

To all City Divisions and Agencies Undertaking Construction:

In response to the unique circumstances created by the COVID-19 pandemic, Legal Services recommends that the City and its Agencies, including Exhibition Place, where requested, permit contractors to deliver executed PDF copies of Statutory Declarations (CCDC 9A-2018 or Exhibition Place form, depending on the contract) when they are required under contract provided:

1. The name of the individual making the Statutory Declaration and the name of the Commissioner taking the declaration are clearly legible.
2. The project manager recognizes the name of the individual making the Statutory Declaration.
3. The Statutory Declaration is emailed to Exhibition Place from the contractor's company email (eg. John.Doe@ABCContractor.com) by a person familiar to the Exhibition Place project manager.
4. The contractor advises that it will deliver the original statutory declaration (by mail or otherwise, at a later date).