



Infrastructure Technical Resources Newsletter

May 9th, 2024 – Volume 23

**** Important updates ****

- **Statutory Declaration Process** - Storage and retention change. Please refer to attached pdf sheet for information on the change.
 - The current edition of the "[Technical Design Requirements for Alberta Infrastructure Facilities](#)" v7, August 2022 is in the process of updating. Please direct any comments for this update to Cam Munro at 780-422-7456, or cam.munro@gov.ab.ca.
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Links to Documents that have been added/updated this year (2024):

Forms/Contracts/Specifications:

- [Basic Master Specifications](#)
 - 00 21 13B
- [Facility Construction Sub-Group](#)
 - 02 82 01B
 - 02 82 05B
 - 02 82 15B
 - 02 82 33B
 - 02 83 19B
 - 02 84 16B
 - 02 84 25B
 - 02 85 05B
 - 02 85 16B
 - 02 85 33B
 - 02 91 19B
 - 02 92 19B
 - 02 95 00B

- 02 99 00B
- [Property Management](#)
 - 00 21 14 PMS
- [Construction-Short Form](#)
 - 00 70 00 SFMWC
- [Consultant Forms](#)
 - Design Bid Build:
 - Consultants Forms Instructions
 - 01 26 00-01
 - CO Process
 - 01 26 63-08
 - Construction Management:
 - Change Process Flowchart

ITR Quick Links:

Infrastructure Technical Resource Centre main page:

<https://www.alberta.ca/infrastructure-technical-resources>

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Any questions please contact Cam Munro at cam.munro@gov.ab.ca or 780-422-7456 or infras.trc@gov.ab.ca.

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Classification: Public



Statutory Declaration Process

Storage and retention change

A Statutory Declaration is a formal declaration made in a prescribed form that has legal force similar to an oath or affidavit. Alberta Infrastructure requires the submission of a Statutory Declaration to ensure the accuracy of construction invoices submitted. To support prompt payment of invoices, contractors applying for second and subsequent contract invoices are required to submit a Statutory Declaration to prove that their sub-contractors were paid within 10 days of receiving the previous payment from Alberta Infrastructure. The Statutory Declaration is completed in front of a Commissioner of Oaths or Notary Public, who verifies the original and the signature authenticity.

Background

- After consultation with internal and external stakeholders, the Deputy Minister of Alberta Infrastructure approved a process change with regards to the collection of hard copy Statutory Declarations.
- Since 2020, the department has been collecting an electronic copy of the Statutory Declaration with the other evidentiary pieces that constitutes a proper invoice, and Finance is currently using the electronic copy to pay submitted invoices.
- The current process dictates that vendors are however still required to send a hard copy of the Statutory Declaration for invoices submitted. This document is then checked, stored and retained by Alberta Infrastructure in a central repository.

What's changing?

- Infrastructure will no longer be collecting the hard copy Statutory Declaration, only the electronic copy of the original will be sent with the invoice package, which is in most cases also submitted electronically.
- This process change will bring about a reduction in red tape for both internal and external parties and will streamline the overall process.
- Vendors will be required to keep the original copy for up to three years after the end of the contract period.
- The process change will take effect on May 1, 2024.