Guide to Safer Streets Near Schools:

Sample Email Template for Inviting Councillor to Meet

**To**: [Councillor’s email]

**CC**: [School Council Chair] ; [Principal and/or Vice-Principal] ; [School Trustee]

**Subject**: [School Name] Safer Streets Project

*Attach completed Worksheet on Vision, Problems, Options*

Dear Councillor [last name],

I am a parent at [School name] [and member of the School Council – *if applies*]. I am leading the Safer Streets project at our school, a new project we have recently started …. *[give a little context – how did this project get started at your school? Did it stem from a particular incident, connection to School Travel Planning project, Eco Club, etc?]*

We have compiled our traffic safety concerns and ideas for solutions in a one page worksheet that I’ve attached here. I would like to meet with you to go through this worksheet and discuss what options are feasible in the near future. We understand that some of the changes we are interested in require a petition or public meeting. We are ready to do the work to show you that residents in our neighbourhood support these changes. Before we put in the time for a petition or work with you to host a public meeting, we want to get your feedback and the expertise of Transportation Services to know which options have the potential to be implemented – which ones you think will have the greatest success and can be our starting point.

We would like to meet with you at [School name] so we can also invite the School Council Chair, school administration, and School Trustee [name]. Please propose a few dates/times that work for you. [*You can note some general times that are best for you – e.g. mornings, afternoons, over lunch, etc*].

Sincerely,

*[Add your name and contact information]*