

# CITY OF COQUITLAM

## Policy and Procedure Manual

### Cultural Displays in City Hall Policy

Chapter:  
Council Adoption Date: 7/6/2015  
Revision Date:

#### Reason for the Policy

This policy provides guidelines for responding to requests from individuals and groups to have cultural displays in City Hall.

#### Policy

This policy sets out the review and approval process that the City uses to evaluate requests from individuals and groups to have cultural displays in City Hall. The policy is also intended to provide information upfront to prospective applicants as to the City's criteria and guidelines for cultural displays in City Hall.

#### Definition of Culture

To assist City staff and applicants in considering whether a proposed display meets the spirit and intent of what the City means by culture, the following definition will be used:

*A culture is defined by the shared characteristics unique to and commonly recognized by a group. This includes characteristics such as traditions (e.g., events, rituals and customs), ancestry, language, and geographic place of origin.*

#### Application Submission, Review and Approval Process

- The annual cycle for cultural displays in City Hall is the beginning of April each year to the end of March the following year.
- Applications for cultural displays in City Hall will be formally solicited by the City at the beginning of each calendar year (i.e., early January), with a deadline of the end of February for receipt of applications by the City Clerk's Office.
- For 2015 and 2016, applications received at other times of the year after the end of February deadline will be considered by the City, but only as the availability of display space and staff availability to review late applications permits.
- Where more than one applicant requests the same week for their display, the applicant that was first to submit their application will be assigned the week and the other applicant(s) will be given an opportunity to select from another available week if they wish.
- Only those based in Coquitlam, either individually or as a group, are eligible to apply.

- A City staff committee will review the applications received and applicants will be notified by the City of the outcome of their applications by the end of March each year.
- Notice of the opportunity to submit applications will be advertised each year through avenues such as social media, local newspapers, posters, community events, the City's website, the Multiculturalism Advisory Committee and direct contact with cultural organizations based in Coquitlam.
- An application form will be provided by the City Clerk's Office to all interested parties.
- A staff committee of three people (Corporate Communications, Parks, Recreation and Culture, and Planning and Development) will review the applications for compliance with the display criteria set out in this policy.
- The staff committee may contact applicants during the application review process if there are questions or concerns that arise about the application, such as whether it meets the display criteria.
- Applications that meet the display criteria will be considered for approval.
- Successful applicants will be notified by letter of the scheduled week for their display, how to arrange access to the display case and other details.
- Where appropriate and mutually agreeable, more than one applicant can share the display space.
- Staff will include the schedule of approved displays in Council's events schedule.

### **Display Criteria**

- Displays must have educational benefit.
- Displays must be suitable for all audiences and:
  - not promote hatred, discrimination, violence or domination of one cultural/political/religious group over another; and
  - respect criminal and human rights codes.
- Displays with political or commercial components or explicit religious proselytizing will not be permitted.
- Displays must have a minimal impact on City operations and:
  - must comply with all safety regulations (e.g., WorkSafe BC);
  - does not create noise;
  - be scent free; and
  - not include organic materials that pose a risk of decomposition or damage over the length of the display. It is the responsibility of the applicant to monitor the condition of organic materials.
- The City will not be responsible for any damage to or loss of display materials. Applicants will be required to sign a waiver and release acknowledging that they are displaying their materials at their sole risk.
- Applicants are responsible for compensating the City for any damage caused to City facilities, including the display case, during setting up or removing display materials.
- The City reserves the right to screen the content of the display once it is set up in the display case to ensure that it meets the criteria and to request changes to the display if it does not meet the criteria.

- Displays will be permitted for one week, but the City may consider longer display periods subject to available space, including the need for use of the display space by the City itself.
- Displayed items must fit within the designated City display case area, as shown in the photo below.
- The applicant should include a card in the display case that explains the meaning of the display (e.g., the cultural group represented, the cultural celebration or event).
- There are two sections to the available display case area, each with the same dimensions of 84.5 cm (33.3 in) wide x 128.5 cm (50.6 in) high x 27 cm (10.6 in) deep. As desired, an applicant may choose to use one or both sections for their display, unless the City has identified another use for the second section.
- Applicants are responsible for their own set-up and removal of display materials.
- Applicants must set-up their display materials at 9:00 a.m. on the Monday of their designated week or at another time as agreed upon by the City.
- Applicants must remove their display materials by 5:00 p.m. on the Friday of their designated week or at another time as agreed upon by the City. Any display materials not collected will be disposed of sixty days from the agreed display end date following two contact attempts.
- The City reserves the right to use the designated display area for City displays.

### Display Case: City Hall Lobby - Main Floor

- The display case has two sections, each with the same dimensions of:  
H:128.5 x W:84.5 x D:27 (cm)
- There are two adjustable glass shelves in each section

