

# Town of Greater Napanee Inclement Weather Policy



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Department:	Office of the CAO	Contact:	CAO
Approval Authority:	Council	Policy No:	CA-2025-01

## 1. Policy Statement

As a public sector employer, the Town of Greater Napanee must make every effort to continue providing services to the public, even when many other organizations and businesses have closed their doors due to inclement weather. Even in emergencies, the municipality must ensure essential services continue.

Accordingly, it is the Town's policy to make every effort to maintain normal operations and to keep its facilities and offices open to the public every working day unless it is impossible or unsafe to do so. Factors such as disasters, severe inclement weather, or a state of emergency are things that could reasonably be expected to impact normal operations.

Unless otherwise directed by the Chief Administrative Officer or their designate and communicated to the public and all employees, Town offices and facilities may not be closed, and employees are expected to follow the direction outlined in this policy concerning business continuity during inclement weather.

It is recognized that severe weather conditions may prevent employees from reporting for work, cause employees to be late, or require employees at work to depart earlier than scheduled. It is further recognized that extreme weather conditions may affect how and where an employee's work is conducted.

## 2. Purpose

The purpose of this policy is to establish a uniform procedure for employees to follow, including guidelines for managing employee absences from work during periods of inclement weather.

The Town of Greater Napanee values the safety of its employees and recognizes that some employees may have different distances and methods of travel to work than others and that not everyone will be impacted equally by inclement weather.

### 3. Scope

This policy applies to all regular Full-time, Part-Time, and Contract employees, as well as volunteers, of the Town of Greater Napanee.

Essential services, including Roads & Drainage, Water & Wastewater, and Fire Services, will strive to maintain service levels as warranted by the situation. This policy does not apply to employees on approved leaves, previously scheduled vacation and/or sick leave.

### 4. Definitions

**Disaster** means a type of Emergency that could include an occurrence such as a tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, epidemic, famine, fire, explosion, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance. This situation may involve a state of emergency or be declared as such by the appropriate authorities, including law enforcement, the fire department, public health, or provincial or federal authorities.

**Emergency** means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of significant proportions to life or property. This situation may involve a state of emergency or be declared as such by the appropriate authorities, including law enforcement, the fire department, public health, or provincial or federal authorities.

**Employees** means all employees receiving remuneration, whether full-time, contract or permanent part-time, who occupy positions that are part of the ongoing staff complement of the municipality.

**Inclement Weather** means the existence of abnormal climatic conditions (i.e. blizzard, hail, snow, high winds or any combination thereof) that make it unreasonable or safe to travel to or from work.

**Volunteer** means a person who performs or offers a service of their own free will, without monetary reimbursement; this includes co-op positions and unpaid internships.

### 5. Responsibilities

#### 5.1. Council of the Corporation of the Town of Greater Napanee

Council is responsible for:

- a) Approval of this policy and any amendments thereto.

## **5.2. Chief Administrative Officer (CAO)**

Responsibility and authority is delegated to the CAO to:

- a) Make decisions to close any facility in accordance with this policy;  
and
- b) Ensure this policy is reviewed a minimum of once per Council term.

## **5.3. Management Staff**

Responsibility and authority is delegated to Management Staff to:

- a) Make decisions regarding the most effective way to ensure business continuity and core service delivery during inclement weather events, in accordance with the parameters of this policy; and
- b) Ensure their department staff are notified of any facility closure under this policy.

## **5.4. Employees**

All Town employees are responsible to:

- a) Understand and adhere to this policy.

## **6. Policy**

**6.1.** During an Inclement Weather event, unless otherwise directed, employees shall make every reasonable effort to attend work at the regularly scheduled time and location to ensure that Town facilities and services are open and general operations are functioning. Given the variability of severe weather, staff are expected to take proactive steps to prepare in advance. This may mean allowing extra time in the morning to clear snow and anticipate potential traffic delays.

**6.2.** If an employee believes that they are not able to safely travel to work or expects to be late, or wishes to leave work early during Inclement Weather they shall:

- a) Observe standard protocols for reporting absences for the department;  
and
- b) Staff who miss work for Inclement Weather may make up for the lost time missed from work by using allotted personal Emergency leave, vacation in lieu, work additional time within the same pay period to make up for lost working hours (overtime does not apply to working extended hours to make up lost time) or choose to take time as unpaid.

**6.3.** While the standard is to attend work if it is considered reasonable to do so during inclement weather, management may prioritize business continuity, which may involve making alternative work arrangements, such as working from home. Where it is not possible to work from home, section 6.2 b) of this policy

will apply. Management decisions to permit previously unscheduled alternative work arrangements will take into account the individual circumstances of their staff, including the nature of the weather event, travel distance, operational needs and employee concerns.

- 6.4.** The decision to close any facility will be made by the Chief Administrative Officer (CAO) or designate, taking into consideration storm severity, available forecasts, transportation warnings, accessibility of facilities, and the overall safety of staff, customers and the public. In the event of a declared emergency, offices will be closed to the public immediately unless, as in the case of the Best and Bash Arena, they are designated for emergency purposes under the Town's emergency operations plan. If, in consultation with emergency services (OPP, EMS, and Fire), the CAO determines that deteriorating weather conditions pose a risk to the travelling public and staff, the CAO may make the decision to close Town offices.
- 6.5.** If a facility is closed as described in Section 6.4 of this policy, employees will be paid for the regular working hours of the day the facility is closed at their regular rate of pay. Employees who can work remotely are expected to do so. Employees deemed essential to public safety, including those in Fire, Public Works, and Utilities, are still expected to perform their duties. For facilities that are required to remain open when all others are closed, managers may make arrangements with their staff to secure accommodations near their place of business in extreme circumstances, thereby minimizing travel time and promoting staff safety.
- 6.6.** Facility closures will be posted on the Town website. All staff are expected to check the Town website on Inclement Weather days. Managers are responsible for ensuring their direct reporting staff are notified of closures via phone or text.
- 6.7.** Absences due to Inclement Weather of less than one (1) hour are forgiven, and the lost time is not required to be made up.
- 6.8.** If a closure extends beyond the first day, the Emergency Management Plan and policies will take precedence.
- 6.9.** Under exceptional circumstances, and by the *Employment Standards Act, S.O. 2000* (the Act) an employer may require an employee to work more than the maximum number of hours permitted under the Act or to work during a period that is needed to be free from performing work only as follows, but only so far as is necessary to avoid serious interference with the ordinary working of the employer's establishments or operations:

  - a) To deal with an Emergency;
  - b) If something unforeseen occurs, to ensure the continued delivery of essential public services, regardless of who is responsible for delivering those services;

- c) If an unforeseen event occurs, ensure that continuous processes or seasonal operations are not disrupted;
- d) To carry out urgent repair work to the employer facilities or equipment.

## **7. Enforcement**

Failure to adhere to the requirements outlined in this Policy may lead to progressive disciplinary action up to and including termination of employment.

## **8. Related Documents**

Town of Greater Napanee People Policies

Town of Greater Napanee Emergency Response Plan

## **Revision History**

Date	Number	Description
June 2025	CA-2025-01	New Policy