



# TOWN POLICY

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**POLICY NUMBER:** 5401

**REFERENCE:**

Council 011.01.02

**ADOPTED BY:**

Town Council  
9 January 2002

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**PREPARED BY:** Administration

**DATE:** 13 March 1991

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**TITLE: Smoking in Municipal Buildings & Vehicles**

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**Policy Statement**

The Town of Strathmore will provide for the regulation of smoking in buildings and vehicles owned or operated by the municipality.

1. **Definitions**

- 1.1. Authorized Person means a member of the Town staff, a contractor, or a volunteer who is authorized by a member of the Town staff.
- 1.2. Ban means that a person is barred from entering the building for a set period of time.
- 1.3. Building means any building owned or operated by the Town, and includes any fenced in areas attached to the building.

- 1.4. Minor means a person who is under 18 years of age.
- 1.5. Smoke and smoking mean and include the use or carrying of a lighted cigar, cigarette, pipe or any other lighted smoking equipment.
- 1.6. Smokeless Tobacco includes products such as chewing tobacco and snuff.

## 2. **Responsibilities**

### 2.1 Town Manager

2.1.1 To provide procedures regulating smoking in buildings not specifically regulated by this Policy (e.g. Water Treatment Plant, Wastewater Treatment Plant, etc.) owned or operated by the town, in addition to the general requirements of this Policy.

2.1.2 To provide procedures regarding graphic signage.

2.1.3 To provide procedures regulating smoking in vehicles.

## 3. **General Regulations**

- 3.1 Minors will not be permitted to smoke in any building.
- 3.2 The use of smokeless tobacco will not be permitted in any building.
- 3.3 Smoking is not permitted in janitor's rooms, storage rooms and mechanical rooms of any building or in any Town owned vehicle /equipment.

4. **Municipal Building & Public Works Building**

4.1 Smoking is not permitted in the Municipal Building or the Public Works Building effective April 1<sup>st</sup>, 2002.

5. **Strathmore Community Centre**

5.1 Smoking will be permitted in all Town operated public areas of the Strathmore Community Centre except the kitchen.

5.2 Areas of the Strathmore Community Centre leased on a permanent basis shall be regulated by the lessee.

6. **Strathmore Civic Centre**

6.1 Smoking is not permitted in any part of the Strathmore Civic Centre, including the Chuck Mercer Room and the Agricultural Society Offices.

7. **Strathmore Curling Rink**

7.1 Smoking will be regulated by the lessee.

8. **Strathmore Swimming Pool**

8.1 Smoking is not permitted in the building or deck area of the Strathmore Swimming Pool.

9. **Strathmore Family Centre**

9.1 Smoking is not permitted in the Strathmore Family Centre, anywhere, except during the Strathmore & District Agricultural Society's Heritage Days

Cabaret held in August. Smoking will be permitted only on the Gold Side of the Arena pad at that time.

9. **Strathmore Fire Hall**

9.1 Smoking is only permitted in the designated area in the Bay Area of the Fire Hall. All other areas are non-smoking.

10. **Enforcement**

10.1 Where a building does not include any areas where smoking is permitted, signage in the entrance areas saying “THIS IS A SMOKE FREE FACILITY” or wording of similar content, shall be the only signage required.

10.2 Where a building includes areas where smoking is permitted, signage shall be provided as follows;

10.2.1 Areas where smoking is not permitted shall be posted with signage saying “NO SMOKING”, no smoking graphic symbols prescribed by the Town Manager, or wording and symbols of similar content.

10.2.2 Areas where smoking is permitted shall be posted with signage saying “SMOKING PERMITTED IN THIS AREA ONLY”, smoking permitted graphic symbols prescribed by the Town Manager, or wording and symbols of similar content.

10.3. Where a minor is found to be smoking in a building or an adult is found smoking in a restricted area the following steps will be taken by an authorized person;

10.3.1 The person will be asked to immediately extinguish the smoking material, or move to a smoking permitted area.

10.3.2 If the person refuses, then the person will be asked to immediately leave the building.

10.3.3 If the person refuses, then the person will be asked their name, and will be accompanied from the building and will be banned from the building for the remainder of that day.

10.3.4 If the person refuses to leave the building, then the police shall be called to escort the person from the building, and the person will be banned from the building for a period of one week on the first instance, one month on the second instance and one year on the third and subsequent instances.

10.4 Where a person has been banned from a building their name may be posted for the period of the ban.

10.5 Where a person attempts to re-enter a building during a period when they are banned the following steps will be taken by an authorized person;

10.5.1 The person will be asked to immediately leave the building.

10.5.2 If the person refuses to leave the building then the police shall be called to escort the person from the building.

10.5.3 Where a person continues to enter a building during a period when they are banned then civil action or criminal charges may be sought by the Town.

11. **End of Policy**