

**LOWER NIPIT IMPROVEMENT DISTRICT  
POLICY No. 1: Board Correspondence  
Board Resolution dated March 27, 2024**

**POLICY STATEMENT**

The Lower Nipit Improvement District (LNID) acknowledges that all incoming and outgoing correspondence should be handled in as timely a manner as possible. The LNID also acknowledges that as correspondence is handled by volunteer board members, there may sometimes be unplanned and unexpected delays in the handling of correspondence.

**DEFINITIONS**

Email Correspondence: all digital correspondence addressed to LNID Board Members sent to [lnidctee@gmail.com](mailto:lnidctee@gmail.com).

Paper Correspondence: all hardcopy correspondence addressed to LNID Board Members sent to 160 Twin Lake Road Kaleden, BC, V0H 1K0.

**PROCEDURES**

**Incoming Correspondence**

Writers of email correspondence will receive an immediate auto-reply and those enquiries requiring further action, research, or input will have their enquiries referred to the next Board Meeting for discussion and response. To be included in the Board Meeting, correspondence should be received 72 hours prior to the meeting.

Correspondence addressed to Chair and Board will be posted as an addendum to the next upcoming Board Meeting Agenda. All correspondence, regardless of who it is addressed to will be considered as addressed to the Board as a whole.

Correspondence should include the author's name and contact information in order to be considered.

Correspondence which is anonymous or made on behalf of an unidentified third party will not be responded to unless potential safety, liability or health issues are raised.

The LNID will not respond to, or publish, any correspondence deemed libellous, derogatory, vulgar, abusive or which violates the LNID's Respectful Behaviour Policy.

**Outgoing Correspondence**

All corporate correspondence shall be sent out under the letterhead of the LNID.

Correspondence will be returned on business days. Any correspondence received on weekends or statutory holidays will not be dealt with until regular business resumes.

Official correspondence under the signature of the Chair, or any other Board member, may have an electronic signature attached.

Correspondence arising from a Board meeting shall be prepared within five business days following the meeting and a copy will be posted along with the meeting minutes.