



Ministry of Municipal
Affairs

Local Government
Infrastructure
and Finance Branch
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Victoria BC V8W 9T1
Phone: 250-387-4060

CIRCULAR

Circular No. 23:08

March 27, 2023

To: All Regional District Financial Administrators

Re: Statutory Deadlines for Regional District Submissions to the Ministry

The latest version of Local Government Data Entry Financial (LGDE) is now available for your annual input.

You can access these forms on the Local Government Information System (LGIS) at <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>. This site requires you to have an active BCeID for your organization that has been granted access to LGIS. If you do not currently have a BCeID set up with access to LGIS, please contact us for further instruction. Please note Chrome works best with LGDE.

In preparation for the upcoming busy season and to assist you in clarifying the elements and timelines of the statutory requirements, we have prepared the attached checklist. Please post the list and share it with others in your regional district that may be responsible for different aspects of the statutory requirements.

Reminder for LGDE reporting:

As you may be aware, beginning with the 2019 year end, we added 2 new fields to the C1 – General Statistics form, namely: Community Amenity Contributions Collected (line d) and Density Benefit Contributions Collected (line e). After reviewing the data submitted for 2019-2021, we have noted that the datasets for many local governments appear incomplete. Section 167(4) of the *Community Charter* requires all local governments to complete this information so please take extra care to ensure all collected amounts are provided on the 2022 LGDE forms. In addition, we will be following up with all local governments to have them confirm the amounts submitted for 2019-2021 are correct or have them updated if necessary.

If you have any questions or need any further information please contact the Ministry at LGDE@gov.bc.ca or call 250 387-4060.

Joshua Craig

Joshua Craig
Director, Local Government Finance
Attachment

Financial Data/LGDE
(Section 167 of the *Community Charter*)
Due: Monday, May 15, 2023

Requirements:

- 2022 LGDE Financial Form
- 2022 Audited Financial Statements (1 copy)

Financial Information Act/Statement of Financial Information (SOFI)
(Section 2 of the *Financial Information Act*)
Due: Friday, June 30, 2023

Requirements (for more information visit: <http://www.fin.gov.bc.ca/ocg/fmb/fia/fia.htm>):

- Checklist:** <https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/public-sector-management/financial-information-act-administration/fia-compliance-checklist.pdf>
 - **Please remember to submit a completed SOFI checklist on the Local Government Information System (LGIS) using Document Submission.**
- 2022 Audited Financial Statements (1 copy)
- Schedule of Employee Remuneration
- Schedule of Board Remuneration
- Schedule of Payments to Suppliers
- Schedule of Severance Agreements
- Approval by Board of Directors
- Management Letter
- Schedule of Guarantee and Indemnity agreements

Please upload submissions on the Local Government Information System (LGIS):
<https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>