



## Sample policy-initiation notice for condos

<Name>  
<Address>  
<Date>

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

Dear <Name>,

In the interest of health, quality indoor air, and mutual enjoyment of the premises, the <name of property management company> is pleased to inform you that on <date>, the <name> condo corporation passed a special resolution to incorporate a smoke-free policy into its bylaws. Effective <date>, a smoke-free policy will apply to all units in this building as well as <insert other areas where smoking will be prohibited (e.g.; units, outside balconies and patios, entire outside property)>. <If phasing in the policy, describe that process>.

This policy applies to all new and existing owners, tenants, invitees, business invitees, tradespersons, occupants and visitors.

[OR]

This policy applies to all new owners, tenants, invitees, business invitees, tradespersons, occupants and visitors; however, existing owners/residents will be exempt from the policy for the duration of their ownership/residency <or specify length of time of the exemption period>.

Those who qualify for the exemption from the smoke-free bylaw must still comply with all applicable tobacco legislation, which prohibits smoking in indoor common areas accessed by the public, such as hallways and parking garages. They are also still subject to the declaration, rules and bylaws, including those with respect to causing a nuisance or hazard to another person and unreasonably interfering with the rights of another person to use and enjoy the real or personal property of the corporation or the common property, or another unit.

The corporation will make reasonable accommodation for an owner, tenant or occupant who has medical proof that they are physically and/or mentally disabled and are unable to control their addiction to nicotine. If this is your situation, please contact the board of directors <or property manager, etc.> to discuss the matter further.

All complaints regarding second-hand smoke will be investigated and addressed. In cases of bylaw infractions, sanctions will be applied as per the bylaws. Please feel free to contact <name of property manager, phone number> if you have any questions. We will be happy to discuss the smoke-free policy and assist you in any way possible.

Sincerely,  
<name of property management company>

[Attach a copy of the policy]