

COR/2013/01439

CIRCULAR

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

**Re: Year End Claims – March 31, 2013
Municipal Infrastructure Programs**

Date: February 21, 2013

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, 2013 is **April 10, 2013**.

In order to avoid delays in processing claims for payment, please ensure that all claims are supported with the following documentation:

- a) **project status report**
- b) **job control sheet**
- c) **contractors' claim/engineering/architectural fees**
- d) **letter of request from the Town for the Federal/Provincial shares**

It is imperative that invoices for all goods, works and services performed up to March 31, 2013 be received by April 10, 2013; as there is no provision in the 2013/2014 Departmental budget for these expenditures. In the event that invoices are not submitted by April 10, 2013, then these amounts will significantly impact the available capital works funding for fiscal year 2013/14.

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

/cs

cc: Regional Engineers
cc: Regional Directors

cc: Mr. J. O'Leary
cc: Mr. R. Dillon, P. Eng.