and 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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2023

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.

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

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 Send monthly water reports (chlorine, turbidity, UV) to DWO	4
5 DST ☼	6 MMS: turn on heat trace and recirculating pumps	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	29	30 Infrastructure audits due Deadline to submit to department: ♦ property tax payments to avoid interest charges ♦ monthly fire and CSO reports		

- ♦ submit bi-weekly water samples (including samples for THM and HAA, 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

2023

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 MMS: inspect heat trace and recirculating pumps for operation	2
3 INTERNATIONAL DAY OF PEOPLE WITH DISABILITIES	4	5 Send monthly water reports (chlorine, turbidity, UV) to DWO	6 NATIONAL DAY OF REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN	7	8	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 CHRISTMAS	26 BOXING DAY	27	28	29 Deadline to submit to department monthly fire and CSO reports	30 Install Sage payroll updates
31 NEW YEAR'S EVE Deadline to submit to department property tax payments to avoid interest charges	<ul style="list-style-type: none"> ◆ submit bi-weekly water samples and monthly wastewater sample ◆ order T4s ◆ start to prepare grant applications for the Building Sustainable Communities and Urban/Hometown Green Team programs – intake deadline to submit to MB MR 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 					

2023