

COR/2014/00446

CIRCULAR

**To: Municipalities / Local Service Districts / Engineering - Architectural
Consultants**

**Re: Submission of Monthly Status Reports using the Municipal Support
Information System (MSIS)**

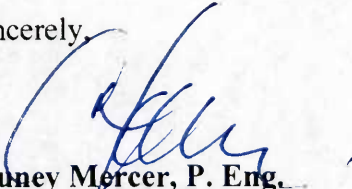
Date: January 21, 2014

I refer to the previous Circular dated October 9, 2013 re the launch of the Municipal Support Information System (MSIS). The October 9, 2013 Circular referenced the submission of **monthly** project status reports through MSIS.

On a go forward basis, monthly project status reports should only be submitted for projects where costs have been incurred for the month and a claim for reimbursement of the Provincial and/or Federal shares is being requested.

For projects where no costs have been incurred for the month, the submission of a status report is not required for that month.

Sincerely,



Cluney Mercer, P. Eng.
Assistant Deputy Minister
Municipal Engineering and Planning Branch

cc: Regional Directors
cc: Regional Engineers