



A Guide to the City of Greater Sudbury  
Smoke-Free Public Places and Workplaces  
By-law 2002-300

Un guide du règlement 2002-300  
de la Ville du Grand Sudbury  
interdisant l'usage du tabac  
dans les endroits publics  
et les lieux de travail

---

To make an appointment with a By-law Enforcement Officer,  
please call Smoke-Free By-law Enforcement • 688-7726.

Pour prendre rendez-vous avec un agent d'Exécution  
des règlements, veuillez composer le numéro qui suit :  
Exécution du règlement anti-tabac • 688-7726





# Let's Clear the Air at Work

## The Problem

Environmental tobacco smoke (ETS) - sometimes called "second-hand smoke" - exposes employees (both smokers and non-smokers) to several thousand chemicals, including over 40 chemicals that are known to cause cancer.

ETS increases your risk for heart disease, a variety of cancers and respiratory diseases such as bronchitis.

Every year exposure to ETS causes between 1,100 and 7,800 deaths in Canada, at least one-third of them in Ontario.

Exposure to ETS aggravates asthma and allergies and irritates the eyes, nose, throat and lungs.

Approximately 80 percent of a non-smoker's exposure to ETS happens at work.

## The Solution

Smoke-free workplace policies protect the health of all employees by eliminating or restricting exposure to ETS.

Ninety percent of Ontario workers - including 70 percent who smoke - support smoke-free work environments that protect health.

Smoke-free workplace policies help people who smoke to cut down or quit. They also help former smokers stay smoke-free.

## What You Can Do

Focus on tobacco, not on people who smoke.

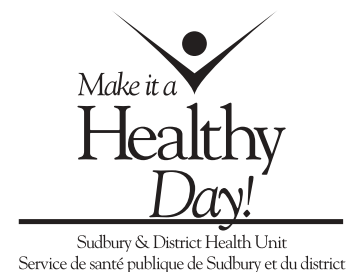
Support friends at work who want to cut down or quit.

Find out more about ETS and workplace policies.

*For more information please contact the*

**Tobacco Action Line: 522-3433**

Adapted with permission from the Program Training & Consultation Centre resource "Clearing the Air in Workplaces."





## Summary of Smoke-Free Public Places and Workplaces By-law 2002-300

The Council of the City of Greater Sudbury has the authority under the Municipal Act to pass By-laws prohibiting and regulating the smoking of tobacco and the carrying of lighted tobacco products in public places and workplaces.

It has been determined that second-hand tobacco smoke is a health hazard and/or discomfort for the inhabitants and workers of the City of Greater Sudbury and that it is desirable for the health, safety and welfare of inhabitants and workers to provide for a smoke-free environment.

**Public Places** are defined as the common areas of a public building, indoor service counters, public transportation and all places of public assembly including, but not limited to, structures used for education, worship, business, recreation, entertainment and amusement.

**Workplaces** are defined as any enclosed area in which an employee works, including common areas such as staff lounges, washrooms, lobbies and parking garages. There is no allowance for designated smoking rooms.

A designated public place with a **separately ventilated smoking area** which was fully constructed and in operation on or before October 23, 2002, and which complied then and continues to comply with all requirements established under By-law 2001-7L, may continue to permit smoking within the separately ventilated smoking area until May 31, 2004.

**Employers/Supervisors/Owners** are required to adopt and implement a non-smoking policy in compliance with City of Greater Sudbury By-law 2002-300 by May 31, 2003.

Responsibilities include posting a non-smoking policy in the workplace, posting no-smoking signs in all common areas and at all public entrances, removing ashtrays and other tobacco receptacles, informing all employees that smoking is prohibited and prohibiting smoking in all public places and workplaces.

**Municipal By-law Enforcement Officers** can carry out investigations or inspections in public places or workplaces with respect to this by-law. Any employer or employee who is convicted of an offence under this by-law is subject to a fine of up to \$5000 under the Provincial Offences Act.

For a complete copy of the Smoke-Free Public Places and Workplaces By-law please call 688 - 7726. Copies are available for download from [www.city.greatersudbury.on.ca](http://www.city.greatersudbury.on.ca).

**Smoking By-Law Enforcement • 688-7726 • Exécution du règlement anti-tabac**



## Questions and Answers about the City of Greater Sudbury Smoke-Free Public Places and Workplaces By-law 2002-300

**Q *When will the by-law take effect?***

A The Smoke-Free Public Places and Workplaces By-law takes effect on May 31, 2003. At that time, all indoor public places and workplaces must be smoke-free. There is no allowance for designated smoking rooms.

**Q *My business has a separately ventilated smoking area for my customers. Is smoking still permitted in this area?***

A A designated public place with a separately ventilated smoking area which was fully constructed and in operation on or before October 23, 2002, and which complied then and continues to comply with all requirements established in Section 11 of By-law 2001-7L of the City of Greater Sudbury, may continue to permit smoking within the separately ventilated smoking area until May 31, 2004.

**Q *Is smoking permitted on outdoor patios at restaurants and bars?***

A Yes, provided the outdoor patio is not enclosed.

**Q *What is the fine for not complying with the new by-law?***

A The maximum fine under the Provincial Offences Act is \$5,000.

**Q *Who will enforce the by-law?***

A City of Greater Sudbury By-law Enforcement Officers will enforce the by-law through ongoing, regular inspections and in response to complaints from business owners or from members of the public. By-law Enforcement Officers and the Greater Sudbury Police Service work in partnership to ensure that all municipal by-laws are enforced.

**Q *What do I have to do to comply with the new by-law?***

A As of May 31, 2003 you are required to:

- Post required No-Smoking signs;
- Ensure that all staff are aware of the by-law requirements and are prepared to approach and advise patrons who violate the by-law;
- Post a non-smoking policy. Samples are available at the City of Greater Sudbury;
- Remove all ashtrays;
- Ensure that patrons and employees do not smoke inside the building;
- Ensure that By-law Enforcement Officers are not hindered or obstructed when inspecting premises for compliance.

In cases where it is clear that the proprietor is not making a sincere effort to prohibit smoking by patrons, the owners and/or staff can be charged.



## Questions and Answers about the City of Greater Sudbury Smoke-Free Public Places and Workplaces By-law 2002-300

**Q How can my establishment deal with patrons who refuse to comply with the by-law?**

- A In the hospitality industry in particular, some patrons may continue to smoke or refuse to go outside despite an owner's best efforts. Here are some suggestions to encourage compliance:
- Show concern while speaking directly to the patron;
  - Respect personal space and explain that the by-law prohibits smoking inside;
  - Politely and calmly ask the person to extinguish the cigarette or go outside to smoke;
  - Ask the disruptive patron to leave if the situation becomes threatening. Seek Police assistance if the situation escalates. It is a Provincial Offence under the Trespass to Property Act to refuse to leave a premises.

**Q What can businesses do to ease the transition to becoming smoke-free?**

- A
- Start informing your employees and customers of the coming change;
  - Train employees about the by-law, including what to say to patrons or fellow employees who are smoking. For example: "I'm sorry, but there is no smoking inside the bar/restaurant. You are welcome to smoke outside if you wish."
  - You may wish to voluntarily go smoke-free before May 31 or offer "smoke-free" events to help your customers adjust to the upcoming by-law;
  - Display posters with information about the effective date;
  - Install a cigarette butt receptacle outside your establishment well away from entranceways and exits.

**Q How far does an outdoor smoking area have to be from a public entrance?**

- A An outdoor smoking area must be located at least 9 metres (30 feet) away from an entrance to a public building or workplace.

**Q Can I still use the no-smoking signs I have posted now?**

- A Yes, no-smoking signs provided by all former municipalities are valid and legal.

**Q How can I obtain more information about the new by-law?**

- A Every owner/manager is entitled to receive a copy of a Smoke-Free Public Places and Workplaces information kit through the City of Greater Sudbury. For a complete copy of the by-law please call the Smoke-Free By-law Enforcement Line • 688-7726 or download a copy from [www.city.greatersudbury.on.ca](http://www.city.greatersudbury.on.ca). From now until the end of May 2003, City of Greater Sudbury By-law Enforcement Officers will visit public places and workplaces to answer any questions you may have. During the month of June, By-law Enforcement Officers will regularly visit restaurants and bars to issue courtesy warnings to patrons or proprietors who are not complying with the new by-law.

**Q Who do I call if I have more questions or if I want to issue a complaint under the new by-law?**

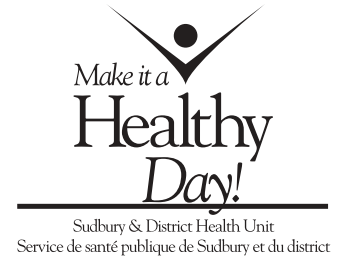
- A The City of Greater Sudbury has installed an action line for questions and enforcement of the new Public Places and Workplaces By-law. Call seven days a week • 688-7726.

**Smoke-Free By-Law Enforcement • 688-7726 • Exécution du règlement anti-tabac**



# 7 Steps to Introduce Greater Sudbury's Smoke-Free By-law

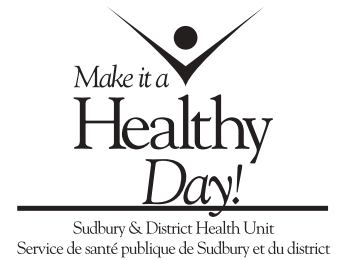
- 1** Post "**NO SMOKING**" signs at all entrances and in all public washrooms by May 31, 2003 as required by the by-law.
- 2** You may wish to have information available on the hazards of second-hand smoke for your customers and employees.
- 3** Make sure all employees are aware of the by-law.
- 4** Remove all ashtrays and cigarette receptacles by May 31, 2003.
- 5** Call the City of Greater Sudbury at 688-7726 for help to enforce the by-law.
- 6** Focus on smoking not on the smoker. Designate and prepare specific outdoor smoking sites. Provide containers for discarded cigarettes.
- 7** Refer customers who have concerns or questions to the City of Greater Sudbury at 688-7726.



# Thinking of quitting smoking?

## The Sudbury & District Health Unit and the Sudbury Council on Tobacco or Health can help!

- Nicotine makes tobacco addictive, creating a strong dependence similar to cocaine or heroin. (Health Canada)
- There are more than 4,000 chemicals in cigarette smoke (over 40 are known to cause cancer).
- A smoker can spend \$2,000 a year to support a pack-a-day habit.
- Every year in Canada it costs an employer \$2,565 per smoking employee as a result of decreased productivity (when smoking takes place on company time-Conference Board of Canada).
- Every year in Ontario 14,000 people die from smoking-related diseases. In 1998 this included an estimated 5,300 people who died from lung cancer.
- Non-smoking spouses living with smokers face a 20-30% increase in the risk of dying from heart disease and heart attack.
- Tobacco and second-hand smoke cause cancer, heart disease, stroke, respiratory disease and adverse effects in pregnancy, in smokers and non-smokers.
- Quitting smoking is the single most effective thing that smokers can do to enhance the quality and length of their lives.
- In Sudbury, less than 30% of residents smoke.
- The majority of smokers would like to quit.
- More than half of all smokers are thinking of quitting in the next 6 months.
- One third of all smokers make a serious quit attempt every year.



# Smoking Cessation Resources

## One-on-One Support

- Ask your: Physician, Dentist, Pharmacist, Public Health Nurse, Nurse Practitioner, Midwife.
- Call the Smokers' Health Centre at 522-6237, ext. 2507.
- The Pregnancy, Parenting Outreach Program is designed for substance abusing women who are pregnant and/or raising children age 6 and under. Our in-home individual counselling is for women who wish to decrease or to quit using cigarettes, alcohol or drugs. We also have referral services, agency resources and workshops for the districts of Manitoulin and Sudbury. For more information, please call 674-8159.

## Workplace Support

- The Workplace Wellness staff at the Sudbury & District Health Unit is available to assist you. For more information, please call 522-9200, ext. 290.
- The following agencies can be contracted to come to your workplace with one-on-one support services: Pastoral Institute of Northern Ontario, 673-4446  
Victorian Order of Nurses (VON), 671-1575.

## Support Groups

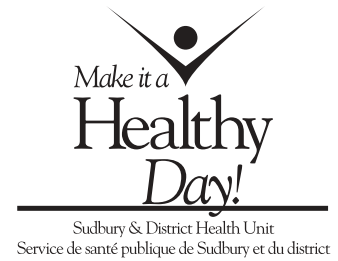
- Smokers & Quitters: Offered every Tuesday at 6:30 p.m. by the Sudbury & District Health Unit. Meetings are held at the Health Unit Office at the YMCA Centre For Life on Durham Street. Please call the Sudbury & District Health Unit at 522-9200, ext. 290.
- Soutien pour sevrage : Six sessions followed by monthly support group meetings offered by the Centre de santé communautaire de Sudbury. Open to all ages. For more information, please call 670-2274.

## Classes

- The Church of Jesus Christ of Latter Day Saints: One hour stop-smoking workshops in your home or in a group setting. For more information, please call 523-1560.
- Seventh Day Adventist Church: Breathe Free one-week smoking cessation program. For more information, please call 566-6150

## Telephone Support

- Canadian Cancer Society's Smokers' Helpline: Monday to Thursday from 9 a.m. to 9 p.m. and Friday from 9 a.m. to 5 p.m. Please call 1-877-513-5333.
- Smoke-Free Buddies: Offered by the Sudbury & District Health Unit. Please call 522-9200, ext. 272.
- Habitrol: Please call 1-888-227-5777.
- Zyban: Please call 1-800-489-8424.



# Smoking Cessation Resources

## Books

- You Can Stop Smoking by Julie Rubenstein, Jacqueline Rogers (\$8.99).
- If Only I Could Quit: Recovery from Nicotine Addiction by Karen Casey (\$16.95).
- Recovery from Smoking: Quitting with the Twelve Step Process by Christopher D. Hoffman, Elizabeth H. Hoffman (\$17.95).
- Quit and Stay Quit: A Personal Program to Stop Smoking by Terry A. Rustin (\$22.50).

## At the Greater Sudbury Public Library

- Butt Out: The Proven Quit Smoking Plan (video).
- Stop Smoking the Subliminal Way (audio).
- The Respiratory System, Readers Digest.
- Breathing Free by Teresa Hale.
- Smoking by Judith Condon.
- Everything you need to know about smoking by Elizabeth Keyishian.
- Smoking by Lila Ganco.

## Pamphlets and booklets

- Please call the Sudbury & District Health Unit Tobacco Action Line at 522-3433.
- Please call the Canadian Cancer Society at 670-1234.
- Please call the Lung Association at 1-800-972-2636.
- Please call the Heart & Stroke Foundation at 673-2228.

## Alternative Therapies

### Acupuncture:

- Magneto Therapy & Acupuncture Clinic, 983-0511 • Robert Fera, 522-7678.
- Baihui Acupuncture Centre, 673-0522 • Health Coach +, 674-9111.

### Hypnosis:

- Positive Edge, 675-5137, Group Sessions every Tuesday at the Holiday Inn (\$85.00/person).
- Beacon Hypnosis, 969-1589 • Ed Bassis, 673-4475.

### Herbal Remedies:

- Available at most drug stores and herbal or natural food stores.
- Also look in the yellow pages under "Holistic Health Services".



# Smoking Cessation Resources

## **Massage Therapy for Symptom and Stress Management:**

- Body & Mind Massage Therapy, 566-8883 • Body @ Best Massage Therapy, 522-9153
- Maria Biasucci, 671-9973 • Collège Boréal, 521-6021 • Bodywise Therapy, 522-5885
- Chelmsford Massage Therapy Clinic, 855-5163 • All about Massage, 675-6777
- À ta Santé, 525-5967 • Brady Physiotherapy, 675-3855 • Lively Physiotherapy, 692-0743
- A Touch of Heaven, 670-0274 • Body in Balance Massage Therapy Clinic, 560-5031
- Back in Motion Massage Therapy, 969-9204 • Bodyworks Massage Therapy, 673-4855
- On-site Therapeutic Massage, 566-0726 • Michelutti Therapeutic Massage, 522-7780
- Lalonde Massage Therapy, 673-6123 • La Renaissance European Day Spa, 675-2333

## **Stress management:**

- Service Familial de Sudbury-Family Service, 524-9629 • Self-help Network, 677-0308
- White Pine Counselling Centre, 521-0881 • The Family Enrichment Centre, 670-0606

## **Web Sites**

### **For Adults:**

- Habitrol [http:// www.habitrol.com](http://www.habitrol.com) • Lung Association <http:// www.lung.ca>
- Canadian Cancer Society <http://www.cancer.ca> • Quit Net <http://www.quitnet.com>
- Heart & Stroke Foundation <http://www.heartandstroke.ca/>
- National Clearinghouse on Tobacco and Health <http://www.ncth.ca/NCTHweb.nsf>
- CDC Tobacco Information <http://www.cdc.gov/tobacco/quit/canquit.htm>
- Health Canada (e-quit) <http://www.hc-sc.gc.ca/hecsesc/tobacco/index.html> and [www.gosmokefree.ca](http://www.gosmokefree.ca) • [www.quitcommit.com](http://www.quitcommit.com) • [www.nicoderm.ca](http://www.nicoderm.ca)
- National Heart and Lung Association <http://www.nhlung.org/ProgramsFFS.htm>
- Canadian Health Network [www.canadian-health-network.ca](http://www.canadian-health-network.ca)

### **For Teens:**

- TeenNet [www.cyberisle.org/access/buspass.php3](http://www.cyberisle.org/access/buspass.php3)
- BC Ministry of Health Tobacco Facts <http://www.tobaccofacts.org>
- Teens and Tobacco <http://www.cdc.gov/tobacco/how2quit.htm>

### **For Pregnant Women and Health Care Professionals:**

- [www.pregnets.org](http://www.pregnets.org)

### **Please note:**

This list is provided for information only and should not be interpreted as an endorsement by the Health Unit or the Sudbury Council on Tobacco or Health. Please refer to the Sudbury & District Health Unit website at [www.sdhu.com](http://www.sdhu.com) for the most updated version of this resource, or call the Tobacco Action Line at 522-3433.



**City of Greater Sudbury  
By-law 2002-300**

**Règlement municipal  
de la Ville du Grand Sudbury  
2002-300**

## Non-Smoking Policy



## La politique anti-tabac

Effective May 31, 2003, a Non-Smoking Policy will prohibit smoking in all interior areas of these premises. There will be no allowance for designated smoking rooms not established in accordance with City of Greater Sudbury By-law 2001-7L.

Changes to the smoking policy are in accordance with the City of Greater Sudbury's Smoke-Free Public Places and Workplaces By-law and are in response to concerns about the health hazards of second-hand smoke. We hope to help reduce the potential smoke-related health problems of our employees by promoting a completely smoke-free work environment.

À compter du 31 mai 2003, il sera, en vertu de la politique anti-tabac, interdit de fumer dans toutes les aires intérieures de nos locaux. La politique ne prévoit la désignation d'aucune salle pour les fumeurs non aménagée selon les dispositions du règlement 2001-7L de la Ville du Grand Sudbury.

Ces changements ont été apportés à la suite de l'adoption du Règlement de la Ville du Grand Sudbury interdisant l'usage du tabac dans les endroits publics et les lieux de travail et des préoccupations soulevées touchant les dangers de la fumée secondaire pour la santé. En faisant la promotion d'un milieu de travail sans fumée, nous espérons contribuer à la réduction des problèmes de santé liés au tabac chez nos employés.

---

**Employer/Employeur**

---

**Date**

---

**Workplace/Lieu de travail**



*A non-smoking workplace policy as required by City of Greater Sudbury By-Law 2002-300.  
Une politique sur les lieux de travail sans fumée telle qu'elle est requise  
par le Règlement municipal 2002-300 de la Ville du Grand Sudbury.*



As of May 31, 2003 all public places and workplaces  
in the City of Greater Sudbury are smoke-free.

Violations of the By-law may result in a substantial fine.  
Your cooperation is appreciated.

*Thank you for not smoking in this establishment.*

À partir du 31 mai 2003, tous les lieux publics et  
les milieux de travail dans la Ville du Grand Sudbury  
sont complètement sans fumée.

Toute infraction au Règlement municipal  
pourrait entraîner des amendes substantielles.  
Nous apprécions votre collaboration.

*Merci de ne pas fumer dans cet établissement.*

**SMOKING BY-LAW ENFORCEMENT  
EXÉCUTION DU RÈGLEMENT ANTI-TABAC  
688-7726**





**SMOKING IS PROHIBITED WITHIN 9 METRES (30 FEET)  
OF AN ENTRANCE OR EXIT TO A PUBLIC PREMISES.**

**IL EST INTERDIT DE FUMER À MOINS DE 9 MÈTRES  
(30 PIEDS) DES ENTRÉES D'UN LIEU PUBLIC.**

**City of Greater Sudbury By-law 2002-300  
Règlement municipal de la Ville du Grand Sudbury  
2002-300**