

NTCAC Church Event Cancellation Policy

Updated on: Jan 2019

Weather Related Condition Trigger:

1. When Environment Canada issues a “**Warning**” alert for the Richmond Hill, ON area, the Event Leader may consult with the Ministry Owner to determine if a “regular scheduled” church event is to be cancelled. The Ministry Owner will have the final authority. The Ministry Owner will inform the Elder Board Chair of the decision. The Chair may consider to cancel all church events and close the church for the day.
2. If the above “**Warning**” alert includes message to “**Avoid Non-essential travel**” or similar, the Chair will cancel all church events of the day

Event includes but not limited to: Worship, Sunday School, Prayer Meeting, Fellowship, Small Group, Bible Study, Awana, Sport Activity

Non-Weather Related Condition:

1. For local power outage, cancellation notice will NOT be issued prior to an event’s scheduled time, as power interruption and resumption can be intermittent or unpredictable. Power utility company may provide an ETA of 4 hours for power to resume, but actual may be much sooner.

Check here for “**Warning**” alert status effective for Richmond Hill, ON:

- https://weather.gc.ca/city/pages/on-59_metric_e.html
- https://weather.gc.ca/warnings/index_e.html

Cancellation Considerations:

- Safety: Safety is prime when deciding whether to cancel an event
- Road Condition before and after event, including ability of members to reach the church, return home safely, and safety within church property such as parking lot and walk ways.
- High winds and ice conditions.
- Power outages: Likelihood of power interruption during an event which may impact the safety of members within church premises, e.g. interruption to light, heat and water.

Communication of Decision:

- Ideally, any cancellation should be communicated **3 hours prior** to the scheduled time of event to allow ample notice to participants
- For church events other than Sunday Services, it is the responsibility of the Event Leader along with the assistance of the Ministry Owner to initiate and to mobilize the “Communication Process”
- For Sunday Services, all Pastoral Staff, Elders and others to participate in the “Communication Process”
- **“Communication Process”:**
 - Inform members and friends by email, SMS or other social media means (WhatsApp, WeChat). Use phone for those who may not have online or email access
 - Post a notification message on NTCAC.ca (inform web master to post message)
 - Sample message: Due to inclement weather condition and weather warning issued by Environment Canada for Richmond Hill area. The church building is CLOSED today April 14th and tomorrow April 15th. Sunday Service and all other activities are CANCELLED. 因加拿大氣象局向 Richmond Hill 地區作出極差天氣警告，教會將在四月十四、十五 日關閉。所有在這兩日內原定安排的聚會會取消。
 - Contact other impacted parties including but not limited to: all ministry owners, church administrator & staff, church web master, church cleaner, church shuttle service provider, snow removal/salt service...etc.

Environment Canada Alerts Reference Info

<https://www.canada.ca/en/environment-climate-change/services/seasonal-weather-hazards/be-prepared-for-winter.html#toc0>

Four types of weather alerts

The type of alert used depends on the severity and timing of the event:

- **Warning**
 - Urgent message that severe weather is either occurring or will occur
 - Updated regularly so that you can stay informed and take appropriate action
- **Watch**
 - Alerts you about weather conditions where there is potential for a significant storm or severe weather to occur
 - A **Watch** may upgrade to a **Warning** as certainty increases about the path and strength of a storm system
- **Advisory**
 - Issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly affect Canadians
- **Special Weather Statement**
 - The least urgent type of alert
 - Issued to let you know that conditions are unusual and could cause concern
 - They provide notice of what weather may be coming

Different weather patterns can bring different types of threats or hazards to solicit the above types of alerts. Environment and Climate Change Canada issues over 20 different types of alerts for the various weather hazards that occur across the country.

Fall and winter weather alerts

Winter alerts are generally defined as precipitation events (snow, freezing rain, etc.), extreme cold and wind chill, and reduced visibility. Any of the three threats can arrive either alone or together. They are listed as precipitation, cold, and poor visibility alerts.

Precipitation alerts include:

- Snowfall: significant snowfall
- Snow squall: when cold air moves across larger open bodies of water (such as the Great Lakes), creating nearly stationary bands of cloud and snow
- Freezing rain / Freezing drizzle: when rain or drizzle falls onto sub-zero surfaces and freezes on contact, forming a layer of ice
- Rainfall: significant rainfall
- Winter storm: issued when multiple types of severe winter weather are expected to occur together

Cold alerts include:

- **Arctic outflow**: any combination of wind speed and temperature giving a wind chill of -20 or lower for 6 hours or more
 - **Coastal British** Columbia regions only; a separate Wind Warning is not required
- Extreme cold: extremely cold temperatures or very low wind chill values

- [Flash freeze](#): issued when a rapid drop in temperature causes water from rain or melted snow on streets, sidewalks etc., to quickly freeze

Poor Visibility alerts include:

- [Blizzard](#): issued when winds are expected to create blowing snow, giving widespread reduced visibility of 400 metres or less
- [Blowing snow](#): issued when winds are expected to create blowing snow, giving poor visibility of 800 metres or less

There is also a rarely-issued generic alert simply called a “Weather” warning or advisory. These alerts may be issued for weather events with no suitable warning type, because they rarely occur.