

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none"> ▪ Carry out site visit for substantial performance within time frame defined in contracts ▪ Review findings in relation to contract and provincial or territorial lien legislation ▪ Identify remaining deficiencies and establish a deficiency holdback amount ▪ Certify substantial performance or notify the contractor if substantial performance not certified, and provide reasons 		<p>The deficiency holdback amount should represent an estimate of the cost of completing each deficiency should the contractor leave the site instead of completing. In other words, the deficiency holdback should be the cost to hire a new contractor, subcontractor or supplier to complete deficient work.</p> <p>The architect is not required to review deficiencies a few at a time. In fact, the architect should be clear that their expectation is one final review to clear <i>all</i> deficiencies.</p>
<p>Issue Certificate of Substantial Performance</p> <ul style="list-style-type: none"> ▪ Required in most provinces and territories ▪ Details and form generally established by lien legislation of province or territory 	Architect	This certificate sets a date which triggers the beginning of the warranty period (as outlined in CCDC 2) and the release of holdback monies (lien funds) which have been established to provide some financial protection to subcontractors.
<p>Provide Letters of Assurance (LoA)</p> <p>General procedure:</p> <ul style="list-style-type: none"> ▪ Review LoA conditions and requirements in letters ▪ Execute LoAs, including signature and seal ▪ Obtain LoAs from other registered professionals such as engineers 	Architect and consultants to regulatory authority	Required in Alberta and British Columbia at time of writing
<p>Obtain and review required documents for release of holdback monies</p> <ul style="list-style-type: none"> ▪ Statutory declaration documents ▪ Issue Certificate for Payment for release of holdback 	General contractor to architect	The statutory holdback cannot be held for deficient items. These already-earned monies are separate and the statutory holdback must be released when the registration of lien period has expired, regardless of deficiencies outstanding.
<p>Assist the client in obtaining occupancy permit if required or requested</p>	Architect and owner	Avoid signing any occupancy applications on behalf of the client.
<ul style="list-style-type: none"> ▪ Receive, from the contractor, an application for statement of completion ▪ Receive the contractor's written notice that all work has been totally completed ▪ Carry out site visit for completion 	General contractor to architect to consultants	Some but not all jurisdictions use the concept of total performance to signify when deficiencies have been completed.