

**WATER AND/OR WASTEWATER COMPLAINT BASED  
REGULATORY MODEL**

**PRIVATE AND COOPERATIVELY OWNED PUBLIC UTILITIES  
MINIMUM ANNUAL FILING REQUIREMENTS**

**ANNUAL FILING  
DEADLINE June 30<sup>th</sup>**

OWNER/COOPERATIVE NAME: \_\_\_\_\_

UTILITY NAME: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ UTILITY CONTACT: \_\_\_\_\_

Indicate reporting year of submission: \_\_\_\_\_

**A. UTILITY INFORMATION**

1. Nature of service:    Water            Wastewater            Water and Wastewater

2. Total number of customers served: \_\_\_\_\_

3. Please provide details of Operator Qualification(s)/Certification(s).

4. Is the utility duly licensed under current legislation?

Yes            No            If not applicable, please explain.

5. If providing potable water, does it meet the Drinking Water Standards?

Yes            No            Please explain.

6. If a wastewater utility, is it compliant with Environmental Licenses?

Yes            No

If yes, please provide a copy to the Board, if no, please explain.

**B. FINANCIAL INFORMATION**

1. Current rates:

Date of last rate change:

2. Are rates to change within the next year?    Yes        No

If yes, please provide the following information to the Board:

- Justification to the Board sixty (60) days before implementation;
- Notification to customers of intended rate change at least thirty (30) days prior to the change, with the reasons outlined and notice of their right to file any complaint with the Board; and
- A copy of the Notice mentioned above is to be filed with the Board, with information advising how the Notice was distributed and the date of distribution.

**C. INSURANCE INFORMATION:**

1. Name of Insurance Carrier

Please attach copy of the Utilities Liability Insurance.

2. Date of Policy

3. Please select the type of Commercial General Liability Insurance:

**D. REQUIRED ATTACHMENTS:**

1. Latest Financial Statements, with notes and auditor's comments (if applicable).
2. Copies of documents required in section B2 if applicable, and C.

**Send the completed form via email to: [publicutilities@gov.mb.ca](mailto:publicutilities@gov.mb.ca).**

Originally Prepared: September 3, 2008  
Revised: June 11, 2010  
Revised: January 21, 2013  
Revised: June 4, 2018  
Revised: March 14, 2019  
Revised: May 21, 2020

**(Please keep a copy of all documentation submitted for your records.)**