

<b>Community Reporting Requirements</b>	Policy	F12
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## What is the policy?

This policy outlines the major community reporting requirements (as outlined in Appendix F2-A Reporting Requirements and Community Calendar), due dates, the impacts on both the community and the department where communities are unable to comply and the primary potential impacts on the community that may be imposed by the department for non-compliance. Secondary potential impacts could include, but are not limited to:

- withholding reimbursement from department funded functions (ex. workshops)
- a change in community status

## Annual Reporting Requirements

### 1. **Community Management Plan (CMP) – Due: January 31**

Purpose is to set guiding principles and performance measures, outline capital plans and operating budget, establish action plans for various programs and include finances.

#### **Impact Community:**

- ineffective local governance
- impedes requirement to inform public
- lack of employee/council training needs
- inability to measure community progress
- unable to secure funding to support plan

#### **Impact Department:**

- inability to support community needs
- unable to provide timely feedback on the plan or to release funds

#### **Primary Potential Impact on the Community:**

Fifty per cent of new year funding will be withheld until the CMP is received.

### 2. **Year-End Financial Statement – Due: April 30**

Required to inform both internal and external users of the financial position of the community.

#### **Impact Community:**

- council unaware of financial position
- inability to set community priorities and for council to make sound financial decisions
- accountability with public jeopardized
- ineffective administrative practices
- delays council approval process
- inadequate financial statements and potentially delay financial audit process

**Impact Department:**

- inability to offer troubleshooting/consultative advice on financial matters in a timely manner or to work with councils experiencing difficulties to develop a plan of action
- unable to determine if funds were used in accordance with requirements

**Primary Potential Impact on the Community:**

All future payments (including reimbursements and grants) will be withheld until this reporting requirement is met.

**3. Financial Audit Report – Due: August 31**

Provides an independent opinion on the validity of the financial position of the community at year-end and whether legislative and policy requirements have been met.

**Impact Community:**

- receive a denial opinion, if the auditor is unable to obtain required documentation
- inability of council to act on audit recommendations in a timely manner or for council to make sound financial decisions
- audit firm can charge additional fees for conducting financial audit
- be in violation of The Northern Affairs Act
- impacts transparency of public funds

**Impact Department:**

- inability to assist communities with financial issues identified in financial audit
- unable to provide information required for department annual report
- impacts transparency of public funds

**Primary Potential Impact on the Community:**

Last funding release and new year funding (where applicable) will be withheld until received.

**4. Operation and Maintenance (O&M) Deficit Recovery Plan – Due: September 30**

Where an O&M deficit is incurred per the audited financial statement, the community must submit an O&M deficit recovery plan for department approval.

**Impact Community:**

- no recovery plan in place to recover O&M deficit

**Impact Department:**

- delays approval process and reporting requirements to executive director
- inability for department to assist with O&M deficit recovery plans

**Primary Potential Impact on the Community:**

All payments (including reimbursements and grants) will be withheld until this reporting requirement is met.

## **5. Community Inventory Report Updates – Due: November 1**

Purpose of submitting an accurate community inventory update to the department is for insurance/replacement to ensure adequate insurance coverage exists and financial statement reporting of tangible capital assets (TCA).

### **Impact Community:**

- lack of inventory control and adequate insurance coverage
- poor management information
- inaccurate TCA listing

### **Impact Department:**

- inaccurate reports provided to department for insurance coverage and TCA journal entries required by community
- delays the regional verification of assets

### **Primary Potential Impact on the Community:**

Contractor will be hired to complete community inventory updates at council's expense within 30 days of deadline.

## **6. Infrastructure Audit Report – Due: November 30**

Infrastructure audits are conducted annually to ensure the optimum achievement of community infrastructure maintenance. Infrastructure audits summarize deficiencies that are repeated and not corrected year to year.

### **Impact Community:**

- decrease the life of infrastructure
- risk to health and safety of residents, employees and associated liability
- increased spending required to correct problems

### **Impact Department:**

- increased request for trouble shooting assistance and strain on capital and maintenance funding requests due to poor maintenance
- liability associated with workplace safety and health issues

### **Primary Potential Impact on the Community:**

Funding related to maintenance will be withheld until deficiency has been corrected or a contractor will be hired to address the deficiency at council's expense.

## **Semi-annual Reporting Requirements**

### **7. Recreation and Wellness Report – Due: October 30 (April to September) and April 30 (October to March)**

Required to keep informed of the activity over a six month period within this program as outlined in the annual community recreation and wellness plan submitted to the department.

**Impact Community:**

- no support or recognition/participation by government agencies
- lack of staff development, resources – information and commitment
- no shared vision

**Impact Department:**

- unable to support community programs, identify issues – resources and measure progress

**Primary Potential Impact on the Community:**

Future program funds will be withheld.

**Quarterly Reporting Requirements****8. Financial Statements – Due: April 30, July 30, October 30 and January 30**

Produced monthly for review by council and quarterly for review by the department.

**Impact Community:**

- ineffective administrative practices
- council unaware of financial position
- inadequate financial information on which to form opinions and base decisions
- inability for council to make sound financial decisions
- delays council approval process
- impedes future ability to secure funding from the department

**Impact Department:**

- inability to offer troubleshooting/consultative advice on financial matters in a timely manner and to work with councils experiencing difficulties to develop a plan of action

**Primary Potential Impact on the Community:**

All future payments (including reimbursements and grants) will be withheld until this requirement is met.

**Community responsibilities**

- Adhere to reporting requirements as outlined above to avoid identified potential impacts.

**Department responsibilities**

- Ensure compliance and implement potential impacts on the community, where necessary.