



|                 |               |                   |                 |
|-----------------|---------------|-------------------|-----------------|
|                 |               | <b>Project #:</b> | <b>Claim #:</b> |
| Municipal Name: | Address:      | Postal Code:      |                 |
| Contact Person: | Phone Number: | Fax Number:       |                 |

**NOTE:**

- GST paid on or after February 1, 2004 is fully rebatable to municipalities and is therefore not an eligible cost.
- All Requests for Payment must include copies of all invoices being claimed, for actual costs incurred.

**A. TYPE OF PAYMENT: INTERIM PAYMENT**

|  |                            |  |
|--|----------------------------|--|
| <b>Interim Claim: Please note that all claims are subject to a claims review before payment is made.</b> | <b>Percentage Complete</b> | <b>Eligible Costs being claimed this claim as per page 2</b> |
| Eligible Project Costs (including PST)   | _____ % as at _____ (date) | \$ _____   |

1. Was a construction permit/approvals required prior to commencement of work? (i.e. Federal Departments or Provincial Ministry permits or approvals)  YES  NO (attach a copy)
2. If construction has started are you following the mitigation measures identified in your "Environmental Assessment" if applicable?  YES  NO
3. Did you have a competitive tender process as per Section 5.2.1 of the contribution agreement  YES  NO (attach copy of tender results)

**OR FINAL PAYMENT**

|   |                             |  |
|---|-----------------------------|--|
| <b>Part 1 - Final Claim: Please note that all claims are subject to a claims review before payment is made.</b> | <b>100% Completed as of</b> | <b>Eligible Costs claimed – should balance to amount on page 2</b> |
| Eligible Project Costs (including PST)  | _____ (date)                | \$ _____   |

**Part 2 - Attachments: Mitigation Certificate and Permits and Long Term Sustainability Plan**

- A duly completed **Environmental Mitigation Certificate** (as provided by Saskatchewan) and **copies of all required permits** as per Section 5.9.3 of the agreement (unless previously submitted) **are attached.**
- As per section 5.7 of the contribution agreement, the Recipient agrees to implement the long term sustainability plan included with its application by adopting a utility rate bylaw (for water and wastewater projects) or resolution of council (for others), a copy of the **bylaw or resolution is attached.** If no resolution or bylaw, a user charge schedule is attached.

**Part 3 - Benefits:** The following project benefits section is to be completed after the project has been **entirely constructed.**

| Description of Primary project benefits – As stated in Section IV – Project Benefits in your BCF-CC application you are required to report back on the benefits you have indicated in this section. This section should be completed as you progress along in your project and on your final report identify the actual results achieved. | Actual Benefit   |                                   |          |
|---|--|-----------------------------------|----------|
|   | Please check box   | Quantify # Increase or (Decrease) | Comments |
| (1) Reduction of the environmental and health risks posed by contaminated sites within municipal boundaries;  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                   |          |
| (2) Increased supply of social housing;   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                   |          |
| (3) Increased sustainability of municipal development and encouragement of more efficient land use.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                   |          |
| (4) Other (Please specify):   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                   |          |

**B. CERTIFICATION**

On behalf of the municipality, we certify the project was constructed in accordance with the Canada-Saskatchewan Building Canada Fund – Communities Component's terms and conditions, and that all cost claimed were incurred and paid in relation to the approved BCF-CC project. We also certify the information supplied in this Request for Payment is correct.

Mayor/Reeve/CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Keep a Copy of the Completed Request for Payment and fax or mail to:**

Roxy McLeod or Mary Ulmer  
Ministry of Municipal Affairs  
4<sup>th</sup> Floor -1855 Victoria Avenue  
Regina SK S4P 3T2

Phone: (306) 787-2719 or 787-2662  
Fax: (306) 787-3641

