

**INDUSTRY CANADA**

**INFORMATION HIGHWAY APPLICATIONS BRANCH**

**INSTRUCTIONS ON PREPARING CLAIMS AND ADVANCE REQUESTS**

**FOR CONTRIBUTION FUNDS RECIPIENTS**



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## **Purpose**

This document is for Recipients who receive contribution funds support for their projects from the Information Highway Applications Branch of Industry Canada. The purpose of this document is to provide Recipients with instructions for:

- Preparing claims for reimbursement of eligible project costs, and;
- Requesting funds advances,

that comply with the requirements of their Contribution Agreement

## **KEY REFERENCE DOCUMENT - THE CONTRIBUTION AGREEMENT (CA)**

The CA sets out the timing, format, content, and signature requirements for claims and requests for advances (where applicable).

The CA prescribes the nature and type of costs that are eligible for reimbursement.

The CA sets out the content (project milestones) and the timing of project progress reports that accompany claims.

Recipients need to be familiar with these requirements before proceeding to prepare Claims for Reimbursement and Requests for Advances.

## **HOW TO PREPARE CLAIMS FOR REIMBURSEMENT AND REQUESTS FOR ADVANCES**

*NOTE: Claims are to be submitted as per CA (ie CA of up to \$250,000 must submit claims quarterly, CA's over \$250,000 must submit claims monthly). Refer to Section 6.1 of CA for details.*

### **1 A Claim to reimburse Eligible Costs**

#### **1 a) Completing the Schedules**

Once you have incurred costs for the purpose of carrying out the project and you have confirmed the costs you wish to claim for reimbursement are eligible according to the CA, the first step in preparing a claim is organizing the information that is required to support these costs. To do this you need to complete the following Supporting Schedules. Copies of the Supporting Schedules, for your replication and use, are provided with these instructions.

- Schedule 1 -Direct Labour Costs Schedule
- Schedule 2 -Direct Material and Other Direct Costs Schedule
- Schedule 3 -Travel Costs Schedule

To assist you in completing the Supporting Schedules the instructional content of this document is organized by the eligible cost categories of Direct Labour Costs, Direct Material and Other Direct Costs, and Travel Costs. Please refer to the appropriate cost category for detailed information on completing the Schedules.

Once you have completed the Supporting Schedules you need to complete the Industry Canada Detailed Claim Operating Cost Form, and the Applicant's Claim Summary and/or Advance Claim Form referred to in your CA. The Forms are available electronically on the CAP website at <http://cap-pac.ic.gc.ca> under Reports and Claims Forms (CAP):

- Applicant's Claim Summary and/or Advance Claim Form
- Applicant's Cost Forecast
- Detailed Claim Operating Cost Form

#### 1 b) Completing the Detailed Claim Operating Cost Form

Transfer the total of the costs incurred and paid under each cost category per your completed Supporting Schedules to the corresponding space provided in the Detailed Claims Form.

#### 1 c) Completing the Applicant's Claim Summary and/or Advance Claim Form

Complete the basic project information sections on the left side of the Form.

Sign the Certification section in the space provided on the Form. Use **blue** ink. Certification must be provided by a financial officer or other representative of the Recipient satisfactory to the Minister. Also complete Certification Letter for Final Claims (see page 21 for full details).

## 2 A Request for an Advance

If your CA permits you to request an advance for eligible costs that you will subsequently incur for your project you need to complete the Industry Canada Applicant's Cost Forecast Form. A copy of the Form, for replication and use, is provided with these instructions. This Form is also available electronically at the above referenced URL. ***Where a recipient requests an advance of 90% of the contribution amount in their initial claim, the Minister may request justification. Recipients may request up to 3 advances however upon submitting the 3<sup>rd</sup> advance, all expenses for the 1<sup>st</sup> advance request must be accounted for.***

#### 2. a) Completing the Applicant's Cost Forecast

Fill in the period covered by the advance request in the space provided on the Form. ***(Note that the period must be in the future - you cannot ask for a June advance in July).***

Identify your anticipated cash expenditures on a monthly basis for the period of the advance you are requesting within the space provided on the Form. ***(Note that expenditure costs should vary from month to month unless they are fixed costs such as rental expenses, service fees, etc.)***

Complete the basic project information sections of the Form

Sign the Signature of Authorized Official section of the Form in **blue** ink. The Form must be signed by a financial officer or other representative of the Recipient satisfactory to the Minister.

## 2 b) Completing the Applicant's Claim Summary and/or Advance Claim Form

Complete the basic project information sections on the left side of the Form.

Sign the Certification section of the Form in **blue** ink. Certification must be provided by a financial officer or other representative of the Recipient satisfactory to the Minister.

### **3 A Combined Claim for Reimbursement of Eligible Costs and Request for an Advance**

Recipients can submit a combined Claim for reimbursement of Eligible Costs and for a Request for an Advance. The steps, Schedules and Forms for preparing a combined Claim and Advance Request are identical to those described for preparing an individual Claim for Reimbursement and an individual Request for an Advance. **The only difference is one Applicant's Claim Summary and/or Advance Claim Form is completed for the combined Claim and Request for an Advance.**

### **WHAT CONSTITUTES A COMPLETE CLAIM PACKAGE**

In order for your claim package to be considered complete the following documents must be provided:

- Applicant's Claim Summary and/or Advance Claim Form
- Detailed Claim Operating Cost Form
- Supporting Schedules (when claiming for reimbursement of eligible expenses)
- Applicant's Cost Forecast Form (when requesting an advance)
- Copies of invoices or other suitable proof of receipt or payment as specified by these instructions
- Progress & Milestone Reports as specified by your CA.
- Certification Letter for Final Claims (see page 21, Other Matters for full details)

### **COST CATEGORIES**

#### **1 Direct Labour Costs**

Eligible labour costs are those which have been paid to an individual employed by your organization for time worked directly on the supported project. The eligible cost to be claimed for reimbursement is the amount of the gross pay paid to the employee, excluding overtime & shift premiums.

Unless otherwise prescribed in your CA the hourly rate or fixed salary paid to the employee should be reasonable in that it compares favourably with the hourly rate or salary paid for similar work or expertise in the marketplace.

The following supporting information must be recorded on Schedule 1 -Direct Labour Costs for direct labour costs claimed for reimbursement: (see illustration)

- Employee Name
- Position or title of employee
- Hourly/daily rate of pay
- Number of hours/days worked
- The calendar period covered for the direct labour costs being claimed
- The total amount of direct labour being claimed for reimbursement

***\* Note: Your CA may permit the claiming of an allowance in lieu of the actual fringe benefits such as EI, CPP, etc. paid to the employee. Typically the allowance permitted is calculated as a percentage of the total amount of the direct labour costs claimed for reimbursement and is recorded on the Direct Labour Costs Schedule as illustrated.***

***\*\* see Schedule B COSTING MEMORANDUM for detailed description of Direct Labour.***



## 2 Direct Materials and Other Direct Costs

The costs for direct materials identified as eligible types of direct materials in your CA that are consumed specifically in the carrying out of the project are those that can be claimed for reimbursement.

Other costs considered direct and necessary for the successful implementation of the project may be eligible if identified in your CA **or approved by the Minister in advance of their acquisition and use.**

The following information must be provided on Schedule 2 -Direct Materials and Other Direct Costs for each material or other cost claimed: (See illustration)

- Vendor
- Description of item
- Invoice number
- Invoice date
- Total Amount of Invoice
- PST Rebate amount\*\*
- GST Rebate amount\*\*
- Net Amount claimed for reimbursement
- Proof of Payment Reference ( cheque # receipt # etc.)\*\*\*

***\*Note: Where recipients incur GST/PST/HST on the materials purchased pursuant to a Contribution Agreement, IC will reimburse these amounts less any rebates received from Revenue Canada (CCRA) as a result of an input tax credit. For example Charities or Qualifying Non-Profit Organizations receive a 50% rebate from CCRA for GST paid on materials, therefore the recipient can claim the remaining 50% from IC for reimbursement.***

***\*\*Note: A proof of payment reference is not required for progress claims, but should be provided if available (if incurred costs being claimed have already been paid). If payment is yet to be made please indicate 'incurred' in the reference column. However, for Final Claims since all expenses MUST be incurred and paid to be eligible for reimbursement a proof of payment reference MUST be provided on all line items for expenses to be reimbursed on the Final Claim request.***

***\*\*\*Note: Refer to Schedule B of COSTING MEMORANDUM for details on costs (ie direct materials, other direct costs and Project Management Costs)***



In addition a copy of the invoice or other suitable proof of receipt or payment (see Annex 2 for examples) is to be provided with the completed Schedule 2 -Direct Materials and Other Directs Costs as follows:

*For CA agreements where the total amount of Industry Canada's contribution does not exceed \$100,000.00.*

Each individual item of cost claimed that exceeds \$500.00.

*For CA agreements where the total amount of Industry Canada's contribution is between \$100,000.00 and \$500,000.00.*

Each individual item of cost claimed that exceeds \$1,000.00.

*For CA agreements where the total amount of Industry Canada's contribution exceeds \$500,000.00.*

Each individual item of cost claimed that exceeds \$5,000.00.

***NOTE: The percentage stated in clause 3 (Direct Costs (d) Project Management Costs) of the Costing Memorandum, Schedule B is the maximum amount that can be claimed for these types of costs (see Costing Memorandum for types of costs). This is not a rate that can be claimed regardless of how much was spent. These costs must be claimed and recorded on schedule two with the same rules as all other direct costs, but must be kept track of to ensure that at the end of the project the total for these costs does not exceed the set percentage. Copies of invoices are required when the individual line items meet the criteria stated above.***

Claim No.

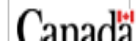
2

**Schedule 2 - Direct Materials, Other Direct Costs & Project Management Costs (Maximum of 10%)**

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Name of Recipient		XYZ				Endeavour	33F	Project No.	9999	
Vendor	Description of Item	P.O. No.	P.O. Date	Invoice No.	Invoice Date	Total Amount of Invoice or P.O.	PST Rebate (\$)	GST Rebate (\$)	Net Amount	Proof of Payment
FUTURE SHOP	LAPTOP COMPUTER	12344	01-01-2007	44655	02-01-2007	\$355.00	\$50.00	\$10.00	\$295.00	CHEQUE #32022
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$295.00	
<b>PROJECT MANAGEMENT COSTS (MAX. 10%)</b>										
JOHN DOE JR.						\$2,500.00			\$2,500.00	INVOICE #921
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$2,500.00	
							<b>TOTAL</b>		<b>\$2,795.00</b>	

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### 3 Travel Costs

Eligible travel costs are those which are deemed necessary to carry out the project and which directly relate to the activities detailed in the CA.

Costs incurred for travel shall be in accordance with the Treasury Board Travel Policy. The Policy can be accessed at the following URL

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv-1\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-1_e.asp)

***The purpose for the travel must be documented and provided with the claim for reimbursement.***

Types of costs and required supporting documentation:

- **Airfare** - must be supported by a copy of the original airline ticket (E-tickets are considered original when clearly marked e-ticket by the carrier).
- **Mileage** - must be supported by a copy of the original signed employees' expense form which clearly indicates the # of miles or kilometres travelled and the rate of reimbursement.
- **Meals** - Meals are to be claimed as per the Treasury Board Travel Policy. ***Note: tips and alcohol are not eligible expenses as they are not deemed necessary for the purpose of carrying out the project.***
- **Hotel Accommodation**- a copy of the original receipt showing all transactions making up the total cost must be provided. ***Note: movies and personal phone calls are not eligible expenses as they are not deemed necessary for the purpose of carrying out the project.***
- **Private Accommodation** - Can be claimed as per the Treasury Board Travel Policy ***Note: Cost claimed may not exceed the Treasury Board prescribed rate.***
- **Car Rental** - a copy of the original receipt must be provided. ***Note: gas will only be paid when a vehicle was required to be refuelled to complete a trip or as a requirement of the car rental contract. A note to this effect should be provided.***
- **Parking** - a copy of the original receipt must be provided.
- **Train / Bus** - must be supported by a copy of the original transportation ticket.
- **Taxi** - a copy of the original receipt must be provided.

Schedule 3 -Travel Costs is to be completed for the travel costs claimed for reimbursement. (See illustration .)

***NOTE: This schedule is only for travel taken by employees of the recipient. Travel taken by contractors should be included in their invoices to the recipient and thus included in Schedule Two, Direct Materials and Other Direct Costs.***



## **OTHER MATTERS**

### **1. Making Corrections on the prescribed Forms**

**NEVER** use White Out on any of the prescribed Forms. When you make an error, simply stroke out the mistake and write the new amount (information) above the stroked out information and initial it, OR start over on a new Form.

### **2. Signatures**

Ensure that any signatures on the prescribed Forms are **ALWAYS** signed in blue ink. (Never use black pen or pencil)

### **3. Hold Back**

Industry Canada will **hold back** the final 10% of the total value of Industry Canada's contribution until the successful completion of the project. Claims/advances submitted will be processed until 90% of the total contribution is reached. This means you should manage your cash resources carefully in order to have the cash on hand to meet this requirement.

### **4. Final Claim**

- There is a box on the top of the Applicant's Claim Summary and/or Advance Claim Form referring to Final Claim - this must be checked yes.
- In section one Eligible Costs on the Form the boxes incurred and paid must be checked.
- Complete and sign the Certification Letter (attached as Annex 3).
- Ensure that the proof of payment column on Schedule Two is complete, regardless of the dollar value of the line item.
- Ensure that your package includes your Final Report and any outstanding deliverables as required in your agreement.

Adhering to these details for FINAL CLAIMS (only) will ensure that the payments are processed without undue delays.

### **5. Incurred and Paid**

In order to be considered an eligible expense for the project all costs must be incurred on or before the completion date stipulated in your Contribution Agreement.

All costs incurred prior to the completion date must be paid before the final claim can be released for payment.

Please refer to clause 6, Claims for Payment, of your Contribution Agreement for further details on timing.

ANNEX 1



Industry Canada / Industrie Canada

**DETAILED CLAIM OPERATING COSTS**

If you used our Schedules, this form is filled in automatically.  
 If you used print-outs from your accounting system instead of our Schedules,  
 insert the appropriate totals in the orange cells.

			PROTECTED
Applicant's Name	Endeavour	Claim No.	Project No.
	33F	0	0
CATEGORY	Schedule No.	Totals	Department Only
Direct Labour Costs	1	\$0.00	
Direct Materials, Other Direct Costs	2	\$0.00	
Project Management Costs (Maximum of 10%)		\$0.00	
Travel Costs	3	\$0.00	
	<b>TOTAL COSTS</b>	<b>\$0.00</b>	
IC 0457 (1998/10)			<b>Canada</b>

**APPLICANT'S COST FORECAST**

*Must be signed and dated in blue ink.*

<b>Information in yellow cells will be populated automatically when you fill in the Claim Summary.</b>				<b>PROTECTED</b>
<b>Program</b>		<b>Endeavour</b>		<b>Project No.</b>
Community Access Program		33F		0
<b>Applicant's Name</b>				<b>Claim No.</b>
0				0
<b>Cost Category as per Statement of Work</b>	<b>FORECAST OF DISBURSEMENTS (ELIGIBLE COSTS ONLY)</b>			
	<b>FOR THE PERIOD:</b>			<small>(three months maximum)</small>
		<b>to</b>		
	<b>Month (1)</b>	<b>Month (2)</b>	<b>Month (3)</b>	<b>Total for Period</b>
	\$	\$	\$	\$
<b>Direct Labour Costs</b>				\$0.00
<b>Direct Materials, Other Direct Costs &amp; Project Management Costs (Maximum of 10%)</b>				\$0.00
<b>Travel Costs</b>				\$0.00
<b>Total Estimated Disbursements</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Advance (IC's Contribution) 100%</b>				\$0.00
<b>Signature of Authorized Official</b>		<b>Title</b>		<b>Date</b>

### APPLICANT'S CLAIM SUMMARY and/or ADVANCE CLAIM (IC 1217 EA)

Fill in and print off, then sign and date in blue ink

**Grey-shaded areas are for Departmental use only**

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Program Community Access Program		Final Claim <input type="checkbox"/> Yes <input type="checkbox"/> No		Claim No.	Endeavour 33F	Project No.	Sub-Project	
Project Start	Project Completion	Effective Date		Application Received	Offer Accepted Date	Holdback Threshold Reached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Applicant(s) and Joint Payee (if applicable)  Address    Postal Code				Control Points				
				FCF 20/	\$	Eligible Costs		\$
				Less: CY Payments to date	\$	Authorized Assistance		\$
				FCF Free Balance	\$	Less: Cumulative Net Approved Assistance		\$
						Outstanding Advance		\$
Contact Name		Telephone No.		Other Control				
<b>CLAIM</b>				<b>PAYMENT CALCULATION</b>				
<b>1. ELIGIBLE COSTS</b>		<b>ELIGIBLE COSTS CLAIMED</b>						
<input type="checkbox"/> Incurred <input type="checkbox"/> Paid		Current	Total to Date	Approved Eligible Costs	\$	Current	Cumulative	
Period Covered	From	From	00-Jan-00	Gross Approved Assistance	\$			
	To	To	00-Jan-00	Holdback	\$			
Total Eligible Costs (as per "Detailed Claim")		\$0.00		NET APPROVED ASSISTANCE	\$			
Industry Canada Share 100%		\$0.00	\$0.00	Outstanding Advance	\$			
<b>2. ADVANCES</b> (only when provided for in the letter of offer - attach "Applicant's Cost Forecast")				Amount Owing (receivable)	\$			
Industry Canada Share of estimated cash requirements for period specified		\$0.00		ADVANCE	\$			
<b>CERTIFICATION</b> (by applicant for each claim) I certify that: a) the costs described in this claim and considered eligible were or will be incurred under the contract; b) generally accepted and consistently followed accounting practices have been used; c) Her Majesty's payment will be applied to the project in accordance with the contract and costing memorandum; d) if applicable, disclosure has been made of assets involved in or resulting from the project which ceased to be used or which were transferred to productive use, sold, leased or otherwise disposed of; e) if applicable, environmental protection measures have been implemented and are maintained; requirements of all regulatory bodies have been satisfied.				Adjustments or Recoveries (explain below)	\$			
				REQUESTED PAYMENT	\$			
				<b>APPROVED AND CERTIFIED</b> pursuant to Departmental Signing Authorities. The amount payable relates to costs that:				
				<input type="checkbox"/> are eligible and reasonable; <input type="checkbox"/> will be incurred within the advance period; <input type="checkbox"/> are reasonably in step with work performed in a satisfactory manner; <input type="checkbox"/> all required terms and conditions of the agreement have been met.				
				Recommended by				
Title		Officer Code						
Signature		Date						
Approved and Certified pursuant to Section 34.1 (b) of the FAA								
Title								

Signature of Authorized Official



Information in yellow cells will be populated automatically when you fill in the Claim Summary.

**Schedule 1 - Direct Labour Costs**

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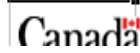
<b>Name of Recipient</b>		0			<b>Endeavour</b>	33F
					<b>Project No.</b>	0
<b>Name of Employee</b>	<b>Position</b>	<b>Hourly Rate (without benefits) (\$)</b>	<b>Hours Worked</b>	<b>Time Period Covered by Hours Worked</b>	<b>ADD Up to 20% in Lieu of Benefits (\$)</b>	<b>Net Amount</b>
MARY JANE	ADMIN ASSISTANT	\$15.00	35	JAN 01/07 - FEB 15/07		\$525.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
					<b>TOTAL</b>	<b>\$525.00</b>

**Schedule 2 - Direct Materials, Other Direct Costs & Project Management Costs (Maximum of 10%)**

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Name of Recipient		XYZ				Endeavour	33F	Project No.	9999	
Vendor	Description of Item	P.O. No.	P.O. Date	Invoice No.	Invoice Date	Total Amount of Invoice or P.O.	PST Rebate (\$)	GST Rebate (\$)	Net Amount	Proof of Payment
FUTURE SHOP	LAPTOP COMPUTER	12344	01-01-2007	44655	02-01-2007	\$355.00	\$50.00	\$10.00	\$295.00	CHEQUE #32022
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$295.00	
<b>PROJECT MANAGEMENT COSTS (MAX. 10%)</b>										
JOHN DOE JR.						\$2,500.00			\$2,500.00	INVOICE #921
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$2,500.00	
							<b>TOTAL</b>		<b>\$2,795.00</b>	

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## Annex 2

### **Examples of Suitable Proof of Payment**

Copies of invoices marked paid are the most typical proof of payment document provided with claims for reimbursement. It is recognized, however, that there are other forms of suitable proof of payment that can serve to support an expenditure you are claiming for reimbursement.

This list provides examples of other suitable proof of payment documents. Note that the list is not exhaustive. If you have any questions concerning the suitability of a document you wish to provide in support of an expenditure for reimbursement please contact your Industry Canada Program representative for direction in advance of submitting the expenditure for reimbursement.

***Regardless of the type of proof of payment provided, a note of explanation is required when only a portion of the expenditure is being claimed for reimbursement.***

#### ***Payment by Cheque***

1. photocopy of the front and back of the cancelled cheque;
2. copy of a bank statement that clearly shows the payment made to the vendor; or
3. letter from the vendor showing a contact name and phone number and verifying receipt of payment in full including dates.

#### ***Direct Payment***

4. photocopy of your bank statement clearly indicating the date of the withdrawal from your account and the vendor name; or
5. letter from the vendor showing a contact name and phone number and verifying receipt of payment in full including dates.

#### ***Payment by Credit Card***

6. copy of the credit card receipt that indicates payment by credit card; or
7. copy of a credit card statement showing the charge to the supplier.

#### ***Payment by Cash***

8. copy of the cash receipt showing the vendor name, address, phone number, transaction number (if applicable) and contact name.
9. letter from the vendor showing a contact name and phone number and verifying receipt of payment in full with dates.

### Annex 3

*[Please enter company name  
and address in this space]*

*[Date]*

To Industry Canada Finance Department,

Providing this letter certifies that the following conditions have been met in accordance with our Contribution Agreement, *[please enter CA # here]*, with the Information Highway Applications Branch of Industry Canada:

- the costs described in this claim and considered eligible were incurred and paid under the CA;
- generally accepted and consistently followed accounting practices have been used;
- Her Majesty's payment will be applied to the project in accordance with the CA and costing memorandum;
- if applicable, disclosure has been made of assets involved in or resulting from the project which ceased to be used or which were transferred to productive use, sold, leased or otherwise disposed of;
- if applicable, environmental protection measures have been implemented and are maintained; requirements of all regulatory bodies have been satisfied.

This letter also serves as notice that all deliverables have been met and no further claims will be made against this agreement.

Thank you,

\_\_\_\_\_  
Signature  
*[Please print name and title of signee here]*

## Annex 4

### Regional Contacts

#### **British Columbia & Yukon**

##### **Paulo Eusebio**

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#### **Alberta & Northwest Territories, Saskatchewan, Manitoba & Nunavut**

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#### **Ontario**

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#### **Québec**

##### **André Paquet**

Industrial Development Councillor  
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Fax : (514) 283-5157  
E-mail :paquet.andre@ic.gc.ca

#### **Newfoundland and Labrador**

##### **Dawn Lemessurier**

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**New Brunswick, PEI**

**Tim Wartman**

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Phone: (902) 626-2975 Fax: (902) 566-6859

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**Joann Sampson**

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