

Village of Haines Junction
Incoming Correspondence Policy

Policy #27-20

Objective

This policy defines the process of handling correspondence (both electronic and paper) addressed to: 1) Mayor and/or Council and 2) specific staff or the Village of Haines Junction as a whole. This policy is to ensure that incoming correspondence received by the Village of Haines Junction is distributed to its intended recipients so that it is acted upon in a timely manner and that appropriate record-keeping policies are applied.

Parameters

General

All paper correspondence will be received, opened and date-stamped by the Corporate Administrator or their designate.

A copy of all paper correspondence will be filed in the Correspondence binder.

The greater Haines Junction/Dakwākāda Region extends from Alaska Highway km 1568, east of Pine Lake, to km 1590, near Bear Creek.

Council Correspondence

The Corporate Administrator in consultation with the Chief Administrative Officer shall decide which correspondence is placed on Regular Council Meeting Agendas.

The following types of correspondence will be placed under the Correspondence section of Regular Council Meeting Agendas unless the correspondence is embargoed or confidential:

- Correspondence addressed or carbon-copied to Mayor and/or Council from elected officials, the Association of Yukon Communities or the Federation of Canadian Municipalities;
- Correspondence addressed to Mayor and/or Council that addresses issues relating to Council's role as defined in Section 177 of the Municipal Act;
- Correspondence addressed to Mayor and/or Council that addresses issues specifically related to the greater Haines Junction/Dakwākāda area;
- Government-issued reports and updates specifically relating to the municipality or Council's role as defined in Section 177 of the Municipal Act;
- Petitions that have the names of the signatories attached; and
- Any other correspondence as requested by a Member of Council or as determined by the Chief Administrative Officer.

Correspondence that meets the above parameters for inclusion on Regular Council Meeting Agendas and is embargoed or confidential will be presented to Mayor and Council during Closed Meeting.

Correspondence addressed to an individual Member of Council that does not meet the above parameters for inclusion on Regular Council Meeting Agendas will be forwarded to the individual recipient.

Correspondence that will be not placed on Regular Council Meeting Agendas include:

- Correspondence that is anonymous;
- Petitions that do not have the names of the signatories attached; and
- Correspondence that addresses issues which are not specifically related to the greater Haines Junction/Dakwākāda area.

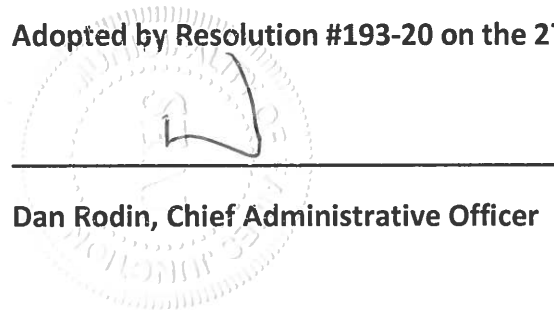
Where uncertainty exists, the Correspondence item will be included on the Regular Council Meeting Agenda.

Non-Council Correspondence

Correspondence addressed to an individual staff member will be provided to the staff member and a copy will be provided to the Chief Administrative Officer.

Correspondence addressed to the municipality will be provided to the Chief Administrative Officer.

Adopted by Resolution #193-20 on the 27th day of May, 2020.



Dan Rodin, Chief Administrative Officer