



November 15th, 2010

City Manager/Administrator/Clerk

**Re: Upcoming Deadline for MEEP Funding Expenditure and Final Reporting.**

This letter is intended to provide an update and instructions regarding the upcoming wrap up of the Municipal Economic Enhancement Program (MEEP). Information in this letter is provided in three categories based on MEEP funding expenditure status. Please identify which category applies and proceed according to the directions.

1. MEEP Funding Will Not or May Not Be Spent by March 31<sup>st</sup>, 2011 Deadline

Municipalities are required to spend their MEEP allocation on approved projects by **March 31, 2011**. **Deadline extensions are not being considered at this time**. If you are concerned about spending the MEEP money by this deadline it is important that you call Shauna Rosloot, Program and Policy Advisor, at (306)787-3088 by **December 1<sup>st</sup>, 2010** to discuss other project options.

2. MEEP Funding Will Be Spent by March 31<sup>st</sup>, 2011 Deadline

If 100 per cent of the MEEP allocation is not yet spent but your plan is on track to meet the **March 31<sup>st</sup>, 2011** deadline, please complete the Final Report using the enclosed reporting format and guidelines. Please submit the Final Report to the contact provided on or before **May 1<sup>st</sup>, 2011**.

3. MEEP Funding Spent Already

If 100 per cent of the MEEP allocation is already spent, please complete the Final Report using the reporting format and guidelines that are enclosed and submit it now to the contact provided. This will finalize the municipality's MEEP Funding Agreement reporting requirements and help with the wrap-up of the program.

City Manager/Administrator/Clerk  
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If preferred, an electronic version of the Final Report and guidelines can be found at <http://www.municipal.gov.sk.ca/meep>. Once complete, the signed paper copy, which is required, can be submitted to the following address:

Ministry of Municipal Affairs  
Grants Administration and Financial Management Branch  
Room 410 – 1855 Victoria Avenue  
REGINA SK S4P 3T2

If you have questions regarding the final report please feel free to contact this office.

Sincerely,

A handwritten signature in black ink that reads "Kyle Toffan". The signature is written in a cursive style with a horizontal line above the first name.

Kyle Toffan  
Director

Attachment