

COUNCIL FAL CALENDAR

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN –MAR	NOTES
GOVERNANCE					
1. Approve policies to meet requirements of the First Nation's Financial Administrative Law ("FAL")					<ul style="list-style-type: none"> As soon as possible after FAL is approved
2. Review and assessment of policies	X				<ul style="list-style-type: none"> Annually
3. Sign Code of Conduct declaration				X	<ul style="list-style-type: none"> Immediately when elected; and Annually thereafter
4. Sign private interest declaration				X	<ul style="list-style-type: none"> Immediately when elected; Annually thereafter; and As soon as possible in the event of an actual or potential conflict of interest
5. Establish Finance and Audit Committee ("FAC")					<ul style="list-style-type: none"> Includes approval of FAC terms of reference and documented appointment of Chair and Vice-Chair
PLANNING					
6. Approve annual budget				X	<ul style="list-style-type: none"> Before March 31
7. Approve any significant changes to the annual budget					<ul style="list-style-type: none"> As soon as possible
8. Approve 5-year financial plan				X	<ul style="list-style-type: none"> Before March 31
9. Approve strategic plan			X		<ul style="list-style-type: none"> To be reviewed on a regular, periodic basis and revised as necessary
10. Approve risk management plan				X	
11. Approve annual life-cycle plan for capital assets				X	
12. Approve annual capital project plan				X	
13. Establish tangible capital asset reserve fund				X	<ul style="list-style-type: none"> Adequacy of reserve fund should be reviewed annually
14. Approve emergency response plan				X	<ul style="list-style-type: none"> Emergency response plan to be reviewed annually

COUNCIL FAL CALENDAR (CONTINUED)

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15. Approve organizational chart				X	
REPORTING					
16. Review monthly financial information					<ul style="list-style-type: none"> ▪ Council to decide on provision to Council, FAC and/or CAO
17. Approve quarterly financial statements	X	X	X	X	<ul style="list-style-type: none"> ▪ Within 45 days of quarter-end
18. Approve annual special purpose reports, including Schedule of Council Remuneration and Expenses		X			<ul style="list-style-type: none"> ▪ By July 29
19. Approve annual report		X			
20. Publish annual report for citizens		X			<ul style="list-style-type: none"> ▪ By Sept 27 (180 days after fiscal year-end)
21. Evaluate performance of Chief Administrative Officer				X	
AUDIT					
22. Approve audited financial statements		X			<ul style="list-style-type: none"> ▪ By July 29; signed by individuals noted in FAL
23. Ensure citizens have access to the audited financial statements after approval		X			
24. Approve auditor engagement letter and audit plan				X	
25. Review audit findings report and management letter from auditor		X			
LOCAL REVENUE / PROPERTY TAXES (IF APPLICABLE)					
26. Establish separate financial institution account for local revenues					<ul style="list-style-type: none"> ▪ As soon as possible
27. Approve annual budget for local revenue account			X		
28. Approve separate audited financial statements of local revenues (only if >\$400K gross revenues per year)				X	<ul style="list-style-type: none"> ▪ Within 120 days past the reporting year end