

# Construction Act Update – Information & FAQs

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The new prompt payment and adjudication provisions of the *Construction Act*, R.S.O. 1990, c. C.30 (the “Act”) came into effect on October 1, 2019. A copy of the Act may be viewed [here](#).

## What does this mean for you and how will you be affected?

The Region has developed a new, standardized process for the submission of Proper Invoices, which will facilitate prompt payment in accordance with the Act. As required by the Act, the Region will make payment upon your submission of Proper Invoices to the Region.

The Region cannot provide legal advice to external parties. Should you have any questions regarding how the new provisions of the Act may affect you, please contact your legal counsel.

## What is a ‘Proper Invoice’?

Generally, a Proper Invoice is a written bill or other request for payment for services which contains both the information prescribed in the Act and the information specified in your contract. Please refer to the [Act](#) for a complete definition of the term ‘Proper Invoice’.

To assist you, the Region has developed a Proper Invoice template which will be attached to your contract as a schedule. You are strongly encouraged to use this template in order to ensure compliance with the Act and the Region’s Proper Invoice requirements.

## How do I submit my Proper Invoice?

You will submit your Proper Invoices to the Region by uploading them via a secure website. The address of the website and log-in instructions will be provided to you at the start of the contract.

## When and how often can I submit a Proper Invoice?

Your contract will set out particulars regarding when and how often Proper Invoices can be submitted to the Region.

## Are there any other resources available?

During the initial implementation of the prompt payment regime, general procedural questions will be addressed at the bidders’ meeting for your contract.

After the contract has been awarded, you are encouraged to discuss procedural questions with the Regional Project Manager or Contract Administrator that has been assigned to your contract.