

COR/2019/00762

CIRCULAR

TO: All Municipalities, Local Service Districts, Inuit Community Governments and Community Organizations

RE: MYCW/Federal Programs Approved Project Expenses

DATE: March 14, 2019

In an effort to ensure consistency in reporting Multi Year Capital Works (MYCW) and Federal Program expenses the following are considered as ineligible expenses:

- Administration costs
- Construction Materials (i.e. Pipe, clamps, etc unless for a project that has been pre-approved for Project Management)
- Digital Signs and mobile traffic control lights (rental of signs during projects is acceptable but purchase is not unless a business case is demonstrated)
- Land Purchases
- Legal Surveys
- Media Ads
- Municipality's labour (unless the project is pre-approved for Project Management)
- Survey Equipment (purchase is not acceptable under MYCW for any type of equipment)
- Vehicle rentals/lease/purchase

All expenses are to be summarized on a spreadsheet with each status report with the appropriate backup.

MYCW partners should ensure that an updated Schedule A (with a revision number and date) is submitted when any variances are expected in ongoing projects and particularly when funds are exhausted in a particular project.

Sincerely,



**Kim Kieley, P. Eng, FEC
Director (A)
Infrastructure and Waste Management**

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cc: Regional Engineers