Council Direction: N/A

Background:
Since the completion of Hamilton’s City Hall renovation in June of 2010, staff have received requests from members of Council, volunteer committees of Council and local organizations to display municipal and community information at City Hall, 71 Main Street West. As a result, Senior Management Team (SMT) directed staff to develop a strategy to address permanent and temporary City of Hamilton and community exhibits in the City Hall’s publicly accessible spaces.

The City Hall Exhibit Protocol (Protocol), attached as Appendix A to Report PED12083, and related procedures were approved by SMT on February 23, 2012.

The documents were developed by a staff team consisting of representatives of the Planning and Economic Development Department, Public Works Department, Corporate Services Department and the Office of the City Manager. Input was also incorporated from members of the Mundialization Committee, Arts Advisory Commission, and Heritage Permit Review Sub-committee.

Purpose and Outcomes:
The Protocol establishes a framework for permanent and temporary displays at City Hall including community initiatives and displays related to Hamilton’s history, heritage and Twin City relationships. The implementation of the Protocol will help enliven City Hall and celebrate the diverse community of Hamilton.

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.
Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork
Outcomes of the Protocol are:

- To ensure an appropriate use of public space;
- To manage the demand for space in a fair, equitable, transparent and professional way;
- To effectively utilize available resources (e.g. staff time and expertise, space, equipment) in the administration of exhibits and information displays; and,
- To conserve the architectural value and heritage attributes of City Hall.

The Protocol does not address artwork, artifacts or other information displayed in City offices or department/division reception areas or hallways.

Exhibit Topics:

The following City Hall exhibit topics were requested by Council members, volunteer committees of Council, community organizations and City departments:

- Our History - exhibits illustrating the history of Hamilton and the communities of Ancaster, Flamborough, Glanbrook, Stoney Creek and Dundas, including historical corporate history (e.g. portraits of former Mayors);
- Our Community - exhibits providing information on community initiatives and promoting community events;
- Our Government - exhibits providing information from the City regarding government functions which includes:
  - a duty which the City is required to perform by law (e.g. health and safety information);
  - activities necessary to conduct the City's business (e.g. registration information);
  - public educational activities engaged in traditionally by the City (e.g. awareness weeks, holiday celebrations);
  - information related to the functions and activities of the City (e.g. municipal projects, awards); and,
  - information regarding Hamilton’s Twin Cities.

In addition to these topics, members of Hamilton’s arts sector requested dedicated space at City Hall to exhibit work by local artists and exhibits that tie into art initiatives in the community. Suitable dedicated space for rotating art exhibits is not available at City Hall because hardware cannot be affixed to heritage walls.

Staff are investigating community visual art exhibit opportunities at the Lister Block.
Exhibit Spaces:
Spaces have been identified inside City Hall as areas available for exhibits (referred to as "Exhibit Spaces") as outlined in Table 1 (Pages 3 and 4) of Appendix A of Report PED12083. The Exhibit Spaces are located in the primary passageways and lobbies used by City employees and the public to reach City departments, to obtain City services and to conduct City business. These spaces have been selected and defined in consideration of impacts to accessibility, health, and safety, and heritage attributes. Any alterations to heritage attributes, as defined by City of Hamilton By-law No. 06-011, will require a Heritage Permit under the Ontario Heritage Act.

Budget:
On February 23, 2012, SMT approved a one-time budget of $32,800 for costs associated with new infrastructure for exhibits and the creation of materials for the permanent displays of the histories of the communities of Ancaster, Flamborough, Glanbrook, Stoney Creek and Dundas. City Hall permanent history displays will be planned, developed and implemented by City museums staff. Costs will be funded from the City Hall Capital Improvements Department ID 3540441442.

Administration:
City Hall temporary exhibits shall be administered by staff in various departments and divisions, coordinating with Corporate Facilities staff as outlined in Table 2 (Pages 4 and 5) of Appendix A of Report PED12083. The Protocol will be subject to periodic review by the City’s Senior Management Team.

Appendices:
Appendix A to Report PED12083 - City Hall Exhibit Protocol
CITY OF HAMILTON
CITY HALL EXHIBIT PROTOCOL

Since the completion of Hamilton’s City Hall renovation in June of 2010, there have been requests from members of Council, volunteer committees of Council and community organizations to display municipal and community information and artifacts on the ground and second floor lobby areas and on the wall spaces of City Hall. The Senior Management Team directed staff in 2010 to develop a strategy to address permanent and temporary exhibits in the publicly accessible spaces at City Hall.

THE REVIEW

A staff team, led by the Tourism and Culture Division, was convened consisting of representatives of the following departments and divisions: Planning and Economic Development Department (Tourism and Culture; Community Planning and Design-Heritage; Financial Services), Public Works Department (Corporate Buildings and Technical Services; Transportation, Energy and Facilities), Corporate Services Department (Risk Management; Customer Service, Access and Equity), and the Office of the City Manager (Legal Services).

Team members researched exhibit protocols of municipally owned/operated buildings (e.g. city halls, public libraries) in other cities to understand best practices and determine additional options for consideration. The following were also reviewed:

- past exhibit guidelines and spaces used at City Hall (i.e. prior to renovation);
- current City Hall uses and available exhibit spaces;
- current exhibit opportunities and criteria;
- current staff and volunteer committee resources for the administration of exhibits; and,
- related City of Hamilton policies and procedures, as follows:
  - City of Hamilton Use of City Hall Space (2005)
  - Policy on the Acquisition and Display of Plaques, Posters, Memorabilia and Awards in City Hall (2001)
  - City of Hamilton By-law No. 06-011 to designate City Hall as a property of cultural heritage value or interest under Part IV of the Ontario Heritage Act
  - The Equity and Inclusion Policy.
The protocol that follows will be subject to periodic review by the City’s Senior Management Team.

OUTCOME

The outcome of the City Hall Exhibit Protocol is

1. To ensure an appropriate use of public space;
2. To manage the demand for space in a fair, equitable, transparent and professional way;
3. To effectively utilize available resources (e.g. staff time and expertise, space, equipment) in the administration of exhibits and information displays; and,
4. To conserve the architectural value and heritage attributes of City Hall.

This City Hall Exhibit Protocol does not address artwork, artifacts or other information displayed in City offices, department/division reception areas or hallways.

SECTION A - EXHIBIT TOPICS

The following City Hall exhibit topics were requested by Council members, volunteer committees of Council, community organizations and City departments:

- **Our History** - exhibits illustrating the history of Hamilton and the communities of Ancaster, Flamborough, Glanbrook, Stoney Creek and Dundas, including historical corporate history photos (e.g. mayors);
- **Our Community** - exhibits providing information on community initiatives and promoting community events;
- **Our Government** - exhibits providing information from the City regarding government functions which includes:
  - a duty which the City is required to perform by law (e.g. health and safety information);
  - activities necessary to conduct the City's business (e.g. registration information);
  - public educational activities engaged in traditionally by the City (e.g. awareness weeks, holiday celebrations);
  - information related to the functions and activities of the City (e.g. municipal projects, awards); and,
  - information regarding Hamilton’s Twin Cities.

SECTION B - EXHIBIT SPACES

Spaces have been identified inside City Hall as areas available for exhibits (referred to as "Exhibit Spaces") as outlined in Table 1. The Exhibit Spaces are located in the primary passageways and lobbies used by City employees and the
TABLE 1

<table>
<thead>
<tr>
<th>Location</th>
<th>Exhibit Space</th>
<th>Topic</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Ground and Second</td>
<td>City Hall monitors (LCD displays and kiosks)</td>
<td>Our Government</td>
<td>To inform the public about City-led events, important dates and public meetings; to promote the City’s top Corporate Priorities</td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2 Ground Floor</td>
<td>Brochure racks in hallway adjacent to the Business Development Centre</td>
<td>Our Government</td>
<td>Information related to Business Development Centre</td>
</tr>
<tr>
<td>#3 Ground Floor</td>
<td>Brochure racks in Service Centre</td>
<td>Our Government</td>
<td>Corporate information (about events, programs, services)</td>
</tr>
<tr>
<td>#4 Ground Floor</td>
<td>Lobby alcove area</td>
<td>Our History</td>
<td>Permanent exhibit illustrating the history of Hamilton</td>
</tr>
<tr>
<td>#5 Second Floor</td>
<td>Lobby areas/floor spaces outside the Mayor’s and Councillors’ offices</td>
<td>Our Community</td>
<td>Temporary community exhibits of interest to a citywide audience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Our Government</td>
<td>City of Hamilton seasonal and horticultural exhibits (e.g. Christmas, spring chrysanthemums)</td>
</tr>
<tr>
<td>#6 Second Floor</td>
<td>Wall space outside of Council Chambers</td>
<td>Our History</td>
<td>Permanent “Mayors Gallery” of past mayors of the Corporation of the City of Hamilton (1847-2000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Permanent City of Hamilton &quot;Mayors Gallery&quot; (2001-present and to include current Council)</td>
</tr>
<tr>
<td>#7 Second Floor</td>
<td>Wall space outside of Council Chambers -Glass cabinets</td>
<td>Our Government</td>
<td>Displays of awards received by the City, including Hamilton City Hall BOMA Awards (Provincial and National)</td>
</tr>
</tbody>
</table>
**Appendix A to Report PED12083**

**Page 4 of 6**

**TABLE 1**

<table>
<thead>
<tr>
<th>Location</th>
<th>Exhibit Space</th>
<th>Topic</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>#8 Second Floor</td>
<td>Glass cabinets along wall outside of Councillors’ offices</td>
<td>Our Government</td>
<td>Rotating exhibit(s) illustrating Twin City relationships</td>
</tr>
<tr>
<td>Meetings Rooms - Ground and Second Floors</td>
<td>Wall spaces of Rooms 171, 192, 193, 222, 287</td>
<td>Our History</td>
<td>Permanent displays of the histories of Ancaster, Flamborough, Glanbrook, Stoney Creek and Dundas</td>
</tr>
<tr>
<td>Unused Space</td>
<td>Any areas unused on the Ground and Second Floors accessible to the public</td>
<td>Our History, Our Community, Our Creativity and our Government</td>
<td>To be determined by Senior Management Team, as required</td>
</tr>
</tbody>
</table>

**SECTION C – ADMINISTRATION**

City Hall exhibits shall be administered by staff in various departments and divisions, coordinating with Corporate Facilities staff. In some cases, City staff shall work with citizen committees, as outlined in Table 2.

**TABLE 2**

<table>
<thead>
<tr>
<th>Exhibit Space</th>
<th>Exhibit/Information Type</th>
<th>Department/Division responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall monitors (LCD and kiosks)</td>
<td>Government - virtual information</td>
<td>Planning and Economic Development Department - Economic Development Division – Administration</td>
</tr>
<tr>
<td>Brochure Racks / hallway adjacent to the Business Centre</td>
<td>Government - brochures/standing displays</td>
<td>Planning and Economic Development Department - Economic Development Division - Business Centre</td>
</tr>
<tr>
<td>Ground Floor - Brochure racks in Service Centre</td>
<td>Government – corporate brochures/flyers</td>
<td>Citizen Service Centre and Municipal Service Centre</td>
</tr>
<tr>
<td>Second Floor – Room 264 marble counter</td>
<td>Community - brochures/flyers</td>
<td>Corporate Services Department - City Clerk’s Division</td>
</tr>
<tr>
<td>Ground Floor – glass case Service Centre</td>
<td>City merchandise display</td>
<td>Citizen Service Centre and Municipal Service Centre</td>
</tr>
<tr>
<td>Ground Floor - Lobby alcove area</td>
<td>Hamilton History</td>
<td>Planning and Economic Development Department - Tourism and Culture Division</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Second Floor Lobby floor space outside the Mayor’s and Councillors’ offices</td>
<td>Community displays</td>
<td>Corporate Services Department - Customer Service, Access and Equity Division</td>
</tr>
<tr>
<td></td>
<td>Seasonal and Holiday displays</td>
<td>Public Works Department - Forestry and Horticulture Section</td>
</tr>
</tbody>
</table>

**TABLE 2**

<table>
<thead>
<tr>
<th>Exhibit Space</th>
<th>Exhibit/Information Type</th>
<th>Department/Division responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall space outside of Council Chambers</td>
<td>Mayors Galleries&lt;br&gt;Displays of awards received by the City</td>
<td>Planning and Economic Development Department - Tourism and Culture Division</td>
</tr>
<tr>
<td>Wall space outside of Councillors’ offices</td>
<td>Twin City Exhibits</td>
<td>Mundialization Committee Planning and Economic Development Department – Tourism and Culture Division</td>
</tr>
<tr>
<td>Wall spaces of meeting rooms 171, 192, 193, 222, 287</td>
<td>Civic history of the communities of Ancaster, Flamborough, Glanbrook, Stoney Creek and Dundas.</td>
<td>Planning and Economic Development Department – Tourism and Culture Division</td>
</tr>
</tbody>
</table>

Unless otherwise identified in this City Hall Exhibit Protocol, temporary exhibits will be displayed for a maximum of four months.

**SECTION D - MAINTENANCE AND PROTECTION OF EXHIBIT ITEMS**

The City is not responsible for maintaining or protecting any artifact or other item related to an exhibit while on display at City Hall. An Exhibit Application Form, which must be completed by applicants for community exhibits, includes a waiver releasing the City from liability for loss or damage to the works and items on display and an indemnification for claims arising from the exhibit.
The City Hall Exhibit Protocol is not intended to facilitate sales or fundraising. Consequently, the exhibitor or exhibitor's agent may include his/her name and contact information along with the display, but the City shall not be responsible for facilitating the sale of any item or soliciting funds for fundraising campaigns. Interested donors and buyers are to contact the exhibitor directly.

Applicants are responsible for obtaining copyrights, licences and any other permission necessary to display the artifacts and for providing accurate captions.

SECTION E - REVIEW BODIES

1. The Mundialization Committee shall work with City museums staff to create exhibits at City Hall that promote the cultural and commercial ties that the City has with its Twin Cities. Exhibits must rotate and no one exhibit shall be in place longer than one year.

2. Exhibits providing information on community initiatives and promoting community events shall be reviewed through an application process determined and administered by the Customer Service, Access and Equity Division.

3. Content on LCD Monitors and Ground Floor Kiosks, including related display procedures, is the responsibility of the Administration Division, Strategic Communications Team.

4. City staff and review bodies identified in this Protocol shall have final authority over the selection, arrangement, placement and duration of any exhibit at City Hall. Decisions are final and not subject to review. The City reserves the right to preempt any scheduled exhibit or display and will make every effort to give advance notice.