1.11 ADMINISTRATION IN ABSENCE OF POLICY

INTENT:

When urgent decisions are required on matters where existing policy is inadequate, the Executive Director shall be authorized to act in accordance with established practice, legal requirements, and the intention of Board policy.

1.11.1 DIRECTIVES:

1.11.1.1 Where relevant policy does not address circumstance and immediate action is required, the Board authorizes the Executive Director to act in accordance with the Board's Vision, Mission and Values.

1.11.2 IMPLEMENTATION:

1.11.2.1 In the event of an urgent matter, the Executive Director shall consider circumstances, and when possible, consult with the Officers or, at minimum, the Chair.

1.11.2.2 If the matter is an emergency and/or the Officers cannot be reached, the Executive Director shall determine and act upon an appropriate course of action. If no action is possible, the Executive Director shall notify the Officers and Directors as soon as possible, and if necessary, the appropriate agency (ices).

1.11.2.3 The Executive Director shall prepare a written account, detailing the circumstances surrounding the matter, determined course of action and recommendations for policy development and/or revision for the next regularly scheduled meeting of the Board.

1.11.2.4 Such decisions are subject to Board ratification.

Review Dates: August 25th, 2004; Sep 2006; May 2009; June 26, 2017; April 16, 2018
Approval Dates: November 29th, 2001; Sep 27, 2006; May 28, 2009; September 7, 2017, May 10, 2018