



Deep Roots  
Greater Heights

**POLICY STATEMENT**  
**District of Maple Ridge**

<p><b>Title: Community Directory and Events Calendar Postings on District of Maple Ridge Website</b></p>	<p><b>Policy No : 5.54</b> <b>Supersedes: 5.46</b></p>
<p><b>Authority: Council</b> _____ <b>Approval: July 10, 2007</b> _____</p>	<p><b>Effective Date:</b> <b>May 1, 2007</b></p>
<p><b>Policy Statement:</b></p> <p>The Events Calendar, located on the District of Maple Ridge website at: <a href="http://www.mapleridge.ca/EN/main/residents/events.html">www.mapleridge.ca/EN/main/residents/events.html</a> and the Community Directory at: <a href="http://www.mapleridge.ca/EN/main/residents/13728.html">www.mapleridge.ca/EN/main/residents/13728.html</a> are intended to provide information on community associations, non-profit groups and agencies, visual and performing artists, and artisans in the District who wish to submit event announcements and contact information to the District website. All announcements are subject to the approval of the designated Website Administrator(s) and the District reserves the right to refuse any submission at the Administrators' discretion.</p>	
<p><b>Purpose:</b></p> <p>To set out the District's policy on postings to the Events Calendar and the Community Directory on the District's Website in order to support the activities of groups who contribute in a positive way while adhering to certain guidelines.</p>	
<p><b>Definitions:</b></p> <p><b>Administrator(s):</b> District of Maple Ridge employee(s) who are responsible for approving website content.</p> <p><b>District:</b> District of Maple Ridge.</p> <p><b>Website:</b> District of Maple Ridge website.</p>	



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PROCEDURE (OPERATING REGULATION)

District of Maple Ridge

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<p><b>Authority: Council</b></p> <hr/> <p><b>Approval: July 10, 2007</b></p> <hr/>	<p><b>Effective Date:</b> <b>May 1, 2007</b></p>
<p><b>1.0 POLICY STATEMENT (adopted):</b></p> <p>The Events Calendar, located on the District of Maple Ridge website at: <a href="http://www.mapleridge.ca/EN/main/residents/events.html">www.mapleridge.ca/EN/main/residents/events.html</a> and the Community Directory at: <a href="http://www.mapleridge.ca/EN/main/residents/13728.html">www.mapleridge.ca/EN/main/residents/13728.html</a> are intended to provide information on community associations, non-profit groups and agencies, visual and performing artists, and artisans in the District who wish to submit event announcements and contact information to the District Website. All announcements are subject to the approval of the designated Website Administrator(s) and the District reserves the right to refuse any submission at the Administrators' discretion.</p>	
<p><b>2.0 KEY AREAS OF RESPONSIBILITY</b></p> <p style="text-align: center;"><b>Action to Take</b></p> <p>Post Community Events and Community Directory entries on the District of Maple Ridge website in a timely manner after reviewing for inclusion based on the following guidelines:</p> <p><b>Community Events must be:</b></p> <ul style="list-style-type: none"> <li>• A reoccurring event or annual event</li> <li>• Community wide events that draw a large broad audience</li> <li>• Held either in Maple Ridge or Pitt Meadows</li> <li>• Generally receive District funding either through grants or sponsorship</li> <li>• Inclusive to all and where everyone is invited</li> <li>• Of limited duration</li> <li>• Usually free</li> </ul> <p><b>Community Directory will include:</b></p> <ul style="list-style-type: none"> <li>• Government agencies, School Board, and not-for-profit agencies that provide services to residents</li> <li>• Council Advisory groups and groups formally</li> </ul>	<p style="text-align: center;"><b>Responsibility</b></p> <p style="text-align: center;"><b>Web Administrators</b></p>

recognized or endorsed by Mayor & Council

- Groups supported financially by the District through operating funds, facilities or grants, such as Ridge Meadows Recycling, (including Community Associations)
- General interest organizations including: seniors, animal shelters, arts and heritage, churches, community halls, community services, special interest, special events, sports, environmental, equestrian, family services, neighbourhood groups, and profit recreation groups that complement Parks & Leisure Services

The District will agree to publish requests for events or community listings provided the information is factual rather than opinions or beliefs, and is deemed non-offensive. The District will not knowingly approve the use of the Events Calendar or the Community Directory to support the activities of any groups or agencies that it deems, in its absolute discretion, may intentionally, or unintentionally:

- Advocate positions on District issues
- Be substantially engaged in political, racial, religious or social movements
- Are corporate, commercial, or business sites
- Are individual personal home pages

The Events Calendar and Community Directory are provided as a public service. The District accepts no responsibility for the information approved for posting on this website, or any damages caused by the posting of incorrect or inappropriate information.