



3. PRINCIPLES OF THE POLICY

- 3.1** THE COUNTY OF RICHMOND is committed to the health and safety of all employees. During storms or during or after a natural disaster, THE COUNTY OF RICHMOND will consult with local authorities on the conditions of the environment including road conditions. Should the environment be deemed safe and roads remain open, the expectation is that employees will make all reasonable efforts to report to work. Employees unable to report to work, despite all reasonable efforts, must immediately notify their Director, may use available paid time off and will be dealt with individually and according to the “Exception to Policy” section below.

4. EXCEPTION TO THE POLICY

- 4.1** THE COUNTY OF RICHMOND reserves the right to review and consider the ability of peers to report to work, road conditions, other industry closings and the attendance records of individual employees in making a determination as to whether an employee has made all reasonable efforts to report to work, and, hence, whether the absence is excusable or not. In the event the absence is deemed inexcusable, the employee’s absence will be managed according to the provision of the *Attendance Management* policy.
- 4.2** The Municipality reserves the right to open or re-open any facility during the storm day depending upon operational needs. Employees unable to attend work may use a vacation day.
- 4.3** Should the office be closed employees scheduled to work will be paid. Should the office remain open, but the scheduled employee is unable to get to work, employees may use a vacation or floater day/ banked time off.
- 4.4** Should the office be closed and the employee is on a scheduled vacation, that employee may call their Director that morning and cancel their scheduled vacation day and that vacation day will be reimbursed.

5. RESPONSIBILITIES

- 5.1** Employee - Employees are responsible for making all reasonable attempts to report to work during a storm or after a natural disaster. Should an employee be unable to report to work or be late coming to work, he/she is responsible to telephone the director and advise of same.
- 5.2** Directors/ Dept. Manager – Assess and assist CAO with recommendation for delay or closure. Answer questions of their staff and provide direction to those staff that may still need to report to work when safe to do so, due to the nature of their function.



5.3 The CAO - It is at the discretion of the CAO to close the operation, or not.

6. STANDARD OPERATING PROCEDURE

6.1 Overnight Snow Fall / Severe Weather

- a)** Each morning during severe weather, the CAO, together with Directors and EMO, will conduct a risk assessment commencing at 6:15 a.m.
- b)** When a decision is made to close or delay the opening of Municipal facilities due to severe or adverse weather conditions, every reasonable effort will be made to start notification by 6:30 a.m.
- c)** Notification of Closure/Delay (includes cancellation or delay start to recreation activities) will be provided as follows:
 - 6:30 a.m. - Posting on Municipal Website and Facebook Page
 - 6:30 a.m. - Circular email to all Municipal Council and Staff from the Municipal Clerk
 - 6:35 a.m. - Local Radio (i.e.: The Hawk, Radio Richmond)
 - 6:40 a.m. - Recorded Voice Messages at Municipal Facilities
 - 6:45 a.m. - Telile Community Television

6.2 Daytime/Evening Snow Fall / Severe Weather

- a)** Each afternoon during severe weather, the CAO together with Directors and EMO, will conduct a risk assessment commencing at 1:00 p.m. or sooner as the situation dictates.
- b)** When a decision is made to close Municipal facilities due to severe or adverse weather conditions, every reasonable effort will be made to start notification before 1:15 p.m.
- c)** Notification of Closure (includes cancellation of recreation activities) will be provided as follows:
 - 1:15 p.m. - Posting on Municipal Website and Facebook Page
 - 1:15 p.m. - Circular email to all Municipal Council and Staff from the Municipal Clerk
 - 1:20 p.m. - Local Radio (i.e.: The Hawk, Radio Richmond)
 - 1:25 p.m. - Recorded Voice Messages at Municipal Facilities
 - 1:30 p.m. - Telile Community Television
- d)** Reassessment will be conducted at end of day for evening activities and notifications will be amended as the situation dictates.
- e)** Times noted are guidelines only and the situation may dictate earlier or later times based on the event.



This policy was last reviewed:

DATE OF REVIEW	FORMALLY ADVERTISED AND AMENDED BY COUNCIL
December 12, 2022	³ January 23, 2023

Next Scheduled Review is December of 2023.