

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.  
2025 - 109**

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Being a By-Law to Adopt a Severe Weather Policy for the Township of Huron-Kinloss

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Council for the Corporation of the Township of Huron-Kinloss passed By-law No. 2004-10, amended through By-laws No. 2013-74 and 2019-10 to adopt a Severe Weather Policy;

**AND WHEREAS** the Council for the Corporation of the Township of Huron-Kinloss desires to amend the policy as per Report CAO-2025-28;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That The Corporation of the Township of Huron-Kinloss Council hereby adopts a Severe Weather Policy as contained in the attached Schedule "A" to this By-law.
2. That By-laws No. 2004-10, 2013-74 and 2019-10 are hereby repealed.
3. That this By-law shall come into force and effect upon its final passage.
4. That this By-law may be cited as the "Severe Weather Policy (2025) By-law".

**READ a FIRST and SECOND TIME** this 17<sup>th</sup> day of November, 2025.

**READ a THIRD TIME and FINALLY PASSED** this 17<sup>th</sup> day of November, 2025.

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Mayor

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Clerk

By signing this by-law on November 17<sup>th</sup>, 2025, Mayor Murray confirmed that they will not exercise the power to veto this by-law.



## The Corporation of the Township of Huron-Kinloss

### Policy & Procedures

Section: 3.0 Human Resources

Policy: Severe Weather Policy

By-Law: 2025-109 (2004-10, 2013-74, 2019-10 repealed)

Date: 19 January 2004

Revision: November 3, 2025

#### Coverage:

This policy shall apply to all employees of the Township of Huron-Kinloss.

#### Policy Statement:

The Township prioritizes the safety of employees and of the public during severe weather events and aims to maintain essential services while minimizing unnecessary travel. This policy provides clear expectations for attendance, compensation, and work from home options during severe weather or extended power outages.

#### Legislative Authority:

#### Contents:

Employees are expected to use good judgment concerning whether to report to work on days where travel is difficult due to road closures or severe weather conditions.

Employees who are unable to report to work due to road closures or severe weather conditions will advise their direct supervisor. Where possible, employees are encouraged to work from home when travel is unsafe.

Employees who are unable to report to work due to severe weather conditions and do not have the ability to work from home shall be required to use vacation time or part thereof to compensate for their absence. Employees that do not have any unused vacation time or unused overtime to offset the time lost due to severe weather conditions shall forfeit pay for the hours they were unable to attend work or arrange to make up the time subject to the approval of the CAO.

#### Facility Closure

The CAO and/or the Mayor have the authority to determine facility closures due to severe weather or extended power outages. If the CAO and/or Mayor determine that a

facility will not open on a regular work day or closes early due to severe weather conditions or extended power outages employees affected will be compensated at their regular rate of pay for their scheduled hours of work.

Roles identified as eligible for remote work under the Work From Home Policy are strongly encouraged to do so during an office closure. Employees not equipped for work from home should remain available via phone or email and complete tasks as possible.

### Continuity of operations

Essential duties must continue during severe weather events or extended power outages. Employees are responsible for their workload and are expected to check communication channels for updates and respond to urgent matters, as required.

Employees are not eligible for overtime or banked time during a facility closure, unless they are performing work during those hours and meet the required overtime thresholds, in accordance with the Hours of Work and Overtime policy.