



STAFF REPORT ACTION REQUIRED

Corporate Facilities Display Policy

Date:	February 2, 2016
To:	Government Management Committee
From:	Chief Corporate Officer
Wards:	All
Reference Number:	P:\2016\Internal Services\FAC\Gm16001Fac (AFS #22127)

SUMMARY

This report recommends that City Council adopt the *Corporate Facilities Display Policy*.

The City of Toronto corporate facilities (City Hall, Metro Hall and Civic Centres) are the public face of the municipal government and are critical spaces to deliver quality service, information about City's programs and to encourage open and participatory civic engagement where appropriate. It is important that displays in corporate facilities comply with accessibility standards, be appropriate for a municipal government, align with the City's initiatives, meet professional standards, and avoid any disruption to City services and government activities.

The *Corporate Facilities Display Policy*:

- Establishes criteria, principles, and requirements for displays within the City of Toronto corporate facilities; and
- Provides guidance to City Divisions, Agencies and Corporations, Members of Council and other stakeholders such as other orders of government, non-profit and charitable organizations and community groups regarding the process and criteria for displaying within the City's corporate facilities.

RECOMMENDATIONS

The Chief Corporate Officer recommends that:

1. City Council adopt the *Corporate Facilities Display Policy*, Attachment 1, with an implementation date of April 2, 2016.

Implementation Points

The *Corporate Facilities Display Policy* will come into force on April 2, 2016 to provide sufficient time for implementation. Communications materials will be updated including web information to ensure that the City Divisions, Agencies and Corporations, Members of Council and other stakeholders understand the City's requirements and approval processes for displays within the corporate facilities. Administrative procedures will be updated to support the implementation of the Policy.

Financial Impact

There is no financial impact resulting from the approval of this report.

The Deputy City Manager & Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting on September 30, October 1 and 2, 2015, City Council adopted the following:

1. City Council authorize the Chief Corporate Officer to remove all signs in City Hall exterior windows immediately.
2. City Council request the Chief Corporate Officer to report to the Government Management Committee in January 2016 on a Corporate-wide Facilities Display Policy.

The report can be found through the following hyperlink:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.MM9.49>

ISSUE BACKGROUND

The City of Toronto's corporate facilities include City Hall, Metro Hall, Civic Centres, and any temporary facilities established to serve as a corporate facility. These facilities are valuable public spaces and are part of the public face of City of Toronto and its government. Displays within these facilities must be compliant with accessibility standards, be appropriate for municipal government, align with the City's initiatives and meet professional standards.

Display refers to any signage, presentation, poster, bulletin, booth and or exhibit, including digital and mobile technology that is displayed in the City's corporate facilities and used to provide valuable information.

COMMENTS

Facilities Management currently enforces an existing policy and process (*Display Policy and Guidelines*) from pre-amalgamation that provides guidance on reserving space and displaying in the City's corporate facilities. The scope of the existing policy is unable to address all types of displays and is not reflective of current City policies (i.e., Human Rights and Anti-Harassment/Discrimination, Corporate Identity Program, Accommodation Policy, etc.). The *Corporate Facilities Display Policy*, if approved, would replace the existing *Display Policy and Guidelines*.

The *Corporate Facilities Display Policy* (see Attachment 1) provides a framework for all displays inside of City's corporate facilities for use by City Divisions, Members of Council and their staff, Accountability Offices, City Agencies and Corporations and external groups such as other orders of government, non-profit and charitable organizations.

Staff undertook a review which included a scan of related policies in other jurisdictions, literature review and consultations with City divisions to develop the *Corporate Facilities Display Policy*.

The key elements of the *Corporate Facilities Display Policy* include:

- **Criteria for displays in corporate facilities:** Criteria, principles, and requirements for all displays within the City of Toronto's corporate facilities are outlined in the Policy to ensure that displays comply with accessibility requirements and are appropriate for a municipal government.
- **Application process for external groups:** An application process for external groups such as other orders of government, non-profit or charitable organizations is outlined in the Policy; providing clarity for groups wishing to display in corporate facilities including the ability to appeal decisions.

- **Roles and responsibilities:** Facilities Management will ensure displays comply with the Policy including working with groups to adjust displays as needed and/or removing or disposing displays that contradict the principles of related City policies, by-laws, other legislation and/or imposes a health and safety risk.

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SIGNATURE

Josie Scioli
Chief Corporate Officer

ATTACHMENT

Attachment 1: *Corporate Facilities Display Policy*