

## Appendix A

### *Sample Notification Letter*



**Marcon Project (649) Ltd.**

May 6, 2024

**Re: Notice of Construction Activities**

618 6<sup>th</sup> Street, New Westminster

June 15<sup>th</sup> 7am to 9pm

Dear Residents and Businesses:

We are writing to notify you of the upcoming construction activities in your neighbourhood at the above noted address. The work will involve a large concrete pour.

During construction, there will be one(1) large pump truck parked on 7<sup>th</sup> Ave and another(2) large pump truck parked inside the site on 6<sup>th</sup> St. The intersection of 7<sup>th</sup> Ave. and 6<sup>th</sup> St. will be closed. The lights in the intersection of 6<sup>th</sup> St. and 7<sup>th</sup> Ave. will be out and will be controlled by traffic personnel. As such, parking restrictions, and partial road closures on 7<sup>th</sup> could cause possible delays. Concrete trucks will be backed into 7<sup>th</sup> Ave and additionally into the site on 6<sup>th</sup>. We will do our best to ensure that traffic impacts are as minimal as possible.

Marcon will abide by all City of New Westminster by-laws and regulations with respect to safety, street occupancy, hoarding, fencing, road cleaning and signage and noise.

We apologize for any inconvenience the work may cause and will endeavor to work together with the community to minimize all disruptions.

Thank you for your understanding and please contact the undersigned at 604-530-5646 or by email at [awilkie@marcon.ca](mailto:awilkie@marcon.ca) if you have any further concerns.

Yours truly,

Adam Wilkie  
Site Superintendent  
Marcon Construction Ltd.