

Policy Number: 4.5.0

Title: Board Correspondence

Introduction:

This policy has been developed to establish the procedure for forwarding, to the Board of Directors, correspondence which is sent to their attention.

Ends:

Any correspondence sent to the attention of an individual member of the Board of Directors at the District office shall be placed in that member's file folder. Any correspondence sent to the attention of the Board of Directors as a whole shall be placed on the agenda for the next regularly scheduled Board meeting as an action item.

The exception to this procedure shall be when the sender of the correspondence has made the General Manager or an individual Board Member aware that they would like the correspondence to be made part of a Board meeting, or an individual Board Member or the General Manager feels that it should be made part of the Board package, in which case the General Manager shall include such correspondence, regardless of the addressee, as part of the Board package at the next regularly scheduled Board meeting.

Responsibility:

The General Manager shall be responsible for implementing this policy.