



Engineers

January 13, 2025

David Marshall  
Venasse Building Group Inc.  
137 Ferris Drive,  
North Bay, ON P1B 8Z4

Dear David,

**RE: Base Building Rehabilitation - 346 Main Street, Mattawa  
Contract Close-Out**

**RJC No. TOR.126035.0002**

All parties (The Bank of Novia, Read Jones Christoffersen Ltd., and Venasse Building Group) have agreed that the work associated with the Base Building Rehabilitation at the above-noted site is substantially complete. A copy of the Certificate of Substantial Performance is attached for publication. Venasse Building Group is required by the terms of your Contract to take all appropriate measures to comply with the Contract Close-Out procedures outlined in the documents including:

- The requirements of the Construction Act
- The requirements of the Worker's Compensation Act
- All other Contractual Obligations

In addition to these items, you are also required to supply all guarantees, warranties, inspection certificates, maintenance manuals and project record drawings in accordance with the requirements of the Contract Documents. These requirements are outlined in the specification, specifically:

- Section 01 78 36 – Warranties and Bonds
- Section 04 01 20 – Brick Masonry Restoration Repairs
- Section 07 24 00 – Exterior Insulation and Finish systems
- Section 08 11 00 – Insulated Steel Doors and Frames
- Section 08 51 13 – Aluminum Windows
- Section 08 81 00 – Glass and Glazing
- Section 32 12 19 – Asphalt Pavement

Please submit a certificate signed by the Installer and Manufacturer along with your general warranty. The warranty periods are clearly outlined in Specification Section 01 78 36 and in the applicable



technical specification sections. All warranty periods shown in this section are applicable and remain unchanged.

Venasse Building Group is required to submit maintenance manuals and project record drawings for the work performed as part of the Contract. If a clean set of drawings is required for record drawing purposes, please let RJC know.

The holdback will become payable 60 days from the date of publication of the Certificate of Substantial Performance. Please include proof of publication and all warranties and maintenance manuals with your holdback invoice. It is expected that all deficiencies will be addressed, and the required maintenance manuals and project record drawings will be provided prior to the holdback invoice becoming due.

We trust this information is satisfactory and self-explanatory; however, if you have any questions, please do not hesitate to call.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

Reviewed by:

A handwritten signature in black ink, appearing to be 'TA' with a stylized flourish.

Thamer Qusus, BEng  
Engineering Intern  
Building Science and Restoration

A handwritten signature in black ink, appearing to be 'P. Marquis' with a large, sweeping flourish.

Patrick Marquis, MSc, P.Eng., ing., LEED® AP BD+C  
Project Engineer  
Building Science and Restoration

Encl. Certificate of Substantial Performance

*Construction Act*

R.S.O. 1990, Chapter C.30  
Last Amendment: 2018, C.17, Sched. 8, S.1-20

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

**CITY OF MATTAWA**

**346 MAIN STREET  
MATTAWA, ONTARIO**

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

**BASE BUILDING REHABILITATION**

to the above premises was substantially performed on **JANUARY 10, 2025**

Date certificate signed: **JANUARY 13, 2025**



.....  
(Payment Certifier)

Name of Owner: **THE BANK OF NOVA SCOTIA**

Address of Service: **Real Estate Department – Transit #5407224Dr, Unit 109  
44 King Street West, Toronto, Ontario, M5H 1H**

Name of Contractor: **VENASSE BUILDING GROUP INC**

Address for Service: **137 Ferris Drive  
North Bay, ON P1B 8Z4**

Name of Payment Certifier: **READ JONES CHRISTOFFERSEN LTD.**

Address: **1545 Carling Avenue, Suite 304  
Ottawa, ON, K1Z 8P9**

A. Identification of premises for preservation of liens:

**346 Main Street  
Mattawa, Ontario, P0H 1V0**