



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

2011/0064

## CIRCULAR

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

**Re:** Year End Claims – March 31, 2011  
Municipal Infrastructure Programs

**Date:** March 2, 2011

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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, 2011 is April 7, 2011.

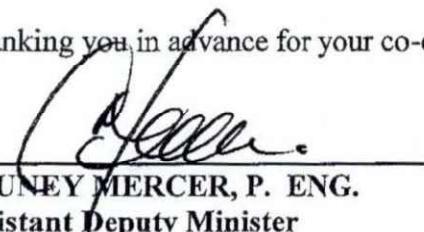
In order to avoid delays in processing claims for payment, please ensure that all claims are supported with the following documentation:

- 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, 2011 be received by April 7, 2011; as there is no provision in the 2011/2012 Departmental Estimates for these expenditures. In the event that invoices are not submitted by April 7, 2011, then these amounts will reduce the available capital works funding in the following fiscal year.

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.

  
CLUNNEY MERCER, P. ENG.  
Assistant Deputy Minister

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