

County of Stettler No. 6 Committee of the Whole

*Held Thursday, May 23, 2024, at 10:00 am
County of Stettler Council Chambers*

- 1. Call to Order**
- 2. Additions to the Agenda**
- 3. Delegation**
- 4. Council’s Request for Information**
 - 4.1. Trestle Estates Waterline (Gendre)
- 5. In-Camera Session**
 - 5.1. Staffing
FOIP Section 19: Confidential evaluations
- 6. Business Arising from the Minutes**
 - 6.1. Erskine Landfill Setbacks
 - 6.2. Rural Development Fund
 - 6.3. Red Willow Sewer Lagoon
 - 6.4. Fire Update
 - 6.5. Track-hoe Update
- 7. New Business**
 - 7.1. Big Valley
 - 7.2. National Indigenous History Month Proclamation 2
 - 7.3. Botha Ball Diamond Request
- 8. Policy Review**
 - 8.1. Policy CN 1.02 – Council Benefits..... 3
 - 8.2. Draft Policy CN 1.11 – Health & Safety Program 5
 - 8.3. Policy PW 2.03 – Pipeline Crossings..... 8
 - 8.4. Policy PW 2.07 – Land Compensation..... 12
 - 8.5. Policy PW 2.12 – Trees and Building Compensation..... 15
 - 8.6. Policy PW 2.19 – Crop Damages 16
 - 8.7. Policy AF 6.07 – Social Media..... 18
 - 8.8. Policy AF 6.17 – Procurement, Disposition and Tendering
- 9. Upcoming Events**
- 10. Next Meeting**

Thursday, June 27, 2024
- 11. Adjournment**

May 17, 2024



County of Stettler
County Council
P.O. Box 1270
Stettler, Alberta
T0C 2L0

Dear Council Members,

We are a group of Indigenous citizens who live and work in the town of Stettler, during the past year we have established a group called Friendship Circle-Stettler and Area. This informal group meets monthly to create a space for Indigenous and Non-Indigenous people to gather, we provide opportunities to Share, Learn and Connect. This has been very positive, and is a small part of moving towards better relations and greater awareness in Stettler.


Stettler and Stettler County exist in an area that was previously inhabited by many Indigenous Peoples, and is part of an intersection of different tribes and communities. There is a rich, and sometimes unknown history in this place we all now call home.

We are writing today, to invite you to join us in a Proclamation for the month of June. June is recognized as National Indigenous History Month, and June 21 is also recognized as National Indigenous Peoples Day. We hope to recognize these important events in the Stettler area, and welcome you all to join us in that.

If you have any questions, or would like to coordinate a time to proclaim these events please contact us.

Sincerely,

Friendship Circle
stettlerfriendship@gmail.com

	County of Stettler – Legislative Policy Manual		
	Categorization		Policy No.
	Council		CN 1.02
	Policy Name		
Council Benefits			
Approved By:	Approval Date	Latest Revision	
Council	March 9, 2016	May 11, 2022	

Purpose

To establish the benefits provided to Elected Officials.

Statement

County of Stettler Elected Officials are eligible to participate in the County of Stettler Benefit Plan.

Definitions

Spouse means legally married husband or wife

Common-Law Spouses means a partner that has cohabitated for a period of at least 12 months, has resided with the employee in a conjugal relationship and has been and is publicly represented by the employee as the partner of the employee. In the event that no proof of the above is available, the County will accept the previous year's Income Tax form claiming a Common Law Status or a legally sworn affidavit proclaiming the date of cohabitation. If the above terms cannot be met, the County has the right to disallow coverage for the common law spouse.

Dependent means natural, adopted, stepchild or child of your spouse. Child must not have a spouse or partner, normally live with you or your spouse, be supported by you, and not be working on a full-time basis. Max age for Dependent Child is 21 who are not in school full time, age 25 for a dependent child who are in school full time.

Procedure

1. The County of Stettler agrees to pay 75% of the following Elected Officials benefits, providing all requirements are met as per the Benefit Provider:
 - a. \$100,000 Life Insurance Coverage (\$50,000 if 65 and older)
 - b. Dependent Life Insurance (\$10,000 Eligible Spouse/ \$5000 Eligible Dependent Child)


- c. \$25,000 Critical Illness Insurance to age 65
 - d. \$50,000 Accidental Death or Dismemberment Insurance (\$25,000 if 65 and older)
 - e. Health Coverage (Prescriptions, Vision, Paramedical Services etc.)
 - f. Dental Coverage
 - g. A \$1,000 Health Spending Account
2. Eligible Spouses and Dependents, as per the Benefits Provider, are included in the following Benefits:
- a. Dependent Life Insurance (\$10,000 Eligible Spouse/ \$5,000 Eligible Dependent Child)
 - b. Health Coverage (Prescriptions, Vision, Paramedical Services etc.)
 - c. Dental Coverage
 - d. Access to the \$1,000 Health Spending Account (the Health Spending Account amount is for the elected official and his spouse/dependents combined)

Connected Documents

There are no documents connected to this policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	63.03.09.16	March 9, 2016
<i>Amendment</i>	134.05.11.22	May 11, 2022

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Council	CN 1.11
	Policy Name	
Health & Safety Program		
Approved By:	Approval Date	Latest Revision
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Purpose

The County of Stettler No. 6 is committed to providing a safe and healthy work environment for all employees, contractors, volunteers, and visitors. We recognize that the ongoing health and safety of those individuals affected by our work sites is an integral part of our operations and the County of Stettler is steadfastly dedicated to preventing injuries, illnesses, and incidents on our work sites. We will comply with all applicable health and safety legislation, including Alberta Occupational Health and Safety regulations, and strive for continuous improvement in our health and safety performance.

The County of Stettler No. 6 prioritizes the health and safety of all individuals at our work sites, firmly upholding compliance with Alberta Occupational Health and Safety regulations and other applicable laws. We are dedicated to preventing injuries, illnesses, and incidents through proactive risk management, regular training, and stringent enforcement of safety policies. This commitment is supported by continuous evaluation and enhancement of our health and safety procedures to achieve the highest standards of safety performance.

Policy

Responsibilities

Council: Demonstrates leadership in health and safety, approves policies, allocates resources, and ensures compliance with legislation. Adhere strictly to the County of Stettler's safety policies, procedures, and practices, as well as all relevant legislation, to ensure a secure and compliant work environment.

Department Directors: Implement health and safety policies, ensure adequate resources, manage risks, and promote a positive safety culture. Adhere strictly to the County of Stettler's safety policies, procedures, and practices, as well as all relevant legislation, to ensure a secure and compliant work environment.

Supervisors: Enforce safety procedures, provide training, report incidents, and ensure the safety of their teams. Adhere strictly to the County of Stettler's safety policies, procedures, and

practices, as well as all relevant legislation, to ensure a secure and compliant work environment.

Team Members: Take personal responsibility for their own safety and the safety of others, follow safety rules, report hazards, and participate in training. Adhere strictly to the County of Stettler's safety policies, procedures, and practices, as well as all relevant legislation, to ensure a secure and compliant work environment.

Self-Employed Persons and Visitors: Comply with site safety rules, use appropriate PPE, report hazards, and respect restricted areas. Adhere strictly to the County of Stettler's safety policies, procedures, and practices, as well as all relevant legislation, to ensure a secure and compliant work environment.

Policy Objectives

Compliance by adhering to all relevant health and safety legislation and regulations.

Risk Management by proactively identifying, assessing, and controlling workplace hazards to prevent accidents and injuries.

Training and Awareness by providing ongoing health and safety training and promote awareness among all individuals in the workplace.

Incident Management by ensuring prompt reporting, investigation, and corrective action for all health and safety incidents.

Continuous Improvement by regularly reviewing and updating health and safety practices and policies to enhance safety performance.

Implementation

This policy will be implemented through the development of specific health and safety programs, procedures, and practices, which will be regularly reviewed and updated. Department Directors and Supervisors are responsible for ensuring that their teams are trained and equipped to work safely, and that health and safety considerations are integrated into daily operations.

Communication

This policy will be communicated to all employees, contractors, and visitors, and will be made available to all individuals affected by County work sites through the Health and Safety Communication Plan. Regular updates and reminders will be provided to ensure ongoing awareness and compliance.

Review

This policy will be reviewed annually by the County of Stettler Joint Work Site Health and Safety Committee to ensure its continued relevance and effectiveness.


Upon completion of a review, the County of Stettler Joint Work Site Health and Safety Committee will make recommendations to Council regarding Policy updates or amendments.

Connected Documents

- The County of Stettler Safety Manual

Policy Authorization

Type of Authorization	Resolution No.	Effective Date

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Department	PW 2.03
	Policy Name	
PipelineUtility Crossing		
Approved By:	Approval Date	Latest Revision
Council	May 10, 2017	--

Purpose

To set the regulations affecting all road crossings in the County of Stettler No. 6.

Statement

~~There is no statement associated with this Policy.~~

Definitions

Utility Line: A conduit used for transporting liquids, gases, finely divided solids, or other utilities including oil, natural gas, water, sewage, electricity, or other materials. Examples include oil pipelines, gas pipelines, water mains, sewage lines, and electrical conduits and cables. The term encompasses all associated components such as valves, fittings, meters, cables, poles and other equipment necessary for the transportation process.

~~No definitions are defined within this Policy.~~

Procedure

1. No ~~pipeline~~Utility Line shall be constructed on, across, over, under, or adjacent to any road without the approval of the Chief Administrative Officer or designate.
2. An Application for PipelineUtility Line Road Crossing Approval shall:
 - a. Be accompanied by detailed maps, plans, and drawings for approval, for all proposed ~~pipelines~~Utility Lines or extensions or revisions thereto, before commencement of any construction.
 - b. These drawings shall show locations of the proposed road crossing(s).
 - c. The Contractor shall not proceed with any construction until the County has approved the plans. When the line is staked, and before any work commences, the crossing location(s) shall be inspected by authorized County personnel.
 - d. Be accompanied by a Specification Sheet showing:
 - i. Material to be transmitted
 - ii. Pipe specifications

- iii. Outside diameter of pipe
 - iv. Maximum operating pressure
 - v. Protective coating
 - vi. Cathodic protection
 - vii. Tracer wire
 - viii. Minimum earth cover.
3. Upon receipt of an Application for ~~Pipeline~~Utility Line Road Crossing approval, the Chief Administrative Officer or his designate, shall inspect the proposed pipeline route and related specifications, and
- a. may issue approval to construct as proposed, or
 - b. in the event that regulations are not complied with, may refuse to issue approval to construct until such time as proposed specifications meet required standards as outlined in the Installation Regulations.

Installation Regulations

4. All ~~pipeline~~Utility Lines shall be installed in accordance with provincial regulations ~~under the Pipeline Act, Chapter P-15, RSA 2000, the Gas Utilities Act, Chapter G-5, RSA 2000, the Energy and Utilities Board, the Canadian Standards Association, and as herein described.~~
5. Where a ~~pipeline~~Utility Line is to be placed parallel to a road it shall not at any point, be nearer than 30 meters to the boundary of such road, unless otherwise approved.
6. The Chief Administrative Officer and/or his designate reserve the right to determine the method of installing road crossing or locations thereof, type of crossing (plastic or steel) and width of Road Allowance or proposed Road Allowance concerned.
7. Where a ~~pipeline~~Utility Line is to be placed across a County road:
- a. No bends shall be permitted in that portion of the ~~pipeline~~Utility Line within the boundaries of the road, or within 7.6 meters of the boundaries on either side of the road, unless otherwise approved.
 - b. It shall be located as to be at or near right angles (90 degrees) to the road.
 - c. It shall be placed at a depth of not less than 1.5 meters below the lowest portion of the ditch, or at a depth of not less than 2.2 meters below the centre line of the graded portion of the road, whichever provides the greatest earth cover, and such depth shall be maintained throughout the entire width of the road Right-of-Way.
 - d. Committee of Council and/or authorized Municipal employee(s) to make maps, plans, or drawings, as to the method of road crossing, i.e., 'bored' or 'punched' or 'trench-cut' and also to denote thereon Right-of-Way width if other than the statutory 30 meters.
 - e. Local roads that are gravel surfaced or dirt are to be crossed as marked (see iv above). Gravel must be replaced over the affected area. All backfill (including gravel) must be well tamped so as to avoid depressions on the road surface.

- f. In the event that the graded portion of a road must be excavated, a Road Use Agreement must be obtained before any excavation takes place.

~~8.~~ Where a pipelineUtility Line carrying oil, gas, water, salt water, sewage, power, or other materials is to be placed ~~across~~ under a ~~County road~~ County Road Right-of-Way, it may be placed at a depth of not less than 2.0 meters. The Council and/or authorized personnel has the right to require deeper depth if the crossing is at a location where a 'cut' will be required for road improvement. In some cases, it may be requested that the location be relocated because of this situation. The owner of such pipelineUtility Line shall assume full responsibility for the locating, uncovering, extending of heavy wall pipe, or lowering of the pipelineUtility Line in accordance with applicable standards, in the event of and whenever future road improvements require such work on the pipelineUtility Line.

~~9.8.~~ ~~Where a pipeline carrying natural gas for rural distribution is to be placed across a Secondary Highway, it shall be constructed of polyethylene series 125, or material of equivalent strength.~~

~~10.9.~~ Where a pipeline carrying natural gas for rural distribution is placed across a ~~road, other than a Secondary Highway,~~ Road Right of Way it shall be constructed of polyethylene series 125, material of equivalent strength, or as otherwise approved prior to the placing of such pipeline.

~~11.10.~~ Where a pipelineUtility Line is to be placed across any road or road Right-of-Way:

- It shall be constructed of such materials used in placing of pipelineUtility Lines on private lands.
- The owner of such pipelineUtility Line shall assume full liability for the lowering or upgrading of such pipelineUtility Line in accordance with applicable standards.
- When a pipelineUtility Line crosses a Municipal Road or Right-of-Way, ~~the pipe used for crossing roads~~ it shall extend one or two rods as required beyond the Road Allowance boundaries and at the same depth.

~~12.11.~~ The road and the Road Allowance must be restored to at least its original condition and maintained in this condition by the pipelineUtility Line owner for a period of one (1) year after the installation of the road crossing, subject to final approval of the ~~Director of Public Works~~ Chief Administrative Officer, or ~~his~~ their delegate.

~~13.12.~~ Immediately following the completion of the placing of a pipelineUtility Line across or on a road Right-of-Way, a sign shall be erected and maintained at each point where such pipelineUtility Line enters or leaves the limits of a road. Such sign shall indicate location, ownership, and materials transported in the pipelineUtility Line.


14.13. In the case of breakage of the company's ~~pipeline~~ Utility Line or other emergency, no prior written notice shall be required to be given to the Municipality for the Company to enter a Road Allowance to attend to the emergency but the Municipality shall in all instances be advised forthwith of such emergency.

Connected Documents

There are no documents associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	145.05.10.17	May 10, 2017

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Public Works	PW 2.07
	Policy Name	
Land Compensation		
Approved By:	Approval Date	Latest Revision
Council	April 14, 2010	December 12, 2018

Purpose

The purpose of providing land compensation is to ensure that the County of Stettler No. 6 pays a fair rate to landowners for road Right-of-Way and/or landscape, or burrows areas. Further, that a fair rate of pay is made to landowners for crop damage, loss due to landscape or borrow areas.

Statement

~~There is no Statement currently a part of this Policy.~~

Definitions

No definitions are currently a part of this Policy.

Procedure

Farmland/Right of Way:

1. Payment to be made at current Market Value in that Township according to computer calculations based on Land Titles values and farm sales information received from Alberta Municipal Affairs and as established from time to time by the County Assessor. Should the land in question be located on a Township line the value used will be current Market Value in either Township.
2. Should there be no sales recorded in the Township in the last three years, the value used will be that of comparable Market Value in an adjoining Township.
3. If the seller of the land in question feels the market prices may be distorted, in either direction, they have the option of presenting evidence (can include, but not limited to real estate reports, property assessments or appraisals, comparable sales etc.) to Council, and Council may consider an alternative value for the lands in question.
4. A minimum of one acre will be paid to the landowner for land compensation on a quarter section (2,640 feet). If the exact acreage cannot be determined at the time of

the Easement being signed, the acreage exceeding one acre will be paid on completion of the legal survey.

5. Land compensation will be payable within a maximum of three hundred and sixty-five (365 days) from the date of signing this agreement. A Caveat will be registered until the legal survey has been completed.

Acreage Owners:

6. Payment to be established by market value. The value is to be based on non-serviced bare land.
7. Land compensation will be payable within a maximum of three hundred and sixty-five (365) days from the date of signing this agreement. A caveat will be registered until the legal survey has been completed.

Landscape/Dugout Borrow Areas:

8. The area to be used will be determined according to calculations made by the Director of Infrastructure and Operations or his representative in consultation with the landowner.
9. Payment to be made at current Market Value in that Township according to computer calculations based on Land Titles values and farm sales information received from Alberta Municipal Affairs and as established from time to time by the County Assessor. Should the land in question be located on a Township line, the value recorded in the Township in the last three years, the value used will be that of comparable Market Value in an adjoining Township.
10. Prior to work commencing, an Agreement must be signed.
11. Cheques will be payable within a maximum of three hundred and sixty-five (365) days from the date of determination of the borrow area.

Crop Damage:

12. Refer to Public Works Policy 2.19 – Crop Damages


Connected Documents

- Policy PW 2.19 – Crop Damages

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	120.04.14.10	April 14, 2010

<i>Amendment</i>	528.12.12.18	December 12, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Department	PW 2.12
	Policy Name	
	Trees and Buildings Compensation	
Approved By:	Approval Date	Latest Revision
Council	--	--

Purpose

To allow the County of Stettler No. 6 to provide compensation for trees and buildings affected by road construction.

Statement

A County Agent is authorized to negotiate compensation or arrangements for replacement of trees, shrubs, or hedges as may be required for road construction. Agreements at a cost exceeding \$500 require the approval of County Council.

Definitions

There are no definitions currently associated with this Policy.

Procedure


There is no defined procedure outlined in this Policy.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Operations	PW 2.19
	Policy Name	
Crop Damages		
Approved By:	Approval Date	Latest Revision
Council	January 11, 2012	February 13, 2019

Purpose

To establish the criteria and a rate of payment for crop damages incurred by road construction and utility installations within the County of Stettler No. 6.

Definitions

XX

Procedure

1. The County of Stettler No. 6 will pay the following amounts for crop damages:
 - a. Current Year
 - i. \$250/acre – Pasture
 - ii. \$500/acre – cereals and conventional crops
 - iii. \$700/acre – oilseeds and pulse
 - b. Subsequent Years or Unseeded cropland
 - i. ~~\$375~~400/acre
2. Lump sum payment will be paid for 1st and 2nd years in the 1st year.
3. Payment will be made following completion of road construction or utility installation, and based on acreage measurements submitted by the Director of Public Works.
4. The acreage measurements used in determining payment for crop damages will include any lands which are to be acquired. If construction is carried over into another year, then the acreage measurements for crop damages will be measured from the edge of the new road allowance or right-of-way and exclude any lands which were acquired for the purposes of the new road.
5. Crop damages for the initial and subsequent year will be paid by the County automatically following completion of the road construction or utility installation project. A ratepayer may make an application to Council for consideration of unusual crop deficiencies in the third year following construction.
6. The compensation level for any “specialty crop” not listed above will be reviewed and established by Council upon application.
7. Crop Damages will not be paid for crops that are seeded on County Owned Land or Right of Ways, unless that land is part of an approved lease agreement.


Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<u>Approval</u>	<u>04.01.11.12</u>	<u>January 11, 2012</u>
<u>Amendment</u>	<u>40.02.13.19</u>	<u>February 13, 2019</u>

DRAFT

	County of Stettler – Legislative Policy Manual		
	Categorization Administration & Finance		Policy No. AF 6.07
	Policy Name Social Media		
	Approved By: Council	Approval Date May 10, 2017	Latest Revision

Purpose

The County of Stettler’s official presence on some social media sites contributes in an official capacity to discussions on County programs and services.

This policy refers to freely accessible online tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate, or network. This includes, but is not limited to, blogs, social networks, videos and photos file sharing, folksonomic tagging, podcasting and vodcasting, wikis and other similar tools. For the purposes of this policy, social media refers to the public-facing County of Stettler on third-party-hosted sites.

The scope of this policy includes all departments within the County of Stettler including all employees, contractors, Councillors and authorized community members. It also includes any agencies affiliated with that council deems to be subject to this policy.

Definitions

Official presence – A dedicated page or channel on a social media site that has the official County of Stettler logo and is used for the purpose of informing or communicating with citizens or visitors concerning programs, facilities or other County business.

Personal information – Information about an identifiable individual. In a social media context this would include the individual’s name and other information such as their email address or username if it includes the individual’s name, a portion of their name, or is otherwise identifying in nature (e.g. john.doe, jdoe, doejohn, etc) or is a pseudonym (e.g. moutainbiker12) that is attributable to an identifiable individual by using other readily available information.

- Non-identifying or individual anonymous information is information about a specific individual but the identity of the individual is not known, and cannot easily become known by accessing other readily available information - this is not personal information.

- Aggregate, statistical or anonymous information is information about groups of people or about specific individuals who are not and cannot be identified – this is not personal information.

Published information – Personal commentary or other information or content posted to a web site that is intended to be accessible to a wide community of followers or the public at large without the need for, or reasonable expectation of, direct or indirect familiarity, association or relationship (e.g. weblog or “blog” postings and comments). This does not include information posted to personal online diaries or information intended or believed to be communicated only between known “friends” or a broader, but still limited, circle of acquaintances.

User-created content (UCC) – Comments, ratings, reviews, tags, opinions or responses provided by an individual or a group on a social media site concerning content posted on the site, or a topical issue, or the individual’s original non-professional creative or modified content that has been posted or published to a site. This type of content is also known as user-generated content (UGC) or consumer-generated media.

Procedure

Use of Social Media

1. The County supports the use of social media for informational and promotional purposes. The Chief Administrative Officer, the Assistant Chief Administrative Officer, and the Director of Communications will maintain social media and/or must approve any initiatives or communications.

Employee Use of Social Media as an authorized spokesperson

2. Regardless of the media being used, County employees, councillors and contractors must not do anything that could harm the reputation of the County of Stettler. They must ensure any comment on matters of County policy is appropriate to their role and must respect the need to maintain politically neutral County services.
3. The Chief Administrative Officer, the Assistant Chief Administrative Officer or the Director of Communications will be the authorized spokespersons for the use of social media, unless approval has been assigned by authorized spokespersons for other employees to respond.

Employee Use of Social Media as a Private Citizen

4. In their capacity as private citizens, County employees, contractors and Councillors have the same rights of free speech as other citizens, however, they may not represent the County of Stettler on their own personal social media sites, and they are reminded that they are bound by the official Policy Manual, Oath of Confidentiality and the Freedom of Information and Protection of Privacy Act and must not disclose any County information or content they are not specifically authorized to disclose.
5. Acting as a private citizen, a County employee and councillor must use a private email address and make every reasonable effort to make it clear their contribution to social media sites is as a private individual, and not as a representative of the County.

Issues and Risks to Consider

6. Some issues that need to be taken into account include public relations and operational risks, IT (Information Technology) records management and security, FOIP, privacy and legal (copyright, intellectual property rights, liability and others).
7. The Director of Communications will post, monitor, respond, contribute to or seek to influence social media conversations, in a manner identifiable as being made by or on behalf of the County by authorized spokespeople in the following manner:
 - a. Ensure all content posted on County social media channels is consistent with the initiative or plan as approved and is either 'unrestricted' information that is appropriate for routine public dissemination or is 'protected' information that has been approved for publication or dissemination by the Chief Administrative Officer.
 - b. Monitor the County of Stettler's social media channels.
 - c. Review all user-created content before it is posted to the public facing social media channel site, if the social media tool allows, or as soon as possible after it is posted.
 - d. Wherever possible, leave all user-created content unmodified, including those of complaints and criticism. Where a UCC is hateful, derogatory, abusive, or jeopardizes the privacy of others, the comment may be deleted or altered to fix the abuse, however, a response should always be made identifying that the content was modified or deleted, why it was modified or deleted, and then identify the complaint, criticism, or comment beneath the abuse and respond accordingly.
 - e. Apply established and posted or linked County rules of engagement or participation standards, with respect to abusive, hateful, defamatory, anonymous and other inappropriate comments or content, including information that jeopardizes the privacy of others.

8. Authorized spokespersons responding to content on a County social media channel or contributing on behalf of the County of Stettler to other pages or sites:
 - a. Must identify themselves as a County spokesperson;
 - b. Must ensure their responses are consistent with messaging approved by administration, with actual wording being consistent with the audience or objectives of the site; and
 - c. Are bound by this policy, all other municipal policies and the FOIP Act.

Legal Liability, Copyright, and Intellectual Property

9. Any content placed upon social media sites should be County-owned or if licensed to the County, should contain provisions which would allow the County to provide worldwide, fee-free, non-exclusive licenses to third parties in perpetuity.
10. Artists or named personnel whose works may be posted to social media sites must be informed of this possibility so that they may waive their moral rights.

FOIPP/Privacy

11. Given privacy risks, the County has to consider a number of issues when participating on social media sites.
12. The County will only create official social media channels that have a privacy policy or statement and reputation that is reasonably consistent with the Fair Information Practices reflected in both Alberta FOIP and PIPA legislation.
13. The County will use available web tools or services to obtain non-identifying anonymous, aggregate or statistical information concerning its programs, services or marketing efforts from social media sites.
14. While the County may scan or monitor published information available on social media sites, it will not seek to obtain or collect an identifiable individual's personal views, actions, or comments or take steps to identify the specific author or contributor of unpublished information or content unless authorized and permitted by law to do so.
15. The County will only advertise its programs and services on social media sites in a responsible manner in accordance with the County's other policies. If any official County content includes personal information, the use and disclosure of that personal information must be permitted under the FOIP Act. The County will not collect personal information about individuals who are registered with these sites unless it is authorized under the FOIP Act.
16. In the social media realm, personal information includes an individual's name, email address or username if it includes the individual's name, a portion of their name, or otherwise identifies them.

- 17. The County should not use social media as a means of collecting personal information wherever possible. Personal information collected from a social media site must be managed and protected in accordance with the provisions of the FOIP Act.
- 18. All records concerning County content posted to, or obtained from, any social media page/site are subject to the access to information provisions of the FOIP Act. Third party sites hosting County content and comments, however, are not subject to the FOIP Act in any way.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Approval</i>	149.05.10.17	May 10, 2017