

---

**EFFECTIVE DATE:** July 17, 2017  
**REVIEWED:**

**APPROVAL BY:** Resolution No. 382-17

---

1. **PURPOSE**

To provide a safe, healthy and smoke-free environment for employees and visitors to all civic facilities.

2. **DEFINITIONS**

2.1 **City** – means the City of Melville.

2.2 **City Facilities** - means all City owned, operated and leased facilities or vehicles.

2.3 **Nicotine Delivery Device** – means any product which when smoked causes nicotine to permeate the environment without restriction, and includes electronic nicotine devices such as electronic cigarettes.

2.4 **Smoke/Smoking** – means holding or carrying a lighted cigar, cigarette, pipe or any other lighted or heated smoking equipment used to smoke or vaporize any tobacco or non-tobacco substance including but not limited to electronic cigarettes.

2.5 **Parks** – means any open green space that is used for the enjoyment of the public for both passive and active recreational activities, which may have facilities for rest or recreation.

2.6 **Playground** – means an outdoor area for children to play on.

3. **POLICY**

3.1 **Application**

a) No person shall smoke or use a nicotine delivery device:

- i. In any building, or the portion of any building, owned or occupied by the City.

- ii. In any City owned, operated or leased vehicle.
- iii. In any areas of any outdoor pool owned or occupied by the City.
- iv. Within any City playground or within ten (10) metres of the perimeter of any playground.
- v. Within ten (10) metres of recreational activity areas or facilities within a city park.
- vi. Within ten (10) metres of the perimeter of any city sports field, including seating areas.
- vii. Within three metres of any entryway to all civic buildings, as established by section 4.1 of *The Tobacco Control Regulations*

### 3.2 Signs

- a) Signs shall be posted in all places or premises to which this policy applies, pursuant to *The Tobacco Control Act*, and shall contain a statement respecting the prohibition against smoking or holding lighted tobacco in the place or premises.

## 4. **RESPONSIBILITIES**

- 4.1 The City Manager is responsible to ensure overall implementation of this policy throughout all civic buildings and facilities.
- 4.2 The Director of Community Services is responsible for:
  - i. Coordinating the preparation and installation of the appropriate signage with the various departments.
  - ii. Administering this policy in all recreation buildings and outdoor recreation areas including parks, playgrounds baseball diamonds, etc.
  - iii. Preparing the required documentation to include the requirements of the No Smoking Policy in any lease/license agreements.