

COR/2014/00906

**CIRCULAR**

**To: All Municipalities, Local Service Districts &  
Engineering/Architectural Consultants**

**Re: Year End Claims – March 31, 2014  
Municipal Infrastructure Programs**

**Date: February 17, 2014**

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This will serve as a reminder that the date for the receipt of claims for payment of the Federal and/or Provincial share for all goods, works and services performed up to March 31, 2014 is April 4, 2014.

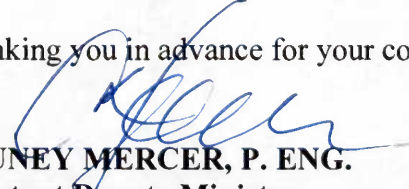
In order to avoid delays in processing claims for payment, please ensure that when claims are submitted utilizing the Municipal Support Information System (MSIS), the following supporting documents are to be uploaded with the claim:

- a) project status report
- b) job control sheet
- c) contractor's claim/engineering /architectural fees

**It is imperative that invoices for all goods, works and services performed up to March 31, 2014 be received by April 4, 2014; as there is no provision in the 2014/2015 Departmental budget for these expenditures. In the event that these invoices are not submitted by April 4, 2014, then these amounts will significantly impact the available capital works funding for fiscal year 2014/15.**

Should you have any questions regarding this matter, please feel free to contact Mr. John O'Leary at 729-5330.

Thanking you in advance for your co-operation.



**CLUNEY MERCER, P. ENG.**  
Assistant Deputy Minister  
Municipal Engineering and Planning Branch

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cc: Regional Engineers  
cc: Regional Directors

cc: Mr. J. O'Leary  
cc: Mr. C. Power, P. Eng.