



**City of Kingston
Report to Council
Report Number 16-210**

To:	Mayor and Members of Council
From:	Lanie Hurdle, Commissioner, Community Services
Resource Staff:	Colin Wiginton, Cultural Director
Date of Meeting:	June 21, 2016
Subject:	License Agreement for New Museum and Gallery Directional Signage in Kingston

Executive Summary:

The purpose of this report is to seek Council approval to enter into a five-year license agreement with the Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) that would allow the organization to install a series of directional signs promoting Kingston-area museums, art galleries and historic sites within the municipal right-of-way.

KAM is assuming responsibility for this project from the Miller Museum of Geology and the Friends of the Penitentiary Museum who originated the initiative and received financial support in the form of a project grant awarded through the City of Kingston Heritage Fund in December 2014 for the production and design of the signs ([Report 15-006](#)). As a result of the transfer of responsibility, KAM is now taking responsibility for the installation of the roadside directional signage that has been produced.

As part of this project, representatives from the Miller Museum and Friends of the Penitentiary Museum have worked with City staff to design and locate a series of directional road signs that are intended to help residents and visitors find their way to local area museums, galleries and historic sites. A 'fingerboard'-style way finding sign has also been developed to complement the roadside signs and will be installed in front of the Visitor Information Centre on Ontario Street in an effort to make the project as visible and high profile as possible.

In recent months, representatives from the Miller Museum of Geology and the Friends of the Penitentiary Museum have worked with various City departments as well as Legal Services staff to ensure they are able to meet all requirements for the installation of street signs within the city as well as adjacent to the Visitor Information Centre. The review has included site plan control along with heritage, archaeology, accessibility, horticulture and facilities reviews.

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At this stage in the process, the installation of the signs on City property is to be co-ordinated by KAM working in collaboration with the Public Works Department and the costs of the installation is to be paid for by KAM using additional funding they have been able to raise in support of this initiative. All of the signs to be installed will remain the property of KAM, which will be responsible for paying for their long-term care and replacement as required. Staff are requesting Council approval of a license agreement with KAM setting out these responsibilities.

Recommendation:

That Council authorize the Mayor and City Clerk to execute all necessary agreements and other documents as may be required to enter into a license agreement with the Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM), in a form satisfactory to the Director of Legal Services, for the placement and care of a series of roadside directional signs to Kingston-area museums and galleries for five years (2016-2021) and renewable for an additional five years.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Lanie Hurdle, Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Desiree Kennedy, Chief Financial Officer & City Treasurer

Not required

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Options/Discussion

In 2015, the Friends of the Penitentiary Museum and Miller Museum of Geology received a project grant of \$14,060.00 through the City of Kingston Heritage Fund for the design and fabrication of a series of directional road signs to promote Kingston-area museums, art galleries and historic sites within the municipal right-of-way ([Report 15-006](#)).

As part of the original grant application, the project partners proposed the design and placement of a system of directional road signs that are intended to help residents and visitors find their way to local area museums, art galleries and historic sites. The grant application also included a proposal to locate a 'fingerboard'-style way finding sign adjacent to the Visitor Information Centre at 209 Ontario Street that identifies various sites, provides directions and distances and introduces the series of roadside signs as a whole.

The roadside signs themselves are intended to be arranged along two main east and west routes with each of the identified sites located on these main routes, or by short side journeys off of the main route. The signs also feature a distinctive colour scheme and incorporate a green "pointer" graphic that has been adopted by Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) in recent years as an icon to identify its member sites. The design of the fingerboard sign is in keeping with the heritage character of the Visitor Information Centre and incorporates the KAM "pointer" graphic.

The signs have been constructed by a City approved sign-maker and will be installed by Public Works staff. As much as possible, the signs will be mounted on existing sign posts and utility poles to reduce installation costs and the locations have been scoped out with the help of City staff.

Representatives of the Miller Museum of Geology and the Friends of the Penitentiary Museum have worked with various City departments and Legal staff to meet all requirements for the design, placement and installation of street signs, and for the installation of the fingerboard sign at the Visitor Information Centre. This has included site plan control along with heritage, archaeology, accessibility, horticulture and facilities reviews.

License Agreement

The Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) is assuming responsibility for the installation of the signs produced by the Miller Museum and Friends of the Penitentiary Museum as part of the grant-funded project. The signs are designed to be installed on City property and the costs of installation incurred by the Public Works Department will be borne by KAM. All signs in the series will remain the property KAM which will be responsible for their long-term care, repair and replacement if required.

Staff are requesting Council approval of a five-year license agreement with the organisation setting out these responsibilities. At the end of the agreement term, this license may be renewed for up to an additional five years.

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Existing Policy/By-Law:

According to "A By-law to Provide for the Prohibition and Regulation of Signs and other Advertising Devices in the City of Kingston" (By-law 2009-140), Section 5.6, signs erected by or on behalf of the City or any Federal or Provincial authority are exempt from the provisions of the by-law.

Notice Provisions:

Not applicable

Accessibility Considerations:

The design of both the directional signs and the fingerboard-style sign to be located adjacent to the Visitor Information Centre has been reviewed by members of the Municipal Accessibility Advisory Committee and meet with their approval.

Financial Considerations:

On December 16, 2014, Council approved a grant of \$14,060.00 from the City of Kingston Heritage to the Friends of the Penitentiary Museum and the Miller Museum of Geology for the design and fabrication of the series of directional road signs to Kingston-area museums to be placed on City property. The installation of the signs will be covered by the Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM). All costs for the long-term care, repair and replacement of missing signs will be borne by KAM as outlined in the license agreement.

Contacts:

Colin Wiginton, Cultural Director, 613-546-4291, extension 1357

Other City of Kingston Staff Consulted:

Paul Robertson, City Curator, Cultural Services

Chris Sleeth, Supervisor, Public Works-Traffic

Alan McLeod, Senior Legal Counsel

Rob Crothers, Project Engineer, Facilities Management and Construction Services

Exhibits Attached:

Exhibit "A": Kingston Museum and Art Gallery Signage Project, Sign Designs and Street Locations

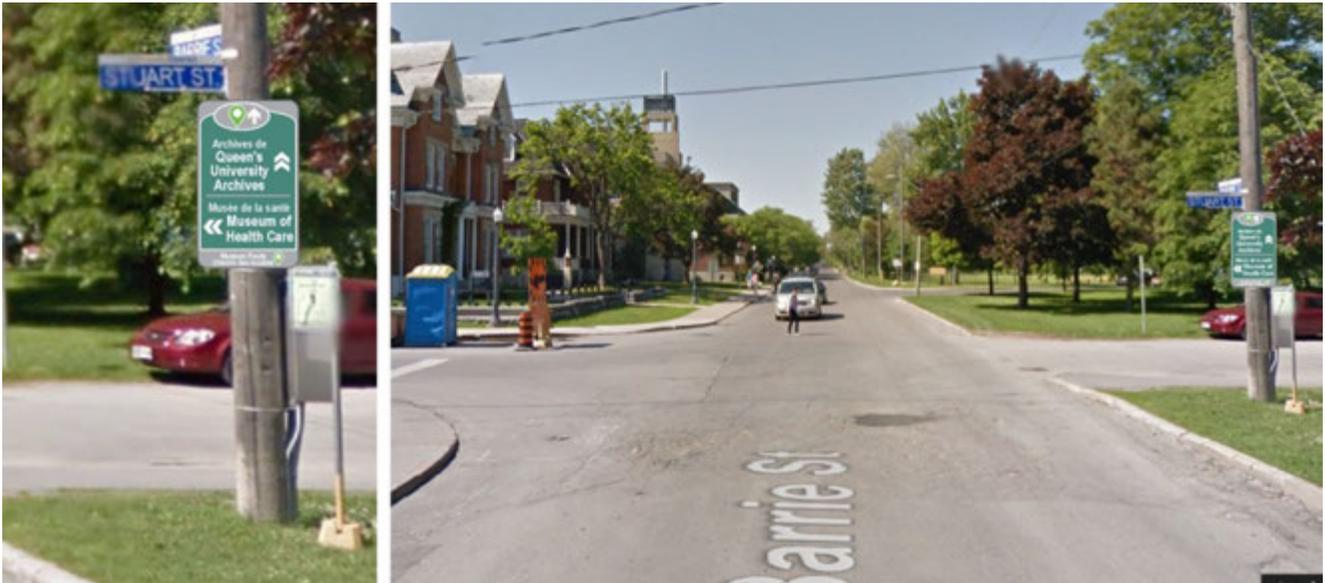
Exhibit "B": Kingston Museum and Art Gallery Signage Project, Visitor Information Centre "Fingerboard" Directional Sign

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Exhibit "A"

Kingston Museum and Art Gallery Signage Project, Sign Designs and Street Locations



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Exhibit "B"

Kingston Museum and Art Gallery Signage Project, Visitor Information Centre "Fingerboard" Directional Sign

