



**City of Kingston
Report to Council
Report Number 16-137**

To:	Mayor and Members of Council
From:	Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff:	Colin Wiginton, Cultural Director, Cultural Services
Date of Meeting:	April 19, 2016
Subject:	Terms of Reference, Arts Advisory Committee Working Groups

Executive Summary:

The purpose of this report is to obtain approval for the Terms of Reference for three working groups that have been established by the Arts Advisory Committee and approved by Council. This work is being pursued in accordance with By-Law 2010-205 that states working groups can be established by a standing, advisory or legislated committee and authorized by Council to address specific issues. The Arts Advisory Committee has identified three areas of focus that require the support of working groups and have devised terms of reference that take into account the need for a clear mandate, along with a beginning and end date, as outlined in By-Law 2010-205.

Recommendation:

That the Terms of Reference for three working groups established by the Arts Advisory Committee as described be approved; and

That the mandate of the Arts Advisory Committee as described within By-Law 2010-205 be updated temporarily to formalize the Terms of Reference by which each of the three working groups of the Committee shall operate; and

That Council be informed as to when each of the three working groups have completed their work and are no longer needed as part of the Annual Report process outlined in By-Law No. 2010-205.

April 19, 2016

Page 2 of 5

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER
**Cynthia Beach, Commissioner,
Corporate & Strategic Initiatives**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

April 19, 2016

Page 3 of 5

Options/Discussion:Background

Over the course of three months, from December 2015 to February 2016, the members of the Arts Advisory Committee worked through a strategic planning process that resulted in nine areas of focus being identified. It was also identified as part of this process that three of the focus areas identified would benefit from establishing working groups composed of Committee members and the public to consider each of these focus areas in greater depth.

The three working groups in question have been established in accordance with By-Law 2010-205 and were approved by Council at its meeting held on March 22, 2016 (Report Number 40, Clauses 3, 4 and 5). As a next step, the members of the Arts Advisory Committee have defined the Terms of Reference for each of the three working groups as follows:

1. **Mayor's Arts Award Working Group.** This Working Group shall undertake work on behalf of the Arts Advisory Committee related to establish a Mayor's Arts Award program as recommended in the Kingston Culture Plan as follows:
 - Review the work previously completed by the Arts Advisory Committee related to this topic and complete additional research as needed in order to suggest a streamlined, cost effective approach to establish a municipal arts award program;
 - Identify the kind of individuals and/or groups to be recognized through such an awards program; and
 - Draft Terms of Reference for the awards program that outlines an assessment process, jury selection process as well as the types of recognitions to be awarded.

The membership of this Working Group would be comprised of three Arts Advisory Committee members along with two members of the public. The Working group would also be expected to provide the Committee with a verbal update by July 1, 2016 and a preliminary report of their findings by August 31, 2016.

2. **Use of Local Music on City Property.** This Working Group shall undertake work on behalf of the Arts Advisory Committee to respond to two Council motions on this subject that were passed in 2015 as follows:
 - Research best practices and suggest a cost effective way to profile local musicians and use local music using different formats and platforms available to the municipality;
 - Establish parameters as to who qualifies as local musicians and research mechanisms that could be used to solicit and receive submissions;
 - Recommend a set of curatorial guidelines along with criteria and a selection process for determining content; and
 - Identify the resources required to support such a program and suggest an implementation timeline.

April 19, 2016

Page 4 of 5

The membership of this Working Group would be comprised of two to three Arts Advisory Committee members along with five to six members of the public. The Working group would also be expected to provide the Committee with a verbal update by July 1, 2016 and a preliminary report of their findings by Q3 2016.

3. **CKAF Review Working Group.** This Working Group shall undertake work on behalf of the Arts Advisory Committee to collaborate with staff as needed as part of a review of the City of Kingston Arts Fund in the lead up to the 10th anniversary of this program in 2017 as follows:

- Review the work previously completed by the Arts Advisory Committee related to this topic;
- Function as a resource to staff and consultants as needed and support the process at arm's length and as interested stakeholders in the program;
- Provide history and context as needed and provide insight and direction related to the changing needs of the arts community in Kingston; and
- Help to identify additional stakeholders and focus groups to participate in the review process as needed.

The membership of this Working Group would be comprised of five Arts Advisory Committee members. The Working Group is expected to collaborate with staff on this initiative and provide updates to the Committee as needed as they help to support the development of revised guidelines for the City of Kingston Arts Fund in 2017.

Next Steps

It is anticipated that each of these three working groups will have fulfilled their mandates by the end of 2016 and Council will be informed as to the completion of their work as part of the Annual Report process outlined in By-Law No. 2010-205.

Existing Policy/By-Law:

The mandate of the Arts Advisory Committee (AAC) is set out within City of Kingston Bylaw 2010-205, Schedule F-3. Any changes to the mandate of the AAC that are recommended must be approved by Council as an amendment to Kingston Bylaw 2010-205.

Notice Provisions:

None.

Accessibility Considerations:

There are no accessibility considerations associated with the recommendations of this report.

April 19, 2016

Page 5 of 5

Financial Considerations:

There are no financial considerations associated with the recommendations of this report.

Contacts:

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Other City of Kingston Staff Consulted:

John Bolognone, City Clerk

Exhibits Attached:

None