



# PAYMENT UPDATES

PROJECT CONTROLS COORDINATORS

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# PROGRESS PAYMENT CALENDAR

- 2024 PPC Calendar TAB is PPS Workbook

	STAT Holiday (CGS)
	Field Inspector PPS Qty Estimate Sign-off Deadline
	Draft Invoice (Contractor) and Construction Services Coordinator Sign-off Deadline
	Contractor Proper Invoice Sign-off Deadline
	Consultant Contract Administrator Proper Invoice Submission Deadline
	CGS Project Controls PPC Compilation (Issue for signatures)
	CGS PM PPC Signatory Approval Deadline
	CGS Sponsor PPC Signatory Approval Deadline
	CGS Project Controls Coordinator PPC Release Deadline to Finance
	PPC is paid out to Contractor (by Finance)

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# PROPER INVOICE SUBMISSIONS

- Signed Copy of Proper Invoice
- Documentation
  - Updated Construction Schedule
  - CCDC 9A-18 Statutory Declaration
  - Current WSIB Clearance Certificate
  - Current Insurance Certificate

# STATUTORY DECLARATION

## **Statutory Declaration of Progress Payment Distribution by Contractor**

Standard Construction Document

**CCDC 9A – 2018**

To be made by the Contractor as a condition for either

- second and subsequent progress payments; or  
 release of holdback.

**Information Appearing in the Contract Documents**

Application for payment number \_\_\_\_\_  
dated \_\_\_\_\_ is the last  
application for payment for which the Contractor has  
received payment.

# SUBSTANTIAL COMPLETION & CONTRACT COMPLETION

- Application found on the website
- Email application to:
  - ✓ Project Manager
  - ✓ Project Controls Coordinators
- Application has been approved: Project Controls will commence paperwork
- Application not approved: Project Manager will notify Contractor
- Email Proof of Publication to Project Controls