

# ***Township of Douro-Dummer Public Library***

Policy Type: **Operational**

Policy Title: **Inclement Weather and Unscheduled Closures**

Policy Number: DDPL-OP-015

Policy Approval Date: Created and Adopted March 2025

Date of Next Review: June 2029

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**Policy Statement:** To provide guidelines for the Douro-Dummer Public Library regarding the closure of the library in the event of inclement weather, facilities and/or utilities disruption, and/ or poor road conditions. The purpose of this policy is to outline roles and responsibilities in situations where the Douro-Dummer Public Library temporarily suspends or curtails operations due to any of the abovementioned events.

## **Section 1: Responsibility**

The CEO, or staff member working in the role as CEO designate, is responsible for deciding and communicating any non-openings, delayed openings, or early closures of the library. Closures will be communicated by social media and the library website (if in service).

## **Section 2: Conditions warranting closures**

Non-emergency closing: Failure of heating/cooling equipment during periods of extreme weather, lack of electrical power, lack of computers available at staff service points for an extended period, or inadequate staffing levels.

## **Section 3: Non-openings, delayed openings or early closings:**

In the event of inclement weather the decision to close will be based upon:

- General conditions of roads
- Condition of parking lots and walkways
- Availability of staff to open and operate the library
- Requests for closure by local or provincial agencies
- Severe Weather Warning(s) as issued by Environment Canada
- Municipal declaration of Significant Weather Event
- Closure of other municipal facilities

If the Library closes prior to the scheduled closing time, all employees already present at work shall be paid for the remainder of their shift. Library operations will be resumed when feasible.