



Government of Newfoundland and Labrador  
Department of Municipal Affairs  
Municipal Infrastructure and Engineering Branch

COR/2016/00172

## CIRCULAR

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

**Re: Year End Claims — March 31, 2016**  
**Municipal Infrastructure Programs**

**Date: January 19, 2016**

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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, 2016 is April 8, 2016.

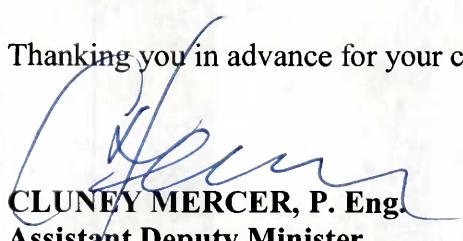
In order to avoid delays in processing claims for payment, please ensure that when claims are submitted utilizing the Municipal Support Information System (MSIS), the following supporting documents are to be uploaded with the claim:

- a) Project status report
- b) Contractor's claim/engineering/architectural fees

**It is imperative that invoices for all goods, works and services performed up to March 31, 2016 be received by April 8, 2016; as there is no provision in the 2016/2017 Departmental budget for these expenditures. In the event that these invoices are not submitted by April 8, 2016, then these amounts will significantly impact the available capital works funding for fiscal year 2016/2017.**

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**  
**Municipal Engineering and Infrastructure Branch**

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

cc: Regional Managers  
cc: Mr. I. Duffett, P. Eng.