



Kenora Public Library Board

POLICY

SECTION: Operating	NO: OP-16
TITLE: Emergency Closure Policy	DATE: Sept. 25, 2024
	Next Review Date: Sept 2028

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

The decision to close the Library or not shall be made jointly by the Board Chair and the CEO. If 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 both Library facilities shall be guided by the action of local federal, provincial, and municipal departments. 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 Agreement 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 closure of Library facilities, every effort will 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 Documents:

Kenora Public Library – ***Business Continuity Plan***

Kenora Public Library – ***Emergency Closure Procedure***

History			
Approval Date:	Sept. 25, 2024	Approved by:	R. McMillan
Amendment Date:		Approved by:	
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