



Policy for Publishing Events Submitted by the Public for Community Connection Newsletter

Members of the public may submit event information to be added to the Community Connection newsletter if the event is open to the public, occurs within the boundaries of North Perth, and meets one or more of the following criteria:

- organized by a Municipality of North Perth affiliated group;
- funded in full, or in part, by the Municipality of North Perth;
- sponsored by the Municipality of North Perth;
- organized by a registered charitable organization operating within the Municipality of North Perth;
- organized by a not for profit organization within the Municipality of North Perth;
- organized by a service club operating within the Municipality of North Perth performing work that benefits North Perth residents;
- organized by the Business Improvement Area or Chamber of Commerce located in the municipality for general promotional purposes; and/or
- located in a facility owned by the Municipality of North Perth.

Events submitted by the public will not be published in the Community Connection Newsletter if they:

- a) are commercial in nature and, in the Municipality's sole opinion, are attempting to advertise, promote, or sell products or services of an individual or an individual business;
- b) promote, exhibit, illustrate, or manifest objectionable material, as defined in this policy;
- c) do not comply with municipal, provincial, or federal legislation;
- d) are political in nature or promote a certain political party or candidate; and/or
- e) promote an individual religion or religious service.
- f) Notwithstanding the criteria listed above, the Municipality reserves the right to post, or refuse to post any event for the Community Connection Newsletter at any time, without notice.

Submitting an Event

Requests from a member of the public to add an event to the Community Connection Newsletter must be submitted in writing to the North Perth Parks and Recreation Department by the 1st Friday of the month prior to the edition being printed as specified below.

Deadlines for North Perth Community Connection Newsletter	
Edition	Information due by:
Jan/Feb	1 st Friday in December
Mar/April	1 st Friday in Feb
May/June	1 st Friday in April
July/August	1 st Friday in June
Sept/Oct	1 st Friday in August
Nov/Dec	1 st Friday in October



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To be considered for publication, an event submission must be accompanied by the event title and event details, including date, time and location, and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

The Parks and Recreation Department will be responsible to monitor, approve, and/or disapprove Community Connection event submissions.