



April 25, 2025

Brook Restoration Ltd.  
1520 Lagan Way,  
Ottawa, ON K1B 3S9

**Attention: Chantal Monier, Director of Finance**

**Subject: 395 Somerset Street West, Ottawa  
Window and Door Replacement – Certificate of Substantial Performance**

Please find enclosed a copy of the Certificate of Substantial Performance for this project. Provided no liens have been registered against the property, statutory holdback for the project will become due 60 days after publication of Substantial Performance. Receipt of the following information will also be required:

- Invoice for Release of Holdback with:
  - WSIB Clearance Certificate; and
  - Statutory Declaration.
- Confirmation of Publication of Substantial Performance
- Statement of Warranty Forms:
  - Brook Restoration's material and workmanship Warranty, as per the terms of the CCDC Contract;
  - Window Manufacturer's Warranty Certificate (Section 08 51 31); and
  - Door Manufacturer's Warranty Certificate (Section 09 13 00.01).

Upon receipt of the required information, we shall issue a Certificate for Payment for Release of Holdback.

In accordance with the Contract dated April 5, 2022 between the Contractor and the Owner, and our understanding that OCH completed joint deficiency reviews with the Contractor between July and September 2024, the Consultant on behalf of the Owner, hereby certifies that:

- 1** The work or a substantial part thereof is ready for use and may be used for the purpose intended; and
- 2** The Contract is deemed complete.

The issuance of this Certificate does not release the Contractor or any Subcontractor from the duty of completing the Work pursuant to the terms of the Contract. The date of substantial performance defines the start of the warranty period. The warranty period for this work is as follows:

- ten (10) years for window and door finishes;
- five (5) years for windows and doors, IGUs, seals, and hardware; and
- two (2) years for everything else.

Suite 300  
2611 Queensview Drive  
Ottawa, ON, Canada K2B 8K2

T: +1 613 829-2800  
F: +1 613 829-8299  
wsp.com

[Click here to enter text.](#)



Should you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chen Hu'.

Chen Hu,  
Project Manager, Building Science

A handwritten signature in black ink, appearing to read 'Jean-Philippe Caux'.

Jean-Philippe Caux, P.Eng.  
Project Director, Building Science

Encl.          Certificate of Substantial Performance

Dist:          Chantal Monier, Brook Restoration, [cmonier@brookrestoration.ca](mailto:cmonier@brookrestoration.ca)  
Geoff Grist, Brook Restoration, [geoff@brookrestoration.ca](mailto:geoff@brookrestoration.ca)  
Michael Ranger, Ottawa Community Housing, [Michael\\_ranger@och.ca](mailto:Michael_ranger@och.ca)  
Jean-Philippe Caux, WSP, [Jean-Philippe.Caux@wsp.com](mailto:Jean-Philippe.Caux@wsp.com)  
Brad Henry, WSP, [Brad.Henry@wsp.com](mailto:Brad.Henry@wsp.com)

WSP Ref.:    181-17056-01



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

*Construction Act*

Ottawa, ON

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

395 Somerset Street West, Ottawa, ON

(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:

Window and Door Replacement

(short description of the improvement)

to the above premises was substantially performed on

April 11, 2025

(date substantially performed)

Date certificate signed: April 25, 2025

WSP Canada Inc.

(Payment Certifier where there is one)

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

Name of owner: Ottawa Community Housing Corporation

Address for service: 39 Auriga Drive, Ottawa, ON K2E 7Y8

Name of contractor: Brook Restoration Ltd.

Address for service: 1520 Lagan Way, Ottawa, ON K1B 3S9

Name of payment certifier: WSP Canada Inc.

Address: 2611 Queensview Drive, Suite 300, Ottawa, ON K2B 8K2

(Use A or B, whichever is appropriate)

A. Identification of premises for preservation of liens:

395 Somerset Street West, Ottawa, ON K2P 2G6

(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)