

**Schedule “B”**

**Water and Wastewater Utilities - Minimum Filing Requirements for Municipalities  
Filing Applications for Revised Rates with the Public Utilities Board (Board) –  
Full Process (MFRFP)**

The Application shall include 1 paper copy and an electronic copy which can be forwarded by email, via Dropbox or provided on a USB drive.

**Application and Financial:**

1. Utility rates by-law, after first reading only, detailing rates, billing information, penalties, fees, etc. and rescinding past bylaw.....
2. Rate Study using Board Guidelines as applicable.....
3. Commentary on the reasons for the rate increase.....
4. Available on MB Municipalities Online: prior year’s utility financial statements (audited, if available noting Schedule 9 prepared for the Board’s purposes is unaudited), current year’s utility budget (page 6\*), current year capital plan (page 13\*), 5 year utility capital plan (page 14\*), utility debenture schedules (page 12\*) and operating forecast for the next 2 years.....  
\*Pages from municipal Financial Plan template.
5. Proposed method of financing 5 Year Capital Plan.....
6. Cost Allocation Policy with respect to shared services and equipment between the utility and general operations<sup>1</sup>.....
7. Statement on the need for contingency .....
8. Statement on the need for reserves, if requested.....
9. Statement on adequacy of equity position and plans to address if insufficient (below the Board’s 20% of prior year’s operating expenses<sup>2</sup> target level.....
10. Summary of operating deficits in the last 5 years i.e. amount and approved method of recovery, including Board Order No. granting approval.....
11. Details of any incentives or special rate treatment provided to large volume users with an explanation .....
12. If rates are determined on a Residential Equivalent Unit basis, confirmation that the assessments have been reviewed and remain accurate. Comment on the potential use of meters.....
13. Details of connection charges and developer agreements related to the extension of service.....
14. Do you supply service to other municipalities? If so, please provide a detailed list.....

**Details of Operating System (s):**

- 15. Description of the system(s) indicating age, condition and capacity to meet current and future needs of the ratepayers.....
- 16. If the Utility has been notified it is non-compliant with water quality and environmental regulation, provide the timeline and manner of recovery of any associated costs to become compliant.....
- 17. Statement as to whether service is extended beyond the municipality or LID boundary and if so, details of any surcharges levied or proposed.....
- 18. Details of any plant being decommissioned and any resulting expenses set up as an environmental liability to be collected in rates.....
- 19. Commentary on unaccounted for water if the amount exceeds 10% and if related to a deteriorating system, provide a plan to address.....

**Other:**

- 20. If a declining block rate is used, provide commentary on any consideration given to reducing or eliminating such blocks.....
- 21. Details of any notification of revised rates provided to customers and summary of response .....
- 22. If utility rates are collected with taxes or on tax bills confirmation that utility operating costs are not being offset by the Education Property Tax Credit.....
- 23. If any public consultation has been held or is planned in anticipation of the application, provide details.....
- 24. A signed statement from the applicant with the statement "the information contained within this application is certified as true and "accurate".....

**Notes:**

- 1. In the Board's Order No. 93/09, the Board referred to a suggested cost allocation matrix to be followed by municipalities noting that once a policy was developed any changes thereto required the Board's approval.
- 2. Target equity position is determined as per Board Order 93/09

Revised August 2017  
Revised December 2018