



**BY-LAW NO: 25-20**

**Being a bylaw to adopt the Scent Free Workplace Policy for  
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;


AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;


AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Scent Free Workplace Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Scent Free Workplace Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Scent Free Workplace Policy By-Law"

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 21<sup>st</sup> DAY OF MAY 2025.**

  
Tony Moor, Mayor

  
Rachel Jean Schneider, Clerk/Deputy Treasurer

## THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:	SUBJECT:
Scent-Free Workplace	Health and Safety - Scent-Free Workplace in Municipally owned Offices, Public Buildings, and properties
POLICY SECTION:	POLICY NO:
S	7
EFFECTIVE DATE:	ENACTED BY:
May 7, 2025	Resolution, By-Law 25-20

**1.0 Purpose and Scope**

**1.1** The Township of The North Shore acknowledges its responsibility in providing a healthy environment for staff, Municipal Council, Committee members and the public. The Township is a scent-free environment and wishes to limit the exposure of staff, Municipal Council, Committee members and the public to chemical substances and asks that all staff, Members of Municipal Council, and Committee members refrain from using, wearing, and bringing scented products and materials into the Township's properties and buildings at any time, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, Members of Council, Committee members, visitors, and the public at large.

**1.2** The Township asks for everyone's cooperation in our efforts to accommodate current or potential health concerns of our employees, Members of Council, Committee members, and members of the public, and minimize unnecessary workplace health and safety hazards.

**2.0 Definitions**

**2.1** Scents - the smells or odours from colognes and aftershaves, fragrances and perfumes, body sprays, lotions and creams, shampoo and hair conditioners, hairsprays, deodorants, incense, potpourri, industrial and household chemicals, soaps, cosmetics, air fresheners and deodorizers, oils including essential oils and roll-ons, candles, scented garbage bags, building materials, upholstery fabrics, carpeting, combustion exhausts, dry-cleaning residue, newsprint and inked papers, recreational cannabis products that may give off a strong scent including unburnt dried cannabis, oils, pipes, and other paraphernalia.

**2.2** Fragrance-free/Scent-free – means that there have been no fragrances added to the cosmetic product, or that a masking agent has been added in order to hide the scents from the other ingredients in the product.

### **3.0 Background**

**3.1** Fragrances and scented products are everywhere in our society. As many scented products contain respiratory irritants, they may trigger sensitivities or aggravate asthma and allergies in certain individuals. Symptoms such as headaches, dizziness, nausea, fatigue, weakness, insomnia, malaise, loss of appetite, depression, upper respiratory symptoms, shortness of breath, difficulty with concentration and skin irritation have also been reported to result from exposure to scented products. Many of these symptoms are reported to worsen when people spend much of their time working indoors. The severity of the symptoms can vary by person but should all be taken seriously.

### **4.0 Policy**

**4.1** Township staff, Municipal Council, and Committee members shall set the standard by not wearing overly scented personal care products while attending Municipally owned offices, public buildings, or properties.

**4.2** Township staff are expected to communicate this policy to visitors and the public through signs posted at the entrances of buildings, and provide explanation to other staff, Municipal Council, Committee members, or the public who are using scented products or bringing in scented products to the workplace.

**4.3** Anyone that may be identified as a source of a scent, will be requested to refrain from the use of specific scented products and/or asked to substitute a personal care product with a scent-free product. The individual identified as the source of the scent may be sent home (with or without pay depending on the circumstance) to remove the scent prior to re-entering the Municipally owned offices, public buildings, and properties.

**4.4** The Township of The North Shore will maintain, as reasonably practicable, scent free buildings and work environments and eliminate the use of products where scent or other properties are known to cause health problems.

**4.5** Staff with concerns about scents or other odours associated with products used while performing job duties should contact the immediate supervisor or manager to determine if there is an appropriate product substitution available.

**4.6** Staff with concerns about potential symptoms caused by exposure to fragrances should refer themselves to an appropriate health care practitioner.

**4.7** Information regarding this policy will be added to the Township's website and provided to all new employees, Members of Municipal Council, and Committee members.

**4.8** Managers are responsible for ensuring employees comply with this policy. Continued non-compliance of the policy by employees may result in progressive discipline. Continued non-compliance of the policy by Members of Council or Committee members may result in the Member of Council or the Committee being asked to refrain from attending the Municipal offices, public buildings, or properties and will need to attend Council or Committee meetings electronically until the policy can be followed successfully.

## **5.0 Exceptions to Scent-free Restrictions**

**5.1** Under certain circumstances, the Township of The North Shore may need to make exceptions to this policy in order to effectively maintain or repair work sites and/or buildings, (e.g., painting, varnishing, floor stripping, roofing etc.). In these cases, every attempt will be made to utilize low odour paints and other materials.

**5.2** To maintain a scent-free environment, any staff who are responsible for purchasing and receiving products must ensure, to the best of their ability, that the product does not emit strong vapours or odours that may affect scent sensitivities. This may be done through evaluation of the Safety Data Sheets (SDSs) or product prior to purchasing.

## **6.0 Authority**

**6.1** Occupational Health and Safety Act

**6.2** Human Rights Code

**6.3** Accommodation of Ontarians with Disabilities Act

**6.4** The Township of The North Shore Accessibility Policy

**6.5** Canada Human Rights Act

**ACKNOWLEDGEMENT AND AGREEMENT – SCENT-FREE WORKPLACE POLICY**

I, \_\_\_\_\_, acknowledge that I have read and understand the Township of The North Shore's Scent-Free Workplace Policy. Further, I agree to adhere to this policy and if I am in a supervisory role, I will ensure that employees working under my direction adhere to this policy.

I understand, if I am an employee, that if I violate the rules or procedures outlined in this policy, I may face corrective action up to and including termination of employment.

I understand, if I am a Member of Council or a Committee member, that if I violate the rules or procedures outlined in this policy, I may be asked to refrain from attending the Municipal offices, public buildings, or properties and will need to attend Council or Committee meetings electronically until the policy can be followed successfully.

Name:

Signature:

Date: