



CITY OF KINGSTON

## REPORT TO ADMINISTRATIVE POLICIES COMMITTEE

Report No.: AP-10-026

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**TO:** Chair and Members of the Administrative Policies Committee

**FROM:** Carolyn Downs, City Clerk

**RESOURCE STAFF:** John Bolognone, Deputy City Clerk

**DATE OF MEETING:** August 18, 2010

**SUBJECT:** Comprehensive Policy With Respect to Requests for Proclamations, the Raising of Flags at City Hall and Elsewhere in the City, the Planting of Dedication Trees on City Property, the Placement of Commemorative Benches on City Property, and the Temporary Display of Commemorative Items at City Hall

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### EXECUTIVE SUMMARY:

On March 24, 2009, Council approved the following motion:

“**THAT** staff be directed to report back to the Administrative Policies Committee, in the fourth quarter of 2009, with an update on a comprehensive policy with respect to: requests for proclamations; the raising of flags at City Hall and elsewhere in the city; the planting of dedication trees on City property; the placement of commemorative benches on City property; and the placement of dedication plaques on City facilities.”

The policies presented in this report were developed through a staff working group consisting of representatives from the Corporate Services Group, the Public Works Group, the Sustainability and Growth Group, and the Clerk’s Department. During this review process, staff identified the current procedures in place regarding the various matters contained in the resolution. The recommended policies attached as Exhibit A – D includes requests for proclamations; the raising of flags at City Hall and elsewhere in the city; the planting of dedication trees and the placement of commemorative benches on City property; and the temporary display of commemorative items at City Hall. Staff are requesting until January of 2011 to develop a policy with respect to the placement of dedication and commemorative plaques on City facilities, including plaque templates in order to develop clear templates and design standards.

### RECOMMENDATION:

**THAT** the comprehensive policies with respect to requests for proclamations; the raising of flags at City Hall and elsewhere in the city; the planting of dedication trees and the placement of commemorative benches on City property; and the temporary display of commemorative items at City Hall, attached as Exhibits A - D, dated March, 2010, be approved; and

**THAT** staff be directed to report back to the Administrative Policies Committee with a policy on the placement of dedication and commemorative plaques on City facilities, including plaque templates, no later than June 2011.

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**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY CITY CLERK _____ Carolyn Downs, City Clerk
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER _____ Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	
Terry Willing, <i>Community Services</i>	
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	
Jim Keech, <i>President and CEO, Utilities Kingston</i>	

*(NR indicates consultation not required)*

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**OPTIONS/DISCUSSION:**

At its meeting held on March 24, 2009, Council approved the following recommendation:

“THAT staff be directed to report back to the Administrative Policies Committee, in the fourth quarter of 2009, with an update on a comprehensive policy with respect to: requests for proclamations; the raising of flags at City Hall and elsewhere in the city; the planting of dedication trees on City property; the placement of commemorative benches on City property; and the placement of dedication plaques on City facilities.”

The necessity for the aforementioned policy was illustrated by staff in their review of the Provincial Grand Orange Lodge of Ontario East request for Council's assistance in celebrating the 150<sup>th</sup> Meeting of their Provincial Grand sessions. At the time, it was necessary to make an ad hoc recommendation to Council with respect to the Lodge's specific request, given that no written policy or protocol existed.

Since that time, a staff working group consisting of representatives from the Corporate Services Group, the Public Works Group, the Sustainability and Growth Group, and the Clerk's Department have met on numerous occasions in an effort to develop a policy to address the outstanding staff direction. Staff have also taken this opportunity to address the issue of how to effectively display commemorative items at City Hall on a temporary basis.

Requests for Proclamations

A proclamation is an official public announcement or declaration given by the Mayor and Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Kingston. Proclamations are seen as an excellent way of providing valuable education and information to the citizens of the City of Kingston. They recognize a day, week or month. From 2005 to 2009, a total of 270 proclamations were issued, representing an average of 54 proclamations annually. It is staff's recommendation that the current proclamation process be formalized into a policy, with identified criteria, in order to guide staff and Council by way of a consistent approach to its application. All requests for proclamations are to be directed to the Clerk's Department, who will confirm if a proclamation has been previously submitted and approved and to commence the process. A copy of the policy is attached as Exhibit A to the report.

Flag Raising at City Hall and Elsewhere in the City:

Flags are symbols of honour and pride for our citizens and should be treated with respect. A flag raising policy will ensure that all flags at City Hall and elsewhere in the City are flown and displayed in a consistent and appropriate manner. When a request is received, the Clerk's Department will commence processing the request and verify whether a request has been made and approved within the past five years, and confirm whether it meets all of the recognized criteria. A copy of the policy is attached as Exhibit B to the report.

Planting of Dedication Trees on City Property:

The City of Kingston has had a Dedication or Memorial Tree program, since at least the late 1970's. Memorial Trees are typically dedicated to individuals or organizations, by family or organization members; to honour and/or remember those individuals or organizations. Typically requests are to plant these trees, in locations of significance, to the individuals or organizations. Since 1979, records indicate that 183 memorial trees have been planted, typically in municipal parks, with the majority (138) of those plantings being placed in Breakwater, City and Macdonald-Memorial parks. Of the total plantings on record, 125 have been placed within the last ten years. It is expected that an average of 10 to 15 requests per year, will continue to be received.

#### Placement of Commemorative Benches on City Property:

The City of Kingston has a Dedication or Memorial Bench program for a number of years. Memorial Benches are typically dedicated to individuals or organizations, by family or organization members; to honour and/or remember those individuals or organizations. Typically requests are to place these benches, in locations of significance, to the individuals or organizations. Records indicate that since 2000, 46 memorial benches have been placed and/or existing benches have been memorialized; with roughly seventy-five percent of those benches being in City Park and/or waterfront related parks. It is expected that an average of 5 to 10 requests per year, will continue to be received. A copy of the policy with respect to the planting of dedication trees and the placement of commemorative benches on City property is attached as Exhibit C to the report.

#### Placement of Plaques on City Facilities

There are several relevant policies and requirements relating to the design and placement of City plaques. These include the Kingston Remembers program (where relevant), the *Ontario Heritage Act* and other heritage policies (where relevant), Accessibility Standards, and the design standards developed by the Communications Department.

The City of Kingston created the Kingston Remembers Program in 2008. One of the purposes of this program was to provide a consistent heritage plaque design that can be used throughout the City. The templates for the Kingston Remembers plaques are currently being developed. However, not all plaques on City facilities would necessarily fall under the Kingston Remembers program. Several City facilities of National Significance are also having new policies developed to better reflect their national status. These include the Frontenac County Court House (which requires a Commemorative Integrity Statement (CIS) and Management Plan), the City owned portion of Fort Frontenac (which requires a Commemorative Integrity Statement (CIS) and Management Plan), and Kingston City Hall National Historic Site. These will include policies on new plaques and commemoration. Kingston City Hall National Historic Site already has a CIS prepared, and is protected both internally and externally under the *Ontario Heritage Act*. A Cultural Heritage Management Plan is currently being developed to better identify the sites cultural heritage features, provide recommendations of how they should be protected, and develop policies and procedure to protect this community asset. This plan will include specific policies on the placement of dedication and commemorative plaques on this property.

Staff have concluded that there should be a moratorium on all new plaque placements on all City Facilities until clear templates and design standards are created and the relationship between these requirements is made clear. In the case of Kingston City Hall National Historic Site, the Cultural Heritage Management Plan should also be in place before any moratorium is lifted. In order to develop appropriate plaques and the supporting policies, additional work, including researching the policies and designs of other municipalities is needed. This will require approximately nine months and it is recommended that staff bring forward a further report on plaque templates and policies no later than June 2011.

It should be noted that where a physical alteration is proposed on a property protected under an easement, Part IV, or Part V of the Ontario Heritage Act, the work must be evaluated to ensure that it does not impact the identified 'character defining elements' of the property. With the exception of easements held by the Ontario Heritage Trust, most *Ontario Heritage Act* applications require Council approval. A number of areas in the City also have archaeological potential or are registered archaeological sites. All actions taken by the municipality must ensure that archaeological resources are protected.

#### Temporary Display of Commemorative Items at City Hall

For the purposes of this report commemorative items are understood to include plaques, objects and associated memorabilia that commemorate or recognize special events, activities, historical landmarks or the commitment of organizations within the City of Kingston. Display of commemorative items is an excellent way to show support for the community through the display of items that promote community education, recognition or achievement.

Prior to 2009 commemorative items have been accepted by the City through a variety of different avenues and have been placed on display within City Hall with little reference to museological standards and practices, especially as it relates to the transfer of ownership as well as exhibiting, securing and maintaining collections that belong to the City of Kingston. As such there is no established policy in place governing the civic collection or the display of commemorative items within City Hall.

In the Commemorative Integrity Statement for City Hall it is stated that, "*City Hall and its resources, along with any associated values are respected managed and maintained in accordance with sound professional heritage and cultural resource management principles, methods and activities including curatorial and conservation processes and practices*". It is in response to this statement and in recognition of the need for a collections management policy that staff began to develop an interim collections management plan in 2009.

Currently a moratorium has been placed on accepting donations or gifts to the civic collection until such time that a comprehensive collections management plan has been established. At the present time Cultural Services staff is in the process of cataloguing the collection and drafting an interim collections management policy that will provide the guidelines needed to better care for the civic collection in the short term while establishing a framework for managing the collection moving forward

In the interim, however, it is recognized that the City of Kingston needs to continue to serve the community by providing opportunities for the temporary display of commemorative objects as such a policy governing the display of commemorative items in the front desk reception area of City Hall has been developed. This policy is interim only allowing the City to exhibit these items under the terms of a temporary agreement with no impact to the current liabilities of accepting any new donations. When the completed Collections Management Plan is established and approved this interim policy governing the temporary display of commemorative items will be revisited at that time. A copy of the policy is attached as Exhibit D to the report.

**EXISTING POLICY/BY LAW:**

Ontario Heritage Act

**NOTICE PROVISIONS:**

There are no notice provisions required in this report.

**ACCESSIBILITY CONSIDERATIONS:**

This report and related information is available in alternate formats upon request.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations with this report.

**CONTACTS:**

Carolyn Downs, City Clerk

613-546-4291 ext. 1247

John Bolognone, Deputy City Clerk

613-546-4291 ext. 1262

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Denis Leger, Commissioner of Transportation, Properties and Emergency Services  
Damon Wells, Director, Public Works  
Hal Linscott, Director of Legal Services and City Solicitor  
Brian McCurdy, Cultural Director  
Colin Wiginton, Manager, Cultural Services  
John Johnson, Manager, Facilities, Corporate Asset Operations  
Kristine Hebert, Parks & Open Space Planning Coordinator  
Marcus Letourneau, Heritage Planner  
Gordon Robinson, Curator, Cultural Services

**EXHIBITS ATTACHED:**

Exhibit A – City of Kingston Proclamations Policy  
Exhibit B – City of Kingston Flag Raising Policy at City Hall and Elsewhere in the City  
Exhibit C – City of Kingston Dedication Trees and Commemorative Benches Policy  
Exhibit D – City of Kingston Temporary Display of Commemorative Items at City Hall Policy

## EXHIBIT A

### CITY OF KINGSTON PROCLAMATIONS POLICY

#### POLICY STATEMENT

Proclamations are seen as an excellent way of providing valuable education and information to the citizens of the City of Kingston. Proclamations may be issued for special events and/or activities to recognize the effort and commitment of organizations within the City of Kingston who enhance our community.

#### PURPOSE

The purpose of this policy is to provide a vehicle that will encourage public awareness and provide recognition for events and activities that are significant to the City of Kingston. This policy also provides directives that will address how to process requests for proclamations, while defining those types of events and activities that are not to be considered for proclamation.

#### DEFINITION

A proclamation is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Kingston.

#### RECEIPT OF PROCLAMATION REQUEST

All requests for proclamations are directed to, and processed by, the Clerk's Department, who will confirm if a proclamation has been previously submitted and approved and to commence the process.

#### CRITERIA

When a request is received, the Clerk's Department will verify whether a request has been made within the past five years, and confirm whether it meets all of the identified criteria listed below for consideration by Council:

- Shall be submitted by representatives of a recognized charity with offices located in Kingston or by a community group based in Kingston (charitable campaigns);
- Will be issued only in respect of activities that support residents of the City of Kingston or related events taking place in Kingston (public awareness campaign);
- Must demonstrate respect and tolerance for all Kingston residents; and
- Should foster a sense of community.

Proclamations will not be issued for:

- matters of political controversy, ideological or religious beliefs, or individual conviction;
- events or organizations with no direct relationship to the City of Kingston;
- campaigns or events contrary to City policies or by-laws;
- campaigns intended for profit-making purposes; and
- attempting to influence government policy.

#### PROCLAMATIONS APPROVED BY COUNCIL WITHIN THE PAST 5 YEARS

- The written request is placed on the next Council Agenda as a Communication. It is marked as Referred to the City Clerk and copies are circulated to the Mayor and Council, the CAO, the City Clerk, and the Deputy Clerk.

PROCLAMATIONS APPROVED BY COUNCIL WITHIN THE PAST 5 YEARS (cont'd)

- If the date of the event is before the next Council meeting, the Certificate can be processed with the current date and be signed by the Mayor immediately. Once signed by the Mayor, the Certificate is mailed to the applicant free of charge.
- If the date of the event is after the next Council meeting, the Certificate is prepared, dated for the day after the Council meeting and sent to the Mayor to be signed on that date. Once signed by the Mayor, the Certificate is mailed to the applicant free of charge.

IF NO PREVIOUS PROCLAMATION WAS APPROVED AND CRITERIA ARE MET:

- The written request is placed on the next Council Agenda as a Communication and under Miscellaneous Business, where a motion will be voted on by Council. The Communication is marked as Referred to Council and copies are circulated to the Mayor and Council, the CAO, the City Clerk, and the Deputy City Clerk.
- The Certificate of Proclamation is prepared, dated for the day after the Council meeting and sent to the Mayor to be signed on that date, provided that it is passed at the meeting. Once signed by the Mayor, the Certificate is mailed to the applicant free of charge.

FOR ALL PROCLAMATIONS:

- A letter or email response is sent to the individual or group requesting the Proclamation to advise them of the process and to determine whether or not the group wishes to also have an advertisement placed in the local newspaper.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- If an advertisement has been requested, the wording for the ad will be the same as in the Proclamation; however any draft language provided may be edited or rewritten at the discretion of the City Clerk, in consultation with the Mayor's Office.
- Once the wording of the Proclamation has been established, the Clerk's Department sends an email to the individual or group confirming that the request for Proclamation has been placed on the Council Agenda as a Communication.
- If an advertisement has been requested, the email will specify the date that it will appear in the newspaper under the City's Banner and advise that an invoice will be mailed directly to them in due course. Ads appear every Tuesday in the newspaper.
- A copy of the ad is sent to the Communications Group to be forwarded to the newspaper. Following placement of the advertisement, payment is collected through Accounts Payable.
- The City of Kingston will not incur any expenses relating to the advertising and promotion of a proclamation.
- Once the Proclamation has been confirmed at Council, a copy of the Certificate is forwarded by email to Communications and they will ensure that the title of the Proclamation and the date passed are posted on the City of Kingston web site at <http://www.cityofkingston.ca/cityhall/council/proclamations/index.asp>.

MONITORING

The City Clerk is responsible for implementing and monitoring proclamation activities.

EXCEPTIONS

Exceptions to this Policy may only be made by Council resolution.

## EXHIBIT B

### CITY OF KINGSTON FLAG RAISING POLICY AT CITY HALL AND ELSEWHERE IN THE CITY

#### POLICY STATEMENT

The City of Kingston will fly flags on its premises on a permanent and on a temporary basis to mark special occasions in recognition of activities or events that benefit or enrich the City.

#### PURPOSE

The purpose of the policy is to ensure that all flags at City Hall and elsewhere in the City are flown and displayed in a consistent and appropriate manner. This policy provides clear directives that will address how to process requests received from an organization or individual of the public to raise a flag to either bring attention to a special event, cause or to recognize an effort within the City of Kingston.

#### DEFINITION OF A FLAG

A piece of cloth or bunting, usually with a pattern or a device, generally oblong or square in shape and is attached to a pole or staff and used to draw attention and represent ownership.

#### RECEIPT OF A FLAG RAISING REQUEST

All requests are directed to, and processed by, the Clerk's Department who will ensure that it is in compliance with all City of Kingston bylaws and any provincial and/or federal legislated acts.

#### CRITERIA

When a request is received, the Clerk's Department will verify and confirm whether it meets all of the identified criteria listed below for consideration by Council:

- Shall be submitted by representatives of a recognized charity with offices located in Kingston or by a community group based in Kingston (charitable campaigns);
- Will be issued only in respect of activities that support residents of the City of Kingston or related events taking place in Kingston (public awareness campaign);
- Must demonstrate respect and tolerance for all Kingston residents;
- Should foster a sense of community; and
- Must be received in the Clerk's Department at least four weeks in advance of the recognized date.

Flags will not be raised for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction;
- Events or organizations with no direct relationship to the City of Kingston;
- Campaigns or events contrary to City policies or by-laws;
- Campaigns intended for profit-making purposes; or
- A vehicle to attempt to influence government policy.

#### IF A REQUEST TO RAISE A FLAG IS APPROVED

The City Clerks Department will send a written letter signed by the City Clerk to the individual/group that made the request and will make the Facilities Maintenance staff aware of the flag that is to be displayed.

**CITY OF KINGSTON FLAG RAISING POLICY AT CITY HALL AND ELSEWHERE IN THE CITY (cont'd)****LOCATIONS AVAILABLE FOR FLAGS OF EXTERNAL GROUPS**

Two locations are available to fly the flags of external groups: the Stage in Confederation Park; and on one of the five poles located at the corner of Princess and Division Streets (north side of Princess Street). The flags can be flown at one or both locations upon request and based on availability. The only flags to be flown on top of City Hall are the Canadian flag and the City of Kingston flag.

With respect to flags flown in Confederation Park, the stage area flags (cluster of 3) will be the flags of Canada, Ontario and City of Kingston. The Canadian Flag will be flown in the middle with the Ontario flag on the left (when viewed from City Hall) and the City of Kingston flag on the right. If flags of the Provinces and Territories are flown in Confederation Park flags will be flown based on the date of entry into confederation from left to right when facing the flags from City Hall.

1. Ontario (1867)
2. Quebec (1867)
3. Nova Scotia (1867)
4. New Brunswick (1867)
5. Manitoba (1870)
6. British Columbia (1871)
7. Prince Edward Island (1873)
8. Saskatchewan (1905)
9. Alberta (1905)
10. Newfoundland (1949)
11. Northwest Territories (1870)
12. Yukon (1898)
13. Nunavut (1999)

Under certain circumstances, Council may approve requests to fly flags other than the Flags of Canada, the Province of Ontario and the City of Kingston. The City of Kingston, if requested, will fly flags of nations that are recognized by the Federal Department of Foreign Affairs. In these cases, the same approval procedure must be followed.

**PROTOCOL FOR FLYING FLAGS INSIDE BUILDINGS**

- A flag may be flown on a flagstaff or displayed flat.
- If a flag is flown on a staff at the front of, or on a platform of an auditorium, it shall be placed to the right of the speaker, and when it is flown in the body of the auditorium, it shall be placed to the right of the audience.
- If a flag is displayed flat, it may be hung horizontally or vertically.
- If a flag is hung vertically, it shall be placed so that what would be the upper part of the flag when hung horizontally is to the left of someone facing it.
- If two or more flags are flown or displayed together, the flags shall be approximately the same size and shall be flown from separate flag staffs at the same height.
- When three flags are flown together, the Canadian flag shall occupy the central position, with the flag of Ontario to the left and third flag to the right as seen by spectators.
- When more than three flags are flown together, the Canadian flag is normally flown on the left of the line of flags as seen by spectators, with other flags, in order of precedence on its right.
- When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag shall be hoisted first and lowered last.

**CITY OF KINGSTON FLAG RAISING POLICY AT CITY HALL AND ELSEWHERE IN THE CITY (cont'd)**  
**PROTOCOL FOR FLYING FLAGS IN THE EVENT OF A DEATH OF A PRESENT/PAST CITY EMPLOYEE OR MEMBER OF COUNCIL**

In the event of a death of a past/present employee or member of Council, all municipal buildings that have flag poles will lower their flags to half mast for the day before and the day of the funeral. The Mayor's Office, City Clerk's Office and members of Council and other City Staff are encouraged to notify the Facilities Management Division Secretary when such a death occurs. If a memorial service is to be held at a later date, instead of a funeral, the flags will be lowered to half mast the two days immediately following the death of the person. The Facilities Management Division is responsible for notifying the appropriate staff member at each building that is equipped with a flag pole as to when the flag should be lowered and when it can be raised back up.

**IF A REQUEST TO RAISE A FLAG IS NOT APPROVED**

The City Clerks Department will send a written letter signed by the City Clerk to the individual/group that made the request advising that the request has not been approved and provided with an explanation.

**MONITORING**

The City Clerk, in conjunction with the Manager of Facilities, is responsible for implementing and monitoring flag-raising activities.

**EXCEPTIONS**

Exceptions to this policy may only be made by Council Resolution.

## EXHIBIT C

### CITY OF KINGSTON DEDICATION TREES AND COMMEMORATIVE BENCHES POLICY

#### POLICY STATEMENT

Dedication Trees and Commemorative Benches, provide an opportunity for families or organizations, to honour, recognize and/or remember individual family members or organizations. Further, the Tree program contributes to the sustainability of the City's urban forest and the Bench program supports active living lifestyles.

#### PURPOSE

This policy provides directives to address how requests for Dedication Trees or Commemorative Benches are processed and if approved, actioned.

#### DEFINITIONS

A Dedication Tree is typically dedicated to individuals or organizations, by family or organization members, to honour, recognize and/or remember individuals or organizations.

A Commemorative Bench typically commemorates individuals or organizations, by family or organization members, to honour, recognize and/or remember individuals or organizations.

#### RECEIPT OF DEDICATION TREE AND COMMEMORATIVE BENCH REQUESTS

All requests for Dedication Trees and Commemorative Benches, are directed to, and processed by, the Public Works Department, who will assess the application and if appropriate commence the process.

#### CRITERIA

When a request for a Dedication Tree or Commemorative Bench is received, applicants are required to complete a Request Form, including general applicant information, preferred location and memorial plaque inscription. Public Works staff assess the request including the appropriateness of the preferred location.

Once an appropriate location is agreed upon by Public Works and the applicant, for a one-time fixed fee, Public Works will:

- arrange for the purchase and planting of the tree or the purchase and placement of the bench;
- arrange for the purchase and the placement of the memorial plaque; and
- assume the on-going care and maintenance, as may be required, of the tree or bench and associated plaque.

Public Works staff reserves the right to remove any and all trees, if they have become or are deemed to be a hazard, or their removal is required due to any other City requirement. Staff further reserves the right to relocate any and all benches, if that relocation is required due to any City requirement. Memorial plaques may be placed on a Memorial Display within the park.

The one-time fixed fee, may be revised at any time to reflect current associated costs, and may be subject to inflationary increases.

MONITORING

The Public Works Department is responsible for monitoring existing and proposed tree plantings and bench placements.

EXCEPTIONS

Exceptions to this policy may only be made by Council resolution.

## EXHIBIT D

### CITY OF KINGSTON TEMPORARY DISPLAY OF COMMEMORATIVE ITEMS AT CITY HALL POLICY

#### POLICY STATEMENT

Display of commemorative items is an excellent way of showing support for the community through display of items exhibiting community education, recognition or achievement. Items displayed may recognize special events, activities, historical landmarks or the commitment of organizations within the City of Kingston.

#### PURPOSE

The purpose of this policy is to provide a vehicle and procedural guidelines for reviewing requests and accepting commemorative items for temporary display within City Hall (216 Ontario Street, Kingston, ON). The policy will outline the responsibilities of the individual or group (Applicant) making the request for display of commemorative items within City Hall as well as the responsibilities as outlined by the Corporation of the City of Kingston (City) for displaying such items.

#### DEFINITION OF COMMEMORATIVE ITEMS

Commemorative items can include plaques, objects and associated memorabilia that commemorate or recognize special events, activities, historical landmarks or the commitment of organizations within the City of Kingston.

#### PROCEDURES FOR TEMPORARY DISPLAY OF COMMEMORATIVE ITEMS REQUESTS

##### General Provisions

- All Applicants are required to complete the Request for Display of Commemorative Items form before review or display of commemorative items can commence.
- Requests for display of commemorative items will be considered as part of a proclamation or as a separate request received no later than 1 month prior to the intended display date.
- The designated area for display of commemorative items will be the glass display cases in the front reception desk at City Hall.
- Items for display must not exceed the following general dimensions: Height 29 inches, Width 24 inches, Depth 15 inches.
- If items exceed these dimensions, request for display may not be approved.
- The reason for display of commemorative items must be stated. If the display of such items is of a political, socially sensitive or controversial nature items for display may not be approved.
- The City will give the objects the same care it devotes to its own collection. However, commemorative objects on display are not covered by City insurance and are left at the Applicants risk.
- The City is not responsible for any damage, deterioration, theft or insurance for items temporarily in its possession.
- The City is not responsible for objects left over one week after the end of the agreed display date.
- Items left longer than thirty days after the agreed display date will be returned to the Applicants address at the sole expense of the Applicant.
- Commemorative items the Applicant wishes to donate to City will have to be reviewed for acceptance under the City's Collections Management Policy and be returned to the Applicants ownership until a decision is reached.
- Any questions about the Policy for Display of Commemorative Plaques, Objects and Associated Memorabilia can be directed to the Cultural Services Department of the City of Kingston.

**CITY OF KINGSTON TEMPORARY DISPLAY OF COMMEMORATIVE ITEMS AT CITY HALL POLICY (cont'd)**

**PROCEDURES FOR TEMPORARY DISPLAY OF COMMEMORATIVE ITEMS REQUESTS (cont'd)**

General Provisions (cont'd)

- All requests for display of commemorative items will be sent to the following contacts who will then direct the request to the appropriate staff person in the Cultural Services Department. Phone: 613-546-4291 ex 0 Email: CustomerServices@cityofkingston.ca

Applicant Responsibilities

- The Applicant will complete and submit the Display of Commemorative Plaques, Objects and Associated Memorabilia request form for review by the City.
- The form will indicate the size and number of commemorative items for display, the display start date and length of time for display, applicant contact details, and reason for requesting display of such items.
- The Applicant will attach or email photos, drawings and relevant specifications with the request from.
- If the request is accepted the applicant will receive and sign the Display of Commemorative Items Agreement outlining the items for display, display dates, length of time and general agreement for conditions of display outlined between the Applicant and the City.
- The Applicant will be responsible for the delivery of each commemorative item one week prior to the display date and pick up within one week of the end of the display date.
- The applicant will sign the display agreement form at the end of the term of display to acknowledge that they have received the item(s) back into their possession.

City Responsibilities

- The City is responsible for providing access to the Policy for Temporary Display of Commemorative Plaques, Objects and Associated Memorabilia and associated forms to the Applicant.
- The City will review all requests for display of commemorative objects and assess them based on size of object, reason for display, length of time for display and availability of space. City staff from Cultural Services and Facilities Management will review the requests for temporary display of items.
- When a decision is reached applicants will be informed and approved requests will be provided for the applicant to complete and sign the agreement for display of commemorative items.
- The City will be responsible for display of commemorative items within the designated display space within City Hall.
- At the conclusion of the display term the items will be removed from the display case by the City for pick up by the applicant.
- When the items are collected by the applicant the City will provide the display agreement form for signature to acknowledge receipt of named items by the Applicant.

MONITORING

City staff from Cultural Services and Facilities Management are responsible for reviewing and approving requests to display commemorative items within City Hall.

Cultural Services is responsible for the administration of the process of receiving commemorative items for temporary display.

EXCEPTIONS

Exceptions to this policy can only be made by Council resolution.