

**Subsection 33.4(1) of the *Prompt Payment and Construction Lien Act*, R.S.A. 2000, c. B-7
and Subsection 20(1) of Alta. Reg. 23/2022**

NOTICE OF ADJUDICATION

TAKE NOTICE that pursuant to the *Prompt Payment and Construction Lien Act* the dispute described within is referred to the Nominating Authority for Adjudication

1. Names and addresses of parties in dispute (complete details required):

Include Names, titles/positions/roles, business names, Email, phone numbers, mailing address

Applicant:

Applicant's Legal Representative (if applicable):

Respondent:

Respondent's Legal Representative (if applicable):

If any additional parties are involved, use an attachment to provide their complete contact details.

2. Nature and brief description of the dispute (details respecting how and when it arose):

Date of contract or accepted estimate:

Date that work commenced:

Date that work ended (if applicable):

Check any applicable element of this dispute:

- A. The valuation of services or materials provided under the contract or subcontract, including in respect of a written change order, whether approved or not, or a proposed change order, as the case may be;¹ or
- B. Payment under the contract or subcontract, including in respect of a written change order, whether approved or not, or a proposed change order;² or
- C. Disputes that are the subject of a notice of non-payment under Part 3 of the Act;³ or
- D. Payment or non-payment of an amount retained as a major lien fund or minor lien fund and owed to a party during or at the end of a contract or subcontract, as the case may be;⁴ or
- E. Any other matter in relation to the contract or subcontract, as the case may be, that the parties in dispute agree to, regardless of whether or not a proper invoice was issued or the claim is lienable.⁵

Attach any additional details regarding the contract or subcontract, services or materials provided

3. Nature of redress or remedy sought, and specify the dollar amount in dispute:

Dollar amount in Dispute: \$ _____ (Expand or attach if needed)

4. Name of the Nominating Authority to whom the Applicant intends to submit this notice:

ARCANA (AB) – email addresses below

5. Name of the adjudicator requested or suggested to conduct the adjudication (optional):

Visit <https://adralberta.com/directory/> for a list of qualified ARCANA (AB) Adjudicators

Requested or Suggested Name(s): _____

The ARCANA (AB) Fee Schedule can be found at <https://adralberta.com/prompt-payment/>. Full payment of the Appointment Fee (including 5% GST) from Column B is required at the time of the application, unless the parties have agreed on an adjudicator OR are confident that they will be able to agree on an adjudicator within 4 days. See the NOTES to the Fee Schedule for further details.

While the Applicant usually advances the Appointment Fee, it is preferable for the parties to share the cost of the adjudication. Regardless, the adjudicator will assign costs in regard to the total cost of the adjudication as part of the written Determination & Order, equally or unequally amongst the parties.

Applicant's Signature: _____ Name: _____ Date: _____

Distribution: Please email to all parties to this dispute and the Nominating Authority at:

arcana@adralberta.com **AND** arcana@rics.org

Visit <https://adralberta.com/prompt-payment/> for more adjudication information and options.

¹ Subsection 19(a) A.R. 23/2022

² Subsection 19(b) A.R. 23/2022

³ Subsection 19(c) A.R. 23/2022

⁴ Subsection 19(d) A.R. 23/2022

⁵ Subsection 19(e) A.R. 23/2022