

ADMINISTRATON POLICY

Policy Title: Social Media	Resolution Number: 142/21
Approved by: Council RM of Fisher	Date of Most Recent Approval: June 2, 2021
Date of Original Approval: June 2, 2021	Supersedes/Amends Policy Dated:

Purpose

The purpose of this Social Media Policy is to protect the organization from misuse of Social Media to the detriment of the Rural Municipality of Fisher.

Definitions

Social Media is regarded as any web-based technology or platform used to communicate and interact in a social environment with content that is created by users for users.

Employee refers to any persons that is employed full time, part time, casual, volunteer, or an elected member of the Rural Municipality of Fisher.

General Guidelines

The CAO shall have complete control over all Social Media posts that are made on behalf of the municipal office. The CAO will carefully consider all messages to be posted be tactful and in compliance with all other provincial and municipal policies.

The Rural Municipality of Fisher's website will remain the municipality's primary and predominant internet presence for in-depth information, forms, and online documents. All social media sites used will direct visitors back to the appropriate section of the website. All posts to be placed on the website are to be pre-approved by the CAO.

Personal Representation

Employees are to conduct themselves in an appropriate manner whether during working hours or on personal time. Persons employed by the municipality are not to post derogatory comments, pictures, or unfavorable views of the municipality, co-workers or contractors employed by the municipality on any social media platform while employed by the municipality on their personal social media accounts.

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Council and CAO will review each occurrence on a case-by-case basis and decide if reprimand is in order.

First Offence will be a written reprimand by the CAO with a letter placed on the personnel file and second offence could be grounds for dismissal from the municipality.