

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> General Administration			<b>POLICY #:</b> GA-09
<b>POLICY:</b> Regulate and Prohibit Smoking on Designated County of Renfrew Properties			
<b>DATE:</b> April 27/16	<b>REV. DATE:</b>	<b>COVERAGE:</b> County Administration Building Renfrew County Place 80 McGonigal Street, Arnprior Paramedic Bases Patrol Garages	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The Corporation of the County of Renfrew is committed to providing a healthy and safe work environment for its employees, tenants, clients, contractors and visitors using our premises and recognizes the known hazards of exposure to second-hand smoke.

**SMOKING PROHIBITIONS:**

In order to reduce this exposure to second hand smoke, smoking at designated facilities is prohibited as following:

1. No person shall smoke in any building or structure owned by the Corporation of the County of Renfrew as designated.
2. No person shall smoke within nine (9) metres from any entrance, exit, window or walkway of any building or structure owned by the Corporation of the County of Renfrew as designated.
3. Smoking restrictions in outdoor public spaces other than those mentioned in this Policy shall be governed by the *Smoke-Free Ontario Act* and any other applicable legislation and by-laws.

**DESIGNATED FACILITIES:**

- County of Renfrew Administration Building, 9 International Drive, Pembroke
- Renfrew County Place, 450 O'Brien Road, Renfrew
- 80 McGonigal Street, Arnprior
- Paramedic Bases
  - 91 Meehan Street, Arnprior
  - 170 Civic Centre Road, Petawawa
  - 37 Banting Drive, Deep River
  - 18 Billings Street, Barry's Bay
- Public Works Patrol Garages
  - 556 White Water Road, Pembroke
  - 81 Main Street, Cobden
  - 6096 Palmer Road, Palmer Rapids
  - 758 Mill Street, Calabogie
  - 1460 Lochwinnoch Road, Goshen

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**DEFINITIONS:**

**“Property”** means any lands which belong exclusively to the County of Renfrew and to which legal rights apply.

**“Smoke or Smoking”** means the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, e-cigarette, pipe or other lighted smoking equipment.

**“Entrance or Exit”** means an exit or entrance used by the public, staff, tenants or contractors and includes shipping and receiving areas.

**PROCEDURE:**

1. Signage will be installed at all entrances to affected properties to indicate that smoking is prohibited except as identified.
2. Service contracts will require contractors and suppliers to conform to the Policy.
3. All tenants will be expected to comply and will be advised in writing of the Policy.
4. Compliance:
  - a) If an employee is seen smoking other than in the identified areas the appropriate manager will be notified. It is the responsibility of management representatives to monitor compliance with the policy among all employees and visitors and to document clearly all steps taken in the application of the policy.
  - b) County of Renfrew employees are encouraged to promote compliance of the policy to ensure its effectiveness. Anyone witnessing a client, tenant, contractor or visitor smoking where smoking is prohibited will advise the person of the policy and refer them to signage. If the person refuses to comply, the employee will immediately notify the appropriate manager who will inform the individual

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of the policy. If the individual continues smoking in a restricted area, they will be asked to leave the property.

5. Ash Receptacles will be provided at appropriate locations that promote disposal of cigarette butts. Locations will be in areas that provide ease of maintenance and safe access.