

POLICY ON CLOSURE OF FACILITIES

#97-2

DEPARTMENTS COVERED:

- **GENERAL GOVERNMENT**
- **POLICE**
- **PUBLIC WORKS / WATER & SEWER**
- **RECREATION AND COMMUNITY SERVICES**

IT IS RECOGNIZED THAT CERTAIN CONDITIONS MAY ARISE WHICH WILL NECESSITATE THE CLOSURE OF FACILITIES AND THE CANCELLATION OF EVENTS OR REGULAR HOURS OF OPERATION. IT IS IMPORTANT TO HAVE GUIDELINES IN PLACE IN ORDER TO ENSURE THAT THE SUSPENSION OF SERVICES OR PROGRAMS IS DONE IN A CONSISTANT MANNER, AND THAT A PROCESS IS ESTABLISHED TO NOTIFY THOSE AFFECTED.

FACTORS / EVENTS REQUIRING CLOSURE

IT IS ANTICIPATED THAT THE FOLLOWING OCCURENCES MAY RESULT IN THE CLOSURE OF FACILITIES AND/OR THE CANCELLATION OF PROGRAMS OR EVENTS:

1. **WINTER STORMS**

IN THE EVENT OF A SEVERE WINTER STORM, IT MAY BE NECESSARY TO CLOSE THE FACILITIES OPERATED BY THE TOWN OF WOODSTOCK. THE FACILITIES WILL BE CLOSED AS FOLLOWS:

TOWN OFFICE - THE STAFF WILL BE ALLOWED TO STAY HOME OR LEAVE FOR HOME IF IT IS DETERMINED THAT ROAD/TRAVEL CONDITIONS WILL WORSEN AND CAUSE PROBLEMS FOR STAFF TRAVEL. THE PUBLIC WILL BE NOTIFIED BY PLACING ANNOUNCEMENTS ON THE LOCAL RADIO AND BY PLACING NOTICE AT THE ENTRANCE. ALL MEETINGS SCHEDULED TO BE HELD AT TOWN HALL WILL BE CANCELLED BY TELEPHONE.

POLICE DEPARTMENT - THE ADMINISTRATIVE STAFF WILL BE ALLOWED TO STAY HOME OR LEAVE FOR HOME IF IT IS DETERMINED THAT ROAD/TRAVEL CONDITIONS WILL WORSEN AND CAUSE PROBLEMS FOR STAFF TRAVEL. THE PUBLIC WILL BE NOTIFIED BY PLACING NOTICE ON THE ENTRANCE TO THE POLICE STATION. (IF BUILDING CLOSED), NOTICE WILL INCLUDE THE EMERGENCY NUMBER FOR THE POLICE STAFF (POLICE OFFICERS) WHO WILL REMAIN ON DUTY.

PUBLIC WORKS/WATER & SEWER - IT IS EXPECTED THAT NO CURTAILMENT TO SERVICE WILL RESULT FROM SEVERE WINTER WEATHER.

RECREATION AND COMMUNITY SERVICES - THE CARLETON CIVIC CENTRE CAN BE CLOSED DUE TO SEVERE WINTER WEATHER. THE CLOSURE WILL BE BASED UPON THE CONSIDERATIONS OF STAFF AND THEIR ABILITY TO TRAVEL AND THE PUBLIC'S ABILITY TO ACCESS THE CIVIC CENTRE. IN THE EVENT OF A CLOSURE, THE PUBLIC WILL BE NOTIFIED BY MEANS OF RADIO ANNOUNCEMENTS, AND ANY SCHEDULED EVENT WILL BE CANCELLED BY TELEPHONE CALL (WHEN POSSIBLE TO REACH IDENTIFIED USERS).

2. BUILDING PROBLEMS

IN THE EVENT THAT A BUILDING OR FACILITY EXPERIENCES PROBLEMS SUCH AS HEATING SYSTEM FAILURE OR STRUCTURAL PROBLEMS, CLOSURE WILL BE FOLLOWED IN ACCORDANCE WITH THE NOTIFICATION PROCEDURE ESTABLISHED IN #1 ABOVE.

3. PLANNED EVENTS

IF A SPECIAL EVENT IS TAKING PLACE WHICH HAS BEEN APPROVED BY TOWN COUNCIL, THE FACILITY MAY BE CLOSED WITH NOTIFICATION BEING GIVEN TO THE PUBLIC IN A TIMELY FASHION (RADIO/NEWSPAPER ADVERTISEMENTS).

4. DECLARED EMERGENCY

ON DECLARATION OF EMERGENCY, THE MAYOR MAY ORDER THE CLOSURE OF ANY OR ALL FACILITIES AND MAY SUSPEND ANY OR ALL SERVICES. THE STAFF WILL FOLLOW INSTRUCTIONS OF THEIR REGULAR SUPERVISOR IN THIS INSTANCE.

PROCEDURE

UPON NOTIFICATION OF A CONDITION OR OCCURENCE THAT MAY REQUIRE THE CLOSURE OF A FACILITY OR THE SUSPENSION OF SERVICES, THE DEPARTMENT HEAD WILL INFORM THE C.A.O. WHO WILL DETERMINE IF CLOSURE IS WARRANTED. THE C.A.O. MAY REQUIRE ADDITIONAL NOTIFICATION STEPS, AND MAY AUTHORIZE FULL OR PARTIAL CLOSURE.

UPON DECLARATION OF EMERGENCY, THE MAYOR MAY AUTHORIZE THE CLOSURE OF ANY FACILITY OR THE CANCELLATION OF ANY PROGRAM OR EVENT.

STAFF WILL BE NOTIFIED AS SOON AS POSSIBLE THAT A DECISION HAS BEEN TAKEN TO CLOSE. STAFF MAY BE RE-ASSIGNED TO ANOTHER DEPARTMENT (IF CONDITIONS WARRANT) OR ALLOWED TO LEAVE.

NON-UNION STAFF WILL SUFFER NO LOSS OF PAY IN THE EVENT OF CLOSURE. UNION STAFF WILL BE PAID FOR THE TIME WORKED, SUBJECT TO THE PROVISIONS SET OUT IN ANY COLLECTIVE AGREEMENT.