

Title:	Emergency Closing Policy	Policy Number: 300-12
Policy Type:	Operational	
Approval By:	Resolution Number RB 2000-06-26	
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PURPOSE:

This policy outlines the emergency closing of Library facilities because of inclement weather or other emergency reasons.

POLICY STATEMENT:

The decision to close the Library or not shall be made jointly by the Board Chair and the CEO. In the event that neither the Board Chair nor the Vice-Chair can be contacted, the CEO shall make the decision.

If either or both the Board Chair or the CEO is not available, the Vice-Chair and the CEO's designate shall act in their place.

In the instance of closing for inclement weather, the decision to close one or all Library facilities shall be guided by the action of local federal, provincial, and municipal departments. -Such a decision may be determined by conditions prevailing or likely to prevail at each location and does not have to be system wide.

Employee Pay:

All scheduled employees shall be paid in accordance with the Collective Agreements and the Employment Standards Act when the Library is closed due to an emergency or inclement weather.

Redeployment of Staff in Partial Closing Situations:

If an emergency situation requires the partial closing of Library facilities, every effort shall be made to redeploy qualified employees to suitable positions at another Library location that is open.

Extended Closure of Library Facilities:

Should the emergency or situation requiring the closure of one or more Library facilities be expected to continue longer than the first day, the Chair and CEO shall jointly decide whether a temporary lay-off of staff is required.

Related Policies

- 100-04 Executive Limitations Policy
- 300-04 Hours of Operation Policy
- 300-10 Business Continuity Plan Policy