

Town of Strasbourg

Regular meeting of Council held in the Town Council Chambers
Strasbourg, Saskatchewan

Wednesday, June 27, 2018



Present: Mayor: Kelvin Schapansky
Council Members: Cliff Eisler
Kevin Flavel
Bernie Josephson
Murray Kondratiuk
Ernie Oblander
Administrator: Jennifer Josephson

A quorum being present, Mayor Schapansky called the meeting to order at 7:00 p.m.

Declarations No declarations of conflict of interest or financial interest were made.

Minutes - Regular 171/2018 Oblander:Kondratiuk
"THAT the minutes from the June 13, 2018 regular meeting of Council be approved as presented by the Administrator."

CARRIED

Delegation Fire Chief Steve Wallace of the Sifton Fire Department joined the meeting at 7:03 p.m. to give an update on the fire that took place at Kannata Valley on May 7, 2018, where Strasbourg Fire Department was called for Mutual Aid. Mr. Wallace left the meeting at 7:19 p.m.

Reports 172/2018 Kondratiuk:Oblander
"THAT the Town of Strasbourg acknowledge the following meeting reports:
a) June 2018 Public Works Report
b) Council Reports
a. Councillor Josephson reported on the most recent Regional Emergency Measures Organization meeting.
b. Councillor Eisler reported on the most recent Strasbourg Health Board meeting.
c. Mayor Schapansky reported on a follow-up phone conversation with G&L Developments."

CARRIED

Councillor Kondratiuk left the meeting room at 7:58 p.m. and returned at 8:02 p.m.

Asset Management 173/2018 Josephson:Eisler
"THAT the Town of Strasbourg continue the Asset Management contract with BBNR Solutions Management for the consulting component of the Asset Management project, and that Walker Projects Inc. and Municipal Utilities Ltd. be only hired to do their evaluation components, and not the consulting components."

CARRIED

Rental Agreement 174/2018 Josephson:Oblander
"THAT the Town of Strasbourg approve the rental agreement with Administration Building tenant Dr. Kasie Kelln with a monthly rent of \$1,200.00, including utilities."

CARRIED

Handwritten signature of Kelvin Schapansky in blue ink.

Mayor

Building Permits 175/2018 Eisler:Kondratiuk
"THAT the Town of Strasbourg approve Building Permits:
a) 18-011 at Lot 4, Block 48, Plan 76R30175 for a Deck & Front Steps;
b) 18-012 at Lot 12, Block 49, Plan 101963370 for a Deck.
all subject to Professional Building Inspections, Inc. plan review requirements."

CARRIED

Development Permit – Car Wash 176/2018 Eisler:Flavel
"THAT the Town of Strasbourg approve the development permit for Parcel E, Plan 81R37579 for the creation of a commercial car wash."

CARRIED

Policy #GG-009 177/2018 Eisler:Josephson
"THAT the Town of Strasbourg approve Policy #GG-009, also known as the Social Media Policy, which is attached hereto and forms part of these minutes."

CARRIED

Tax Abatement 178/2018 Eisler:Kondratiuk
"THAT the Town of Strasbourg approve the following tax abatement:
Lot 2, Block 17, Plan 75R50529 – Municipal \$380.39, School \$11.21, Total \$391.59
Reason: Tax Enforcement – Tax Title Property

Adjourn 179/2018 Oblander:
"THAT this meeting of the Council of the Town of Strasbourg be adjourned."

CARRIED
Time: 8:56 p.m.

Mayor 


Administrator


Mayor



Policy #GG-009

Policy Title: SOCIAL MEDIA POLICY

Policy Purpose	This policy is to set out direction for the Town to participate in social media. Employees and Council engaged in social media, either personally or on behalf of the Town of Strasbourg, are expected to conduct themselves in a consistently professional manner so as to protect, promote, and augment the good reputation of themselves and the Town of Strasbourg.
Authority	Resolution #177/2018
Supporting Bylaw	n/a
Related Policy	n/a

Terminology:

Social Media - Information content that is intended to facilitate communications and influence interaction with audiences, typically via the internet and mobile networks.

Personal - Social media communications not related to the Town of Strasbourg work.

Policy:

1. STATEMENT

- 1.1 The Town of Strasbourg currently utilizes the Town website and Facebook as its main social media platforms to post information and promote programs and services. The website will remain the Town's primary and predominant internet presence. Whenever possible, content posted to the Town's social media should contain links directing users back to the Town's official website.
- 1.2 The Administrator and/or Administration Staff have the sole discretion to evaluate and approve what social media outlets may be suitable for use by the Town of Strasbourg.

2. PRIMARY GOALS OF SOCIAL MEDIA

- 2.1 Increase awareness of municipal services and events such as public notices, upcoming capital projects, Town-sponsored events, and other Strasbourg and area events.
- 2.2 Disseminate time-sensitive information quickly.

- 2.3 Provide additional means to gather community comments and perceptions regarding the Town and its initiatives.
- 2.4 Develop trust and opportunities to build stronger relationships with community members.
- 2.5 Correct misinformation, remedy mistakes, or alter services.
- 2.6 Utilize social media as an additional way to collaborate with the public and other municipalities on mutually beneficial programs and initiatives.

3. GUIDING PRINCIPLES OF APPROPRIATE USE

- 3.1 The Town of Strasbourg reserves the right to restrict or remove any comments or content that:
 - a) Is not relevant to the particular posting by the Town;
 - b) Is slanderous or derogatory, obscene, profane, or sexual in nature;
 - c) Endorses, promotes, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or political affiliation;
 - d) Promotes commercial services or products other than sponsors, affiliations, or business partnerships;
 - e) Promotes political candidates;
 - f) Promotes illegal activity;
 - g) Is spam or irrelevant external links;
 - h) Is information that may compromise the safety or security of the public or public systems;
 - i) Is content that violates a legal ownership interest of any other party.

4. CORPORATE VS. PERSONAL COMMUNICATIONS

- 4.1 There shall be only one official Town of Strasbourg social media account for the purpose of communicating official Town and Council messages to the public.
- 4.2 All employees and Council members of the Town of Strasbourg must take into consideration, that when publishing content on any personal online social media accounts, it has the ability to reflect upon the Town of Strasbourg.
- 4.3 Each Town employee and Council member is personally responsible for the content they post through electronic means and/or on social media sites. If participating in online conversations, they should not compromise in professionalism. They need to be careful and considerate, as information shared on the internet cannot be permanently retrieved.

4.4 Under no circumstances are employees and Council members to initially share information on behalf of the Town of Strasbourg through personal networks. Official communications are represented solely through the Town of Strasbourg's accounts. Only after communications are posted on the Town's social media sites, then can employees and Council members share the information.

5. RESPONDING TO INQUIRIES

5.1 Whenever possible, the Administrator shall be informed of all potentially sensitive public issues in advance in order to ensure that the Town of Strasbourg is prepared to respond in a timely manner with appropriate and accurate information.

5.2 The Administrator and Administration Staff are authorized to comment, in an official capacity, on Town of Strasbourg social media sites.

5.3 Inquiries are responded to within twenty-four (24) hours (provided that the inquiry is not posted on a weekend or holiday). Inquiries are monitored during regular business hours of Monday to Friday 8:30 a.m. to 4:00 p.m.

5.4 When responding, Administration shall acknowledge the issue at hand and provide factual, accurate information. Administration should never enter into a public debate on social media.

5.5 Social media comments may be harsh and critical. It is very important Administration not become defensive or attempt to justify their actions. The tone should be polite and the message should state accurate and factual information.

6. COMPLIANCE

6.1 Violation of this policy may result in disciplinary action up to and including termination of employment.

7. RESPONSIBILITIES

7.1 The Administrator will monitor this policy for compliance and recommend updates as required.