

COR/2015/00630

CIRCULAR

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

**Re: Year End Claims – March 31, 2015
Municipal Infrastructure Programs**

Date: February 17, 2015

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, 2015 is April 6, 2014.

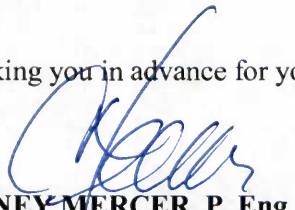
In order to avoid delays in processing claims for payment, please ensure that when claims are submitted utilizing the Municipal Support Information System (MSIS), the following supporting documents are to be uploaded with the claim:

- 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, 2015 be received by April 6, 2015; as there is no provision in the 2015/2016 Departmental budget for these expenditures. In the event that these invoices are not submitted by April 6, 2015, then these amounts will significantly impact the available capital works funding for fiscal year 2015/2016.

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 cooperation.



CLUNEY-MERCER, P. Eng.
Assistant Deputy Minister
Engineering and Infrastructure Branch
Municipal Engineering and Planning Branch

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cc: Regional Engineers
cc: Regional Directors
cc: Mr. J. O'Leary

cc: Regional Managers
cc: Mr. F. Huxter, P. Eng.