

Emergency Procedure

Holiday Park Park & Recreation District By-laws state in Article V, Section 1 state:

“In an emergency situation, i. e, loss of power, loss of air conditioning, damage to buildings, physical plant problems, etc., a meeting may be called by the Chairperson or in his/her absence by the First Vice Chairperson or 2nd Vice Chairperson or in their absence, the Secretary or Treasurer. This public meeting notice will be posted I both halls and advertised in the local newspaper as required of any meeting.”

This emergency procedure does not address urgent and emergent issues requiring immediate action to preserve Park Property and/or Safety and Security of Park Resident. These may include situations, such as water leaks, mid-construction discoveries requiring additional work, electrical loss, entrance gate problems.

In these situations, the Chairperson or in his/her absence an assigned designee, or the First Vice Chairperson or 2nd Vice Chairperson or in their absence, the Secretary or Treasurer may make an immediate determination of action to be taken. Given the urgency of the issue, an email will be sent immediately to all trustees, through the District Manager as needed, informing them of the need for immediate corrective action thus providing them notice of the following process. Normal procurement procedures will be followed, if at all possible, but in cases of emergencies, a company will have to be sourced on a first available basis and paid on a time and materials basis.

At the next Regular or Special Board of Trustee Meeting, the circumstances of the emergency will be explained to the full Board of Trustees and, if monies were committed as part of the emergency alleviation, the Board of Trustees will approve the expenditure prior to any payment being made.