

Inclement Weather & Temporary Facility Closure Policy

Date adopted by Council: July 14, 2026



1. POLICY STATEMENT

The Town of Lunenburg is committed to maintaining the continuity of municipal services while prioritizing the safety of employees and the public during periods of inclement weather or hazardous conditions. The Town recognizes that such conditions may affect access to municipal facilities and the ability of employees to report to work safely.

2. PURPOSE

The purpose of this policy is to establish a clear framework for managing Town operations during periods of inclement weather or hazardous conditions. This policy provides guidance to employees, Council, and the public to support consistent, safe, and transparent decision-making.

3. SCOPE

This policy applies to non-unionized employees of the Town of Lunenburg and to municipal facilities and operations affected by inclement weather or hazardous conditions, or other temporary operational disruptions.

Unionized employees are subject to the terms and conditions set out in their applicable collective agreements.

4. DEFINITIONS

For the purposes of this policy:

“Closure” means the temporary suspension of non-essential municipal operations and the closure of non-essential Town facilities due to inclement weather or hazardous conditions.

“Delayed Opening” means a temporary postponement of the start of normal operations at Town facilities due to inclement weather or hazardous conditions.

“Inclement Weather” means severe or adverse weather conditions that may pose a risk to public safety or affect access to municipal facilities, including but not limited to snowstorms, ice storms, hurricanes, flooding, or similar weather events.

“Hazardous Conditions” means temporary conditions that may pose a risk to safety, including power outages, road conditions, public safety advisories, or other circumstances that affect the safe operation of municipal facilities or services.

5. AUTHORITY AND APPLICATION

Through this policy, Council delegates authority to the Chief Administrative Officer to temporarily alter municipal operations during periods of inclement weather or hazardous conditions, or other unplanned operational disruptions that affect the safe or feasible operation of municipal facilities, including delaying openings, closing or reopening municipal facilities, or reducing services, where necessary to protect the safety of employees and the public.

Unless otherwise declared by the Chief Administrative Officer, Town facilities and services will continue to operate.

6. EXCLUSIONS

This policy does not apply to employees on approved leaves, previously scheduled vacations, or sick leave.

7. MEETINGS

Inclement weather or hazardous conditions may affect the ability to safely hold meetings organized by the Town of Lunenburg, including Council and committee meetings.

Decisions regarding the conduct of Council meetings, including format and scheduling, will be made in accordance with the Town's Council Procedural Policy and any applicable legislation.

8. RESPONSIBILITIES

8.1 Council

Council is responsible for approving this policy and delegating authority to the Chief Administrative Officer to make decisions related to municipal operations during periods of inclement weather or hazardous conditions.

8.2 Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for:

- Exercising the authority delegated by Council under this policy to temporarily alter or restore municipal operations during periods of inclement weather or hazardous conditions; and
- Overseeing the implementation of this policy, including employee-related operational decisions, in accordance with approved administrative procedures.
- Ensuring that Council is advised as soon as reasonably practicable of decisions to delay the opening, temporarily close, reopen, or significantly modify municipal facilities, services, or operations.

ADMINISTRATIVE PROCEDURES

Inclement Weather & Temporary Facility Closure Policy

Date approved by CAO: July 14, 2026



1. PURPOSE

These administrative procedures provide direction for implementing the Town of Lunenburg's Inclement Weather & Temporary Facility Closure Policy. They outline operational decision-making, employee expectations, service continuity, and communications during periods of inclement weather or hazardous conditions.

2. CONSIDERATIONS

In making a determination to delay the opening of facilities, close municipal facilities, or reduce municipal services due to inclement weather or hazardous conditions, the Chief Administrative Officer may consider factors including, but not limited to:

- Weather forecasts and warnings;
- Road and travel advisories;
- Public safety information from emergency management agencies;
- Conditions in adjacent municipalities; and
- The ability to safely maintain municipal operations and essential services.

2.1 Types of Operational Decisions

For the purposes of these procedures, operational decisions may include:

- Delayed Opening: Facilities open later than normal operating hours.
- Full Closure: Facilities are closed for the full day.
- Partial Closure / Early Closure: Facilities close after opening or operate reduced hours.
- Service Reduction: Facilities remain open but with limited services.
- Reopening: Facilities resume normal operations following a delayed opening, temporary closure, or service reduction when the Chief Administrative Officer determines it is safe and operationally appropriate to do so.

3. ESSENTIAL AND NON-ESSENTIAL SERVICES

3.1 Essential Services

Essential services are those required to ensure public safety, infrastructure protection, or continuity of critical municipal functions. Essential services and positions are designated by each department and may be adjusted as operational needs require.

Where essential services must continue:

- Directors are responsible for ensuring service coverage;
- Staffing may be adjusted or cycled as required; and
- Employees designated as essential may be required to report to work, subject to safety considerations.

3.2 Non-Essential Services

During delayed openings or closures, non-essential services may be reduced or suspended for all or part of the day.

4. EMPLOYEE WORK EXPECTATIONS

4.1 Reporting to Work

During periods of inclement weather or hazardous conditions, employees should not assume the workplace is closed unless an official notification has been issued. Employees are expected to report to work unless the workplace has been declared closed or a delayed opening has been announced.

Employees whose duties require travel will follow directions from their Director or designate.

Employees are responsible for monitoring Town email and official communication channels for updates during periods of inclement weather or hazardous conditions.

4.2 Hybrid and Remote Work

Where operationally feasible, employees whose positions allow for remote work are expected to work from an alternate location during a delayed opening or facility closure. Employees working remotely are expected to remain available during regular working hours and maintain communication with their supervisor.

Employees should follow any additional direction provided by their Director or designate regarding work expectations, availability, and service continuity.

If an employee is unable to work remotely due to circumstances such as power outages, internet disruptions, or other conditions beyond their control, they must notify their Director or designate as soon as possible and follow directions regarding work expectations.

4.3 Early Departures and Late Arrivals

Employees who choose not to report to work, arrive late, or leave early due to weather conditions, where the workplace remains open, must:

- Make up the time at another date; or

- Use vacation, banked time, or have the time deducted from pay.

5. PAY AND LEAVE ADMINISTRATION

5.1 Closures

When a workplace is closed, employees scheduled to work will receive regular pay for the period of closure.

Storm days are not considered a leave entitlement.

5.2 Operational Disruptions

Where unplanned operational disruptions occur that affect the safe or feasible operation of a municipal facility or service (such as power outages, utility failures, or mechanical issues), the Chief Administrative Officer may, in consultation with the appropriate Director(s), determine that the affected facility will be closed, opened late, or operate with reduced services.

Any closure, delayed opening, or service reduction resulting from an operational disruption will be administered in accordance with the applicable employee work expectations and pay and leave provisions set out in these procedures.

5.3 Partial Closures

If the workplace closes after the workday has commenced, employees will be compensated at regular pay for the remainder of the scheduled day.

If the workplace reopens at 12:00 p.m. (noon) or later, lunch breaks will not be provided.

5.4 Overtime

Where overtime is required to maintain essential services or address immediate safety concerns during inclement weather or hazardous conditions, such overtime must be authorized by the Chief Administrative Officer.

5.5 Employees on Leave

Employees on approved vacation, sick leave, banked time, or leave of absence at the time of a closure are not entitled to reinstatement of leave time.

6. INTERNAL COMMUNICATIONS

Following a decision by the Chief Administrative Officer to delay the opening of facilities, close facilities, or reduce services due to inclement weather, hazardous conditions, or other operational disruptions:

- The CAO will notify Council by email or other appropriate means as soon as reasonably practicable.
- The CAO will notify employees who report directly to the CAO.
- Directors and supervisors are responsible for promptly communicating the decision and any operational direction to employees within their areas of responsibility.
- Communications staff will issue public notifications through the Town's established communication channels as appropriate.

7. ROLES AND RESPONSIBILITIES

7.1 Chief Administrative Officer

The CAO is responsible for:

- Making operational decisions under the Policy;
- Ensuring consistent application of these procedures;
- Directing internal and external communications related to closures or service changes; and
- Ensuring consistent administration of employee work expectations, pay, and leave provisions, including obtaining internal or external advisory support as required.

7.2 Directors/Supervisors

Directors are responsible for:

- Ensuring staff are aware of the Policy and Procedures;
- Designating essential positions and ensuring service continuity;
- Providing direction to staff regarding reporting to work, remote work, or early departure; and
- Communicating operational decisions to staff within their departments.

7.3 Communications

Communications staff are responsible for:

- Preparing and distributing public notices regarding delayed openings or closures;
- Posting updates on the Town's website, social media platforms, local radio stations, and other channels as required; and
- Coordinating messaging with emergency management agencies, where applicable.

7.4 Employees

Employees are responsible for:

- Monitoring Town communications for updates during inclement weather events;
- Following direction from their Director or designate; and
- Complying with these procedures and applicable workplace expectations.

8. MEETINGS

Where a Council meeting is scheduled on a day affected by inclement weather or hazardous conditions, the Mayor and Chief Administrative Officer will review whether the meeting can be safely held.

Where practicable, a decision to proceed, delay, postpone, or otherwise adjust the meeting will be made by 12:00 p.m. (noon) on the day of the meeting.

Once a meeting has been delayed or postponed, the Chief Administrative Officer will inform Council and staff, and Communications staff will issue a public notice regarding the change.

9. REVIEW

These administrative procedures may be reviewed and updated by the Chief Administrative Officer as required to ensure effectiveness and alignment with operational needs.