

## **Inclement Weather or Other Short-term Potentially Hazardous Conditions Policy**

### **1. Purpose**

The purpose of this policy is to establish a clear, consistent, and defensible framework for managing municipal operations, service delivery, and employee attendance during inclement weather events or other short-term potentially hazardous conditions. The policy prioritizes employee and public safety while ensuring continuity of essential municipal services wherever reasonably possible.

### **2. Scope and Application**

This policy applies to all employees of the Municipality of Fundy Albert, including full-time, part-time, casual, seasonal, and contract employees, unless otherwise specified by individual employment agreements or collective arrangements.

### **3. Guiding Principles**

Decisions made under this policy shall be guided by the following principles:

- Protection of employee and public health and safety;
- Compliance with occupational health and safety obligations;
- Continuity of essential municipal services;
- Fair, consistent, and transparent decision-making;
- Clear and timely communication;
- Risk mitigation for the Municipality, Council, and staff.

### **4. Authority**

The Chief Administrative Officer (CAO) is the sole authority responsible for determining municipal office closures, delayed openings, early closures, remote work authorization, or continuation of operations during inclement weather or other short-term hazardous conditions.

The CAO may consult with Department Heads, Public Works, Emergency Measures Organization (EMO), provincial agencies, or weather and emergency advisories as deemed appropriate. In the absence of the CAO, the designated Acting CAO shall exercise this authority.

### **5. Conditions That May Trigger Closure, Delay, or Modified Operations**

Municipal facilities may be closed, operations delayed, reduced, or modified when one or more of the following conditions are present or reasonably anticipated:

## 5.1 Weather-Related Conditions

- Severe winter storms, including heavy snowfall, blizzards, freezing rain, ice storms, or whiteout conditions;
- Extreme cold or wind chill posing a risk of frostbite or hypothermia;
- Severe rainfall resulting in flooding, flash flooding, or unsafe road conditions;
- High winds capable of causing power outages, falling trees, or structural hazards;
- Coastal storm surges or weather events posing localized risk to municipal infrastructure.

## 5.2 Transportation and Access Risks

- Widespread road closures, travel bans, or advisories issued by provincial or emergency authorities;
- Poor road conditions that materially increase the risk of travel-related injury to employees or the public;
- Inability to safely access municipal buildings due to snow accumulation, ice, flooding, or debris;
- Suspension or disruption of essential transportation services.

## 5.3 Infrastructure and Facility Risks

- Power outages affecting municipal facilities;
- Failure or risk of failure of heating, ventilation, water, wastewater, or other critical building systems;
- Structural damage or safety concerns within municipal buildings;
- Inaccessibility of facilities due to emergency response activity or unsafe conditions.

## 5.4 Public Health or Safety Hazards

- Short-term public health emergencies or advisories that pose immediate risk;
- Hazardous material incidents or environmental conditions affecting municipal operations;
- Any other unforeseen event that creates a reasonable risk to employee or public safety.

## 6. Levels of Operational Response

Depending on the severity and duration of conditions, the CAO may implement one or more of the following measures:

- Delayed opening of municipal offices;
- Early closure of municipal offices;
- Full closure of municipal offices;
- Reduced staffing levels;
- Authorization of remote work where operationally feasible;
- Continuation of essential services only.

## **7. Essential Services**

Certain services may be designated as essential and required to continue during closures or hazardous conditions, including but not limited to:

- Public Works emergency response and infrastructure protection;
- Water and wastewater operations;
- Emergency management functions;
- Any other service deemed essential by the CAO.

Employees assigned to essential services may be required to report to work unless conditions make it unsafe to do so. Reasonable accommodations and safety considerations will apply.

## **8. Employee Attendance and Compensation**

- Employees not required to report to work due to an authorized closure will be compensated in accordance with applicable HR policies;
- Employees required to work during closures may be compensated in accordance with overtime or standby provisions, where applicable;
- Employees unable to report to work due to personal travel constraints when offices remain open must notify their supervisor and may be required to use leave or unpaid time, subject to policy and managerial discretion.

## **9. Communication**

The Municipality will communicate closures, delays, or modified operations through official channels, including the municipal website, social media platforms, internal email, and other appropriate means.

Employees are responsible for monitoring official communications and confirming their work status during inclement weather events.

**10. Compliance**

Failure to comply with this policy or associated directions may result in corrective action in accordance with municipal HR policies.

**11. Review**

This policy shall be reviewed periodically by Administration and updated as required to reflect operational, legal, or best-practice changes.

**12. Effective Date**

This policy shall take effect upon approval by Council.

Approval and Signatures

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

Date: February 3, 2026