Purpose:

This policy will give clear direction to both Council and administration that decisions that ensure safety are made with respect to the cancellation of meetings and/or municipal administration workdays.

Scope:

This policy applies to Council, Committees and municipal staff.

Process:

A. Council and Committees

In the event of inclement weather, the Mayor/Committee Chair will be the person who will make a decision to cancel, continue or reschedule meetings.

The decision of the Mayor/Committee Chair may be predicated upon the safety of the individuals who attend the meetings and thus their consideration should reflect:

- current weather conditions
- current weather reports
- status of highway closures
- forecast conditions at end of meeting/workday

based on the advice from the following resources:

1. OPP for highway conditions
2. Director of Public Works for existing conditions
3. Airport Services Provider for weather forecast

If the Mayor/Committee Chair are not able to be contacted, the Senior Manager shall act in their capacity in determining cancellation of meetings.

If a decision is made to cancel, continue or re-schedule a meeting the Mayor/Committee Chair shall instruct the Chief Administrative Officer/Senior Manager to notify all meeting participants.
When Highway 21 has been declared closed at 12 noon on the day of the Council meeting, the meeting shall be cancelled. Weather and road conditions throughout the Municipality must be taken into consideration at all times to ensure safety of Council/Staff members having to travel for the meeting, particularly in situations where Highway 21 is closed by the OPP between noon and the commencement of the meeting at 5 p.m.

The Mayor shall determine an alternate date for the Council meeting.

The Chief Administrative Officer/Senior Manager shall take into account the nature and subject of the meeting being cancelled, continued or rescheduled, and shall make appropriate notification utilizing whichever method is most appropriate (telephone, email, TV, radio, etc.)

B. Administration

With respect to the municipal workforce the following individuals shall be the decision-makers or their designate:

1. Municipal Administration Centre – Chief Administrative Officer
2. Public Works Department – Director of Public Works
3. Emergency Services – Fire Chief
4. Recreation – Director of Parks and Recreation

**Essential Services:**
The Municipality also recognizes that some employees may be required to provide support or emergency response, weather response or essential services during inclement weather. Essential Services are a service, facility or activity that is deemed necessary for the safety or security of the public, where there are reasonable grounds for accepting the probability, or possibility, that human life or public safety would suffer if a work stoppage interrupted the duties of these employees (for example, but not limited to, Fire and Rescue Services and Operations, Emergency Management, Roads Services, Water services.)

**Safety Statement:**
The Municipality recognizes the right of every employee to determine, on an individual basis, if it is safe to travel based on weather conditions. If the employee deems that it is unsafe to attend work, they will contact their immediate Supervisor to inform them of their absence as soon as possible.

**Recreation Services:**
There may be circumstances where Municipal Facilities/offices will remain open but it is appropriate to cancel public programs or operate at reduced levels.

Please note emergency activities may supersede normal safety considerations.

**Process**

Each Senior Manager shall make his/her decision to close a facility with regards to safety issues early in the morning period, and shall have a prearranged telephone fan-out contact list. Each building may have a winter storm checklist to make sure that communications and process are followed if a building has to be closed.
Replacement of lost time by employees

All time lost due to inclement weather, while the office is officially open, may be addressed by each employee by one of the following means:

a) Use of bank time, vacation time, floater day or personal day.
b) Make up the time within 30 days. Staff will be allowed to start work up to 1.5 hours early or end work up to 1.5 hours late in order to make up hours or more, subject to manager approval.
c) Work from home or other location. Staff must have a winter storm workplan as pre-approved with their supervisor.
d) Unpaid leave.

Closure of municipal facilities

If during the day, weather conditions warrant the closing of municipal facilities, as determined by the decision-makers noted in Section B:

- employees that were working at the facility when it was determined to be closed, shall be credited with their regular hours.
- employees that notified their Supervisor that they could not make it into work that day due to weather conditions, shall be credited with the period of time the office is closed. These employees shall have the options noted above (a to d) to address hours that the facility was open in their absence.

In this situation, notification of office closure shall be provided to the public and media by means of the Municipal website. Staff will be notified by email or other means as available.

No legal liability, in any way, shall be assumed for cancellation of any meeting/workday under this policy.