DATE

Project: PROJECT NUMBER

Vendor Name

Address Line 1

Address Line 2

Attention: Contact Name

**Re: Project Name**

 **City of Mississauga**

**Notice to Commence**

**Document XXXX-XXXXT**

This letter is the official notification for you to commence work on this contract.

This notification establishes your completion date as **DATE OF CONTRACT COMPLETION.**

Before you commence any work on this project, you as the constructor of the works are required by Ontario Regulation 213/91 under *Occupational Health and Safety Act*, RSO 1990 as amended, to give certain particulars in writing to the Director, Construction Health and Safety Branch, Ministry of Labour. In addition, you should of course, comply with all other applicable requirements of the occupational Health and Safety Act and Regulations made therein.

Enclosed is a copy of the executed contract documents for your file.

SIGNATURE OF REGION PM)

(NAME OF REGION PM)

Project Manager, (GROUP)

(SECTION)

Cc: Manager

Encls