

October 20, 2023

Alex Boterman
Flynn Canada Ltd.
135 Fleming Drive
Cambridge, ON N1T 2B8

Dear Mr. Boterman,

**RE: Wall Condensation Repair – West End Community Centre
21 Imperial Road South, Guelph ON
Contract Close-Out**

RJC No. TOR.134106.0002

All parties (City of Guelph, Read Jones Christoffersen Ltd., and Flynn Canada Ltd.) have agreed that the work associated with the Wall Condensation Repair at the above-noted site is substantially complete. A copy of the Certificate of Substantial Performance is attached for publication. You are 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 warranties 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 07 42 13 – Preformed Metal Panels

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.

A final walk-through inspection will be scheduled by Read Jones Christoffersen Ltd. During the final walk-through, any deficiencies will be noted.

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.

Prepared by:

A handwritten signature in black ink that reads 'Kyle Brown'.

Kyle Brown, BEng, EIT, MEng
Engineering Intern
Building Science and Restoration

Reviewed by:

A handwritten signature in black ink that reads 'Jordan Swail'.

Jordan Swail, BEng, P.Eng., BSS
Associate
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 GUELPH

**21 IMPERIAL ROAD
GUELPH, ONTARIO**

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

WALL CONDENSATION REPAIR

to the above premises was substantially performed on **OCTOBER 19, 2023**

Date certificate signed: **OCTOBER 20, 2023**

 Oct. 20, 2023
.....
(Payment Certifier)

Name of Owner: **CITY OF GUELPH**
Address of Service: **1 Caren Street
Guelph, ON, N1H 3A1**
Name of Contractor: **FLYN CANADA LTD.**
Address for Service: **135 Fleming Drive
Cambridge, ON, N1T 2B8**
Name of Payment Certifier: **READ JONES CHRISTOFFERSEN LTD.**
Address: **40 Weber Street East, Suite 800
Kitchener, ON, N2H 6R3**

A. Identification of premises for preservation of liens:

21 IMPERIAL ROAD, GUELPH, ON, N1K 1X6