

**LOWER NIPIT IMPROVEMENT DISTRICT
POLICY No. 1.1: Board Correspondence
Board Resolution dated March 27, 2024
Revised and passed May 15th, 2024**

POLICY STATEMENT

The Lower Nipit Improvement District (LNID) encourages and welcomes correspondence from landowners and 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 and all digital correspondence concerning LNID business sent to Board Members at their personal email addresses.

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

Landowner/Resident: Any person or corporation who is on title as an owner of property within the Lower Nipit Improvement District

PROCEDURES

Incoming Correspondence

Writers of email correspondence will receive an immediate auto-reply.

Those enquiries regarding Board policy or requesting action will have their enquiries referred to the next available Board Meeting for discussion and response. To be included in the Board Meeting, correspondence should be received one week prior to the meeting. Correspondence referred to Board meetings will be posted as an addendum to the pertinent Board Meeting Agenda and added to the Correspondence page on the District website. All correspondence, regardless of who it is addressed to will be considered as addressed to the Board as a whole.

When an enquiry is sent to an individual Board member, whether at the District email or their personal email, this response shall be sent: I would like to thank you for your correspondence and I will forward your email to the rest of LNID Board. In the future please address any board correspondence to lnidctee@gmail.com so the appropriate actions can be taken. These enquiries will then be considered as if addressed to the Board as a whole.

Communications that are sent for informational purposes, or cannot be dealt with due to timing or subject matter will be designated as “Filed for Future Consideration” so they can be looked at during a more appropriate time and the sender notified.

If the subject is relatively straight forward (such as a question about pumping) the Board will prepare a draft and circulate it among Board members for approval before replying. These emails will not be included in the Board agenda. Routine requests for clarification and information will not be included in the Board agenda and will be replied to as soon as possible.

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.

All correspondence sent to landowners as a group will also be posted on the District website.