



City of St. John's Corporate and Operational Policy

Policy: 10-03-01 Calendar of Events Policy

Status:

Issued By: Corporate and Information Services

Revision No:

Revision Date:

Date of Original Council

Approval: 2012/06/11

Rescind Date:

Index: 10 Communications

Section: 03 Internet

Title: 01 Calendar of Events Policy

Purpose

To provide the criteria for the submission of events to the City's Calendar of Events.

Policy Statement

Intent

The Calendar of Events is intended to provide an opportunity to promote community events and local tourism. This Event Calendar is open to any organization whose event meets our Posting Criteria.

1.0 Calendar of Events Postings

The City of St. John's 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.

1.1 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 St. John's.
- 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 St. John's.
- d) A cultural lecture or conference featuring a guest speaker(s) renowned in their field of expertise
- 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 St. John's.
- g) Funded in full, or in part, by the City of St. John's.
- h) Sponsored by the City of St. John's.
- i) Organized by a charitable organization with a registered charitable number and operating within the City of St. John's.

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) 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 will not be posted (with the exception of notices required as part of a municipal/provincial/federal election).
- g) Fundraising events unless they are for registered charities or non-profit organizations.

1.2 Submitting an Event

Requests from a member of the public to add an event to the city's website calendar must be submitted directly through the City of St. John's Internet site itself.

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.

Anonymous postings of events will not be published.

The Calendar of Events will be reviewed and updated once a week. 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.

1.3 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 the Department of Corporate Services to ensure that, in the sole opinion and discretion of the City of St. John's, 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 Division of Communications and Office Services, Department of Corporate Services.

The Calendar of Events is the property of the City of St. John's, and as such the City reserves the right to review, edit and remove postings at any time.

1.4 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 St. John's 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.

Application

Responsibilities

Department of Corporate and Information Services.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - June 6, 2012. Regular Meeting of Council - June 11, 2012.

Review Period

Available to Public

- ☒ Yes
- ☐ No