

Trustee Correspondence Policy

Adopted date: May 11, 2022	Amended date: May 13, 2026	Next Review: 2031
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OBJECTIVE

To ensure that correspondence addressed to the Board of Trustees is handled in a consistent, transparent, and appropriate manner while supporting effective governance, timely administration, and compliance with applicable legislation, including the Freedom of Information and Protection of Privacy Act (FOIPPA).

POLICY

All correspondence (including written letters, email, voicemail, electronic submissions, or other communications) addressed to the Van Anda Improvement District (VAID) Board of Trustees or the Chair shall be managed in accordance with this policy.

Correspondence requiring Board consideration, direction, or decision shall be referred to the Trustees (or the Chair, as appropriate).

Routine administrative correspondence may be addressed by employees within their delegated authority and in accordance with adopted policy and bylaws, without referral to the Board.

PROCEDURE

1. Routine correspondence (such as requests for tax status from legal or notary offices, utility or vendor communications, etc.) may be handled by employees where the response or action is within established authority and does not require Board direction.
2. Correspondence addressed to the Board shall be recorded in the minutes of the regular board meeting. Actions resulting or in relation to such correspondence will be recorded in the minutes of the regular board meeting.
3. Correspondence containing reports or information relating to items which must be discussed “in camera” will be recorded in the minutes of the “in camera” meeting, in accordance with applicable legislation.
4. Correspondence that is unsigned or designated anonymous will not be acknowledged in the public minutes; however, a copy may be made available to the Trustees. Anonymous correspondence raising safety, legal, or regulatory concerns may be reviewed by the Trustees at their discretion.
5. All correspondence shall be managed in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

POLICY

RELATED DOCUMENTS

- Freedom of Information and Protection of Privacy Act (FOIPPA)
- Policy P-05 — Communications Policy
- P-23 Responsibilities of the Board Chair and Trustees
- Meeting Procedures Bylaw