

Appendix G1-A
Standard Co-Management Agreement

Standard Co-Management Agreement

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 Municipal 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 must be a designated accountant and a member in good standing of their professional association.
2. The Co-Manager must 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 must 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 must 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 the 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 must 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 must attend monthly meetings of the Council to discuss financial statements and provide guidance on financial matters.
8. The Co-Manager must 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 must 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

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 Manitoba Municipal and Northern Relations affixes their signature by way of written approval.

minister

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.