



Sample policy-initiation notice for cooperatives

<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 <cooperative board and/or name of property management company> is pleased to inform you that on <date>, the <name> cooperative passed a special resolution to incorporate a smoke-free policy into its bylaws. Effective <date>, a smoke-free policy will apply to all housing units 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 members, tenants, invitees, business invitees, tradespersons, occupants and visitors.

[OR]

This policy applies to all new members, tenants, invitees, business invitees, tradespersons, occupants and visitors; however, existing members/residents will be exempt from the policy for the duration of their membership/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.

The board of directors will make reasonable accommodation for a member, 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 <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, the board will follow the necessary notification and dispute resolution procedures. Repeated infractions may be grounds for membership termination. 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,
<cooperative board and/or name of property management company>

[Attach a copy of the policy]