

Calendar of Events Procedure: Posting and Criteria

The City of Mount Pearl will post information regarding activities, programs, meetings, events and festivals organized by the City or supported by the City on its Internet Calendar of Events. The City reserves the right to post additional events to its Internet Calendar of Events if deemed to be in the interest of the community.

1.0 Criteria for Posting Events Submitted by the Public

Members of the public may submit event information for inclusion on the City's Internet Calendar of Events if that event meets the following criteria:

- a) The event is being held within the City of Mount Pearl
- b) It is open to the general public and does not require membership
- c) The event highlights the arts, culture or heritage of the City of Mount Pearl
- d) A cultural lecture or conference featuring a guest speaker(s) renowned in their field
- e) An event that has a broad appeal to residents and visitors, or, if of specialized interest, attracts specific audiences living throughout and/or outside of the region
- f) Organized by a group affiliated with the City of Mount Pearl
- g) Funded in full, or in part, by the City of Mount Pearl
- h) Sponsored by the City of Mount Pearl
- i) Organized by a charitable organization with a registered charitable number and operating within the City of Mount Pearl

Events submitted by staff or requests from the public will not be published on the City's Calendar of Events that are:

- a) Discriminatory against any individual or group
- b) Commercial in nature and, in the City's sole opinion, are attempting to advertise, promote or sell products or services of an individual or an individual business unless it is for a City sponsored or sanctioned event
- c) Used to promote, exhibit, illustrate or manifest hate or obscene/pornographic/sexual content of any kind
- d) Do not comply with municipal, provincial or federal legislation
- e) Promote an individual religion or religious service
- f) Events deemed to be political in nature (with the exception of notices required as part of a municipal/provincial/federal election)

2.0 Submitting an Event

Requests from a member of the public to add an event to the City's website calendar must be submitted directly by email to info@mountpearl.ca.

To be considered for publication an event submission must include the following information:

- I. The date and time
- II. The specific location
- III. If there is a fee involved, the amount of the fee
- IV. Brief description/explanation of the event
- V. Contact name and number
- VI. Internet address for event where applicable
- VII. Anonymous postings of events will not be published

The Calendar of Events will be reviewed and updated as required. It is the responsibility of the submitter to allow sufficient time for submissions to be validated and posted to the City's Internet Calendar of Events.

3.0 Policy Enforcement

All events submitted by a member of the public for publication on the City's Internet Calendar of Events will be reviewed by designated City staff in Marketing, Communications and Economic Development to ensure that, in the sole opinion and discretion of the City of Mount Pearl, the event meets or is in keeping with the intent of this policy.

Decisions on whether or not to add, remove or deny the posting of an event to the City's website calendar will be determined by the Manager of Marketing, Communications and Economic Development.

The Calendar of Events is the property of the City of Mount Pearl, and as such the City reserves the right to review, edit and remove postings at any time.

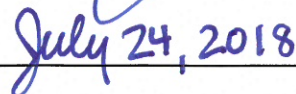
4.0 Disclaimer

The Calendar of Events is provided as a public service. The content of Calendar of Events postings is the responsibility of the submitter. The City of Mount Pearl accepts no responsibility for the information contained in any message approved for posting on this calendar, or any damages caused by the posting of incorrect or inappropriate information.

5.0 Approvals



Steve Kent, Chief Administrative Officer



Date