

Task	Responsibility and Information Flow	Notes
Discuss any discrepancies with the contractor to provide an opportunity for them to make changes to the progress claim or to identify work which may have been overlooked	Architect to general contractor	Usually the contractor will resubmit a progress claim when a different percentage complete has been agreed to. Where this does not happen, the architect should make amendments to the claim by hand.
Verify receipt of <i>Statutory Declaration</i> from the contractor and Certificates from the respective provincial or territorial health and safety agencies such as the Workplace Safety and Insurance Board or Workers' Compensation Board for the second and subsequent submissions	Architect	Provincial and territorial health agencies have differing protocols for nature and frequency of their confirmations. Become aware of the protocols affecting your specific project. Client-specific supplementary conditions may also have unique requirements.
Include in the Certificate the percentage completed for each change order approved by the client	Architect	
Include in the Certificate the percentage completed for each change directive approved by the client to proceed	Architect	
Issue appropriate Certificate for Payment covering the contractor's request with the appropriate statutory holdback as per lien legislation in the province or territory and a deficiency holdback if identified in contract documents	Architect	<p>A statutory holdback is an amount to be held back in trust by the client from the contractor's payment as a protection for the possible non-payment of subcontractors, trades and suppliers. The amount will be indicated in provincial lien legislation, where such legislation exists.</p> <p>A deficiency holdback is an amount held back from the contractor's payment to resolve issues of project deficiencies late in the project.</p> <p>Neither holdback is intended to be a mechanism for financing the project or supporting the client's cash flow.</p>