



Report n° CORP-2025-019

Date: October 8, 2025

Submitted by: Michel Cousineau, Dir, Corp. Serv.

Subject: Web Calendar Submissions Policy

### Nature/Goal

To obtain Council approval on the new Website Calendar Submissions Policy.

### Directive/Previous policy

N/A

### Department's recommendation

**THAT** Council adopts the new Website Calendar Submission Policy as attached to Report No. CORP-2025-019

**QUE** le Conseil adopte la nouvelle politique de soumissions pour le calendrier web, telle que jointe au rapport n° CORP-2025-019

### Background

Prior to the creation of the 2025 City website, the City did not have a centralized calendar capable of also displaying events submitted by residents.

### Discussion

This new calendar offers the possibility to centralize all events in the City, including submissions for events hosted by local organizations and businesses.

However, this requires that we provide all residents, organizations and businesses with a set of guidelines for acceptable submissions in order to properly manage expectations.

### Consultation

N/A

### Recommendations or comments from committee/ other departments

N/A

### Financial impact (expenses/material/etc.)

N/A

### Legal implications

N/A

### Risk management

N/A

### Strategic implications

N/A

## Supporting documents

- Policy on Municipal Website Event Calendar POL5000.2-2510 (EN).docx
- Policy on Municipal Website Event Calendar POL5000.2-2510 (FR).docx