

Sample Email for Inviting Community Consultations

New Message



From: Alex Piason - Community Engagement Lead

Subject: You're Invited: Community Town Hall on Our New Housing Project

Dear community members,

We're starting a new residential building in your area, and we want to engage you right from the start. Whether you're interested in living there, know someone who might be, or are simply connected to the neighbourhood, your voice matters.

Join our community town hall to see early plans and share your ideas. Your input will help shape the project.

Town Hall details:

- Who: Anyone in the community who is connected to or interested in the project
- What: Community Town Hall
- When: June 12, 2025, 7:00 pm - 9:00 pm
- Where: Canvas Community Centre, 123 Vinyl Road, Sprouts, Alberta, T4E 7H3
(Virtual meeting option: www.web-meet.ca/3924394)
- Why: To share plans and gather feedback



Inclusivity: This signals a respectful, curious, and committed approach to co-design. It invites real input, not tokenism, by showing that diverse perspectives create more inclusive designs.

We recognize that the best results come from including a range of perspectives, especially from those who may live in or near the building. Hearing from a diverse group of people early on helps us catch issues we might not notice and supports design choices that work for as many people as possible. This includes considering different sensory needs, communication styles, and ways people navigate space.

If a town hall isn't your thing, you can also:

- Fill out our online feedback form: www.survey.ca/3924394
- Fill out a paper feedback form at Fresh Homes, 38 Vinyl Road, Sprouts, Alberta, T4E 7N3
- Call us at (780) 392-4394

Please let us know if there are any supports that we can offer to help you take part in this event. We look forward to connecting with you at the town hall.

Best,

Alex Piason
Community Engagement Lead
Fresh Homes
a.piason@freshhomes.ca



Inclusivity: Not everyone engages the same way. Flexible options and inclusive language help create a space where more people feel comfortable sharing their voice.