



Sample invitation letter for a meeting about a smoke-free policy

<Name>
<Address>
<Date>

RE: notice to all residents reading at <insert building name and address>

Dear <Name>,

We, the <landlord and/or property management company>, invite you to an <information meeting or information and input meeting> about the idea of adopting a smoke-free policy for our building.

The purpose of the meeting is to:

- share information about the concerns of residents regarding second-hand smoke infiltrating their homes from neighbouring units (internal and external) and common areas such as the parking garage and hallways; and,
- gain your opinions and thoughts about the idea of adopting a smoke-free policy for our building.

This is **not** a decision meeting; it is a time to provide information and start to get your input. We have not made any decisions about a smoke-free policy and we consider this a first step to involve all residents in the discussion.

The meeting will be held on <date> from <start time> to <end time> at <location>. The agenda will be:

1. Welcome and overview of the meeting
2. Introductions by all participants
3. Information about smoke-free policies in multi-unit housing
4. Information about applicable Alberta legislation
5. Discussion:
 - a. What do you like about the idea of a smoke-free policy in our building?
 - b. What do you dislike about the idea of a smoke-free policy in our building?
 - c. What other information do you need?
 - d. What next steps do you suggest?

Please plan to attend and talk with your neighbours about this topic. RSVP by <date> to <contact>.

Sincerely,
<landlord and/or property management company>