

# The Corporation of the City of Clarence-Rockland

Website Calendar Submission Policy			
Code	POL5000.2-2510		
Jurisdiction	Communications		
Approved by		Date	2025-10-08

## 1.0 Purpose

The Clarence-Rockland Community Event Calendar is a public platform for sharing events that enrich the life of our municipality. The calendar aims to promote community engagement, support local organizations, and provide residents with information about upcoming activities.

## 2.0 Eligibility & Priority

- Priority is given to events submitted by recognized organizations, not-for-profits, and businesses located in Clarence-Rockland.
- Community members may submit events, but events from recognized organizations or businesses will be reviewed and posted first.
- Events must be relevant to the Clarence-Rockland community and contribute positively to local life.

## 3.0 Submission Guidelines

- Events must take place within the boundaries of Clarence-Rockland or be directly related to the municipality.
- Events should be open to the public and accessible to all residents.
- Commercial events may be considered if they offer a clear community benefit.
- Fundraising events must benefit registered charities or non-profit organizations.
- In accordance with the City's bilingualism policy, event information must be submitted in both English and French. However, the event itself does not have to be offered in both languages.

## 4.0 Review Process

- All event submissions are subject to review for content, relevance, and compliance with municipal policies.
- The City of Clarence-Rockland reserves the right to accept, revise, or reject any event submission at its sole discretion and in accordance with this policy.
- Events that could be considered harmful, discriminatory, or offensive to any member of the community will be rejected.
- Events that conflict with municipal, provincial, or federal laws, or with City policies and by-laws, will not be posted.

