

**Town of Osler
POLICIES**

TITLE: **WEBSITE EVENTS PAGE – SUBMISSION GUIDELINES**
EFFECTIVE DATE: August 14, 2012
POLICY NUMBER: **OSL.31**

Purpose of Policy:

This policy is intended to set out the criteria for approving events submitted by the public for inclusion on the Town of Osler's Website Events Page.

Policy Statements

1. The Osler Website is controlled by the Town of Osler.
2. Submissions with respect to community events will be received in the Town Office and must be approved by Administration prior to being published on the Events Web Page.
3. These regulations are being instituted to ensure submissions are treated in an equitable manner and that nothing inappropriate is publicized on the Osler Website.
4. The Events Page is intended to inform the users of the Osler Website of community based events. Events taking place outside of the Town of Osler and District will not be approved.
5. Certain advertising may be allowed, provided the advertisement is not intended to market a business or to make any money in anyway, but rather to inform the general public.
6. A link to this policy, once approved by Council, will be inserted onto the Osler Website Events Page for the purpose of setting out the regulations to users prior to submissions.

Accepted as Policy by the Council of the Town of Osler: August 14, 2012

Amended by the Council of the Town of Osler, Date: