

**Appendix G1-A**

**Standard Co-Management Agreement**

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This Agreement made, in duplicate, this \_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN**

\_\_\_\_\_ **COMMUNITY COUNCIL**  
(Hereinafter referred to as “the Council”)

**and**

\_\_\_\_\_  
(Hereinafter referred to as “the Co-Manager”)

**WHEREAS** the Department of Indigenous and Northern Relations and the Council agree that it is necessary to maintain a complete and accurate set of community financial records.

**AND WHEREAS** the Council wish to retain the services of a Co-Manager to maintain those records and assist with other financial functions as listed below.

**NOW THEREFORE** the parties hereto agree and covenant as follows:

1. The Co-Manager shall be a designated accountant and a member in good standing of their professional association.
2. The Co-Manager shall assist in performing the necessary functions to maintain a complete and accurate set of books in accordance with the Department’s accounting policies and directions, the Co-Manager will work with the community administrative officer (CAO) to ensure records balance on a monthly basis.
3. The Co-Manager shall assist with the review/development of a deficit recovery strategy as well as the implementation of such and to include replenishment of reserve funds if required.

4. All financial records and data shall be the property of the \_\_\_\_\_ Community Council.
5. The Co-Manager will prepare and submit financial statements and other information, as requested, to the Council and Department on a monthly basis, or as requested. Financial statements required monthly are as follows: Income statement with comparison to budget, balance sheet, trial balance, bank reconciliation and program detail reports.
6. The Council shall ensure that all financial transactions are approved by resolution; in accordance to the deficit recovery strategy, agreed to by the Co-Manager and the necessary documentation forwarded to the Co-Manager for processing. The Co-Manager will be a signing authority on all cheques issued as payment by the Council.
7. The Co-Manager shall attend monthly meetings of the Council to discuss financial statements and provide guidance on financial matters.
8. The Co-Manager shall provide guidance to the CAO on financial record keeping. Guidance will include monthly review of the financial statements with the CAO to ensure accuracy.
9. The Council shall pay the Co-Manager a fee as set out in Schedule A.
10. Termination of this agreement may be made by either party by providing 30 days notice in writing, with a copy to the Department.

IN WITNESS WHEREOF, the parties have signed this agreement by their respective officers:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Community Council of

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Co-Manager

The Northern Affairs Act, being Chapter N100 of the Continuing Consolidated Statutes of Manitoba provides in part:

**General authority re agreements**

50(1) “An incorporated community may enter into agreements with ..... or any other person  
(a) to obtain property or services required for the operations of the community.....

**Powers – communities that are not incorporated**

173(1) ”....the minister has and may exercise all the powers and functions that an incorporated community and its council may exercise within its boundaries.”

Pursuant to the above section, the minister of Indigenous and Northern Relations affixes his/her signature by way of written approval.

\_\_\_\_\_  
Minister of Indigenous and Northern Relations

## Schedule A

Initial work to set up records, as per quote.           \$

Monthly Co-Management fees, as per quote.           \$

*Additional work may be required and will cost an hourly rate as agreed to by the Council and the Co-Manager.*