

1.28.2022

**Ayaz Landon-Browne**

Brawn Construction  
G2 – 130 Terrence Matthew Drive  
Kanata, ON K2M 0J1

**Re:Carleton University President Suite Renovation - Substantial Performance & Release of Holdback**

Dear Ayaz Landon-Browne,

We received your application for issuance of the Certificate of Substantial Performance for the above-noted project. We are satisfied that the Work is substantially performed and enclose herewith the Certificate of Substantial Performance dated December 13, 2021. When this Certificate has been published as outlined in the Construction Lien Act, we will issue a Certificate of Payment to the Owner for release of holdback for payment at the expiration of the statutory 60-day lien period. We request that you provide us with a dated copy of the published certificate.

The Contract specifies documentation that must be submitted before the Contract can be certified complete. The estimated cost to prepare this documentation will be assessed along with the value of the remaining work and retained from any other monies owing to you. This documentation includes the following items:

1. Warranties for the trades specified, signed and sealed by the Subcontractor and by the General Contractor.
2. As-built information as specified.
3. Copies of reviewed shop drawings.
4. Operating, servicing and maintenance data for all equipment and materials where special procedures must be observed.
5. Certificate of occupancy from the Building Department.
6. Workplace Safety & Insurance Board Clearance Certificate (submitted with final progress requisition).

The estimated cost of preparation of this documentation will be assessed along with the remaining work and deficiencies and retained from any other monies owing to you. We request that you expedite the submission of documents not already provided and arrange to complete the balance of the work as quickly as possible, so that the Contract can be closed.

1.28.2022

Carleton University President  
Suite Renovation - Substantial  
Performance & Release of  
Holdback

When the Contract is complete as defined in the Construction Act, you may initiate the procedure for release of Holdback for Finishing Work by submitting a request for its release. If deemed acceptable, we would then issue a Certificate of Payment for the holdback.

Sincerely,

A handwritten signature in black ink, appearing to read 'Safdar Abidi', written in a cursive style.

**Safdar Abidi**

Enclosures

Copy: Joseph Furo, Carleton University

**FORM 9**  
**CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE**  
**CONTRACT UNDER SECTION 32 OF THE ACT**

*Construction Act*

**City of Ottawa**

(County/District/Regional Municipality/Town/City in which premises are situated)

**1125 Colonel By Drive, Tory Building, Suite 503 Ontario, K1S 5B6**

(street address and city, town, etc., or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

**Tory Building - Floor 5 Presidents Suite**

(short description of the improvement)

to the above premises was substantially performed on **December 13, 2021**

(date substantially performed)

Date certificate signed: **January 28, 2022**



(payment certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: **Carleton University**

Address for service: **1125 Colonel By Drive, Tory Building, Suite 503, Ottawa, ON K1S 5B6**

Name of contractor: **Brawn Construction**

Address for service: **G2 - 130 Terrence Matthew Drive, Kanata, ON K2M 0J1**

Name of payment certifier (where applicable): **Perkins+Will Canada Inc,**

Address: **275 Slater Street, 18<sup>th</sup> Floor, Ottawa, ON K1P 5H9**

(Use A or B, whichever is appropriate)

A. Identification of premises for preservation of liens:

**1125 Colonel By Drive, Tory Building, Suite 503 Ontario, K1S 5B6**

(if a lien attaches to the premises, a legal description of the premises, including all property identifier numbers and addresses for the premises)

B. Office to which claim for lien must be given to preserve lien:

(if the lien does not attach to the premises, a concise description of the premises, including addresses, and the name and address of the person or body to whom the claim for lien must be given)