



Administration Standard

Title: Use Of Tobacco and Vaping Products
Effective Date: May 15, 2025
Responsible Service: Human Resources Support

1. PURPOSE

1.1. This standard will be followed when:

- a) Determining where and under what circumstances it is permitted to Smoke, Vape, or use Smokeless Tobacco products while on City Premises or while Representing The City;
- b) Entering a facility where exposure to second-hand Smoke, Vaping emissions, or Biological By-products from Smokeless Tobacco use are unavoidable, including when visiting or inspecting facilities and locations where Smoking or Vaping is permitted or are not deemed a 'public place' as defined in The Alberta Tobacco and Smoking Reduction Act; and,
- c) Planning a City-sponsored Indigenous Spiritual or Cultural Ceremony in a City Workplace.

1.2. Following this standard will result in:

- a) Safe and healthy working conditions for all by minimizing exposure to Smoke, Vaping emissions, and Biological By-products of Smokeless Tobacco.

2. APPLICABILITY

2.1. This Administration Standard applies to:

- a) All City Employees, except those working at the Calgary Policy Service; and,
- b) City Volunteers and Suppliers providing service for or to The City.

2.2. Employees will abide by this standard and its associated policy while Representing The City, in facilities and properties not owned by The City, unless there are enhanced Smoking, Vaping, and Smokeless Tobacco policies in effect, which they must adhere to.

3. STANDARD

3.1. The City's Workforce must:

- a) Only Smoke or Vape during allotted break periods;
- b) Refrain from Smoking or Vaping in areas defined as City Workplaces;
- c) Use Designated Smoking Areas for Smoking or Vaping when on City Premises. When no Designated Smoking Area has been created:
 - i. Maintain posted Smoking and Vaping distances from any entrance, exit, or air in-take.
 - ii. If there is no posted distance, maintain a minimum of five (5) metres from any entrance, exit, or air in-take.

- iii. Follow all applicable bylaws.
 - d) Safely dispose of Smoking butts in appropriate fire-resistant receptacles. If no fire-resistant receptacle is available, butts will be fully extinguished prior to disposal. All other Smoking and Vaping-related waste and packaging must be disposed of in the garbage;
 - e) Not Spit Biological By-products, including into a container:
 - i. In City Workplaces nor in/on City equipment.
 - ii. When interacting with, or in view of Members of the Public while Representing the City.
 - f) Not transport containers of Biological By-Products in City Workplaces nor in/on City equipment.
- 3.2. In addition to their responsibilities as members of the Workforce, Employees and Volunteers will:
- a) Seek direction from their supervisor on appropriate safety measures if they may be exposed to Smoke, Vaping emissions, or Biological By-products during the course of their work duties.
- 3.3. In addition to their responsibilities as members of the Workforce, and Employees, Exempt Supervisors will:
- a) Inform Employees about the locations and conditions under which Smoking, Vaping or Smokeless Tobacco use is permitted;
 - b) Support Employees in reporting concerns about or exposures to Smoke, Vaping emissions, or Biological By-Products during the course of work duties; and,
 - c) Address incidents of non-compliance with this standard, escalating them when necessary, and taking appropriate action to address any violations.
- 3.4. Hosts of Indigenous Spiritual or Cultural Ceremonies in a City Workplace will:
- a) Ensure advance notice is provided to those working in the vicinity of City Workplaces where Indigenous spiritual, cultural or ceremonial events that will release Smoke will be taking place, allowing those with medical or scent sensitivity concerns to accommodate themselves accordingly.

4. CONSEQUENCES OF NON-COMPLIANCE

- 4.1. Employees who fail to adhere to this Administration standard may be subject to corrective action, including dismissal from employment, in accordance with the Labour Relations policy, the Exempt Staff policy, or the specified terms outlined in their employment contract.
- 4.2. Volunteers who fail to adhere to this Administration standard may be subject to appropriate remedial measures, including ending their Volunteer assignment.
- 4.3. Suppliers who fail to adhere to this Administration policy may be subject to corrective action, in accordance with their contract and agreement.

5. DEFINITIONS

- 5.1. All definitions outlined in this Administration standard are capitalized. These definitions include:
- a) **“Biological By-Products”** means the phlegm, saliva, spit, chewing tobacco juice or any other substance from the mouth resulting from the use of Smokeless Tobacco Products.
 - b) **“City Premises”** means but is not necessarily restricted to, all land, property, structures, buildings, installations, vehicles, and equipment owned, leased, operated, or otherwise controlled by The City of Calgary.
 - c) **“Designated Smoking Area”** means a space created by The City or other property owner for the purpose of Smoking or Vaping that complies with Smoking bylaws.
 - d) **“Electronic Smoking Device”** means an electronic device that can be used to deliver a vapor, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - e) **“Employee”** means any person employed by The City and reporting to a City of Calgary business unit, department, the Mayor’s Office, the Chief Administrator’s Office, the City Auditor’s office, the Calgary Housing Company and the Calgary Police Service, including those working under an employment contract with The City.
 - f) **“Exempt Supervisor”** means any exempt Employee who has direct supervisory responsibility for Employees. This includes those temporarily acting in an Exempt Supervisory role or delegated an Exempt Supervisor’s duties.
 - g) **“Indigenous Spiritual or Cultural Ceremony”** means a pre-planned First Nations, Métis, or Inuit event where sacred herbs and/or medicines such as tobacco leaves, sage, sweetgrass, and/or cedar may be burned or smudged as part of a ritual, or for cleansing or health purposes.
 - h) **“Members of the Public”** means anyone who is not a worker who attends or is in the vicinity of City Premises and could include guests, visitors, or members of the general population.
 - i) **“Representing The City”** means all activities undertaken on behalf of The City of Calgary by Employees, Suppliers, or other persons affiliated with The City, whether conducted on or off City Premises. It includes those situations where an individual is representing or could be reasonably perceived to be representing The City of Calgary.
 - j) **“Smoke”** means the particulate emission produced by burning natural materials including tobacco, Cannabis, clove, sage, herbs etc. for recreational or ceremonial use. It does not include unintentional/accidental smoke emitted from a building, equipment or similar fire.
 - k) **“Smokeless Tobacco Product”** (also known as snuff, snus or chew) means any tobacco product that is put between the user’s lower lip or cheek and gum to be chewed or sucked and then ingested or Spit out but may also be inhaled through the nose or dissolved in the mouth. Chewing tobacco comes in shredded, twisted, portioned sachets or bricked tobacco leaves.
 - l) **“Smoking or To Smoke”** means inhaling or exhaling the Smoke produced by burning Tobacco, Cannabis, or any other organic materials, as well as holding or otherwise having control of a lit Tobacco, Cannabis, or other organic product.

- m) **“Spit or Spitting”** means to eject phlegm, saliva, chewing tobacco juice or any other substance from the mouth.
- n) **“Supplier”** means a sole proprietorship, partnership, corporation, or other legal entity that offers construction, consulting, goods and services or information technology for sale. Supplier includes the Supplier’s employees and subcontractors.
- o) **“Tobacco or Tobacco Products”** means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. Examples include cigarettes, pipes, cigars, and chewing tobacco.
- p) **“Unavoidable Exposure”** refers to situations resulting from visiting or inspecting facilities and locations where Smoking is permitted or are not deemed a ‘public place’ as defined in The Alberta Tobacco and Smoking Reduction Act.
- q) **“Use of Tobacco Products, or Electronic Vaping Devices”** means any consumption (inhaling, chewing, swallowing, etc.) or Spitting, as well holding or otherwise having control of a lit or activated product outlined above.
- r) **“Vape or Vaping”** means inhaling or exhaling the vapor, emissions or aerosol produced by an Electronic Smoking Device or similar device from heating liquids (such as ‘Vape juice’ or ‘e-liquid’), tobacco, Cannabis, or any other substance. This also includes holding or otherwise having control of an Electronic Smoking Device that is producing vapor, emissions or aerosol.
- s) **“Volunteer”** means an individual who has agreed to perform a service or task at the direction of and on behalf of The City without expecting or receiving compensation.
- t) **“Workforce”** includes any combination of Employees, Suppliers, and Volunteers.
- u) **“Workplace”** as defined by the *Alberta Tobacco, Smoking, and Vaping Reduction Act*, means all or any part of a building, structure, vehicle, passenger conveyance or other enclosed area in which Employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area by right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles. It does not include an employee’s personal residence.

6. ASSOCIATED GOVERNANCE

- 6.1. This Administration policy is established in accordance with:
 - a) The City of Calgary’s Use of Tobacco, Vaping, and Cannabis Products policy;
 - b) [Alberta’s Occupational Health and Safety Act and associated Code](#), which outlines employer responsibilities regarding the identification and prevention of Employee exposure to chemical and biological hazards;
 - c) [Alberta’s Tobacco, Smoking and Vaping Reduction Act](#) (2005 Chapter T), which outlines access and usage of tobacco and Vaping products, as well as enforcement and penalties;
 - d) The City of Calgary’s [Public Behaviour Bylaw \(54M2006\)](#) as amended, which outlines prohibitions for spitting; and,

- e) [Smoking and Vaping Bylaw \(23M2018\)](#) as amended, which outlines City responsibilities with regards to Smoking and Vaping.

7. HISTORY

Action	Date	Approval	Description
New	May 13, 2025	CHRO / Director, Human Resources	<p>Content is from previous policy, with minor revisions:</p> <p>Expanded scope to include smokeless tobacco.</p> <p>Included expectations for reporting potential or real exposures to hazards.</p> <p>Included requirement when hosting Indigenous spiritual events in a City Workplace.</p> <p>Expanded list of definitions.</p>