



**City of Kingston**  
Policies and Procedures  
Cultural Services

## **CITY OF KINGSTON POLICY FOR COMMISSIONING MAYORAL PORTRAITS Policy Option 'A'**

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<b>Approval:</b>	

### **1.0 POLICY STATEMENT**

Official portraits honour and preserve the memory of former mayors of Kingston in a tangible form. These portraits of record mark an incumbent's term and serve as historical documentation of the contributions of the City's leading elected official to civic life and governance.

### **2.0 PURPOSE**

Although a significant group of documentary paintings already exists in Kingston's civic collection, the collection of mayoral portraits is far from complete. Of particular concern are the gaps in portraits of recent incumbents since the City's amalgamation with Kingston and Pittsburgh Townships in 1998.

The purpose of this policy is to formalize the role of the City in the commissioning and maintenance of an official portrait of each retired mayor of Kingston who has served since the creation of the amalgamated City and to provide procedural guidelines for the maintenance of such a program.

The City of Kingston will assume all costs related to these new portraits up to a pre-determined limit and for reasons of fiscal responsibility this policy recommends that all future official portraits of mayors be photographs taken by highly qualified and recognized portrait photographers.

The policy sets out a process for the establishment of a roster of suitably qualified photographers by Request for Information (RFI), a timeline for the mayor's sitting with the photographer, the official unveiling of the portrait upon the retirement of the outgoing mayor, a protocol for display in City Hall, and a management plan for the long-term care and conservation of the collection as part of the civic collection.

The policy also provides for mayors who have served since amalgamation in 1998 for whom the City does not already have an official portrait. These individuals will be invited to sit for an official photographic portrait to be added to the collection, at the City's expense.

### 3.0 REVISION HISTORY

Date	Rev. No.	Change	Ref. Section
	1.0	New document	Not applicable

### 4.0 DEFINITIONS

For the purpose of this policy, an official mayoral portrait is a photographic likeness of a person who has served as Mayor of Kingston since amalgamation of the former City with Kingston Township and Pittsburgh Township in 1998. This likeness depicts the face and either half or three-quarters of the body.

### 5.0 RESPONSIBILITIES

#### 5.1 General Provisions

The 'City of Kingston Policy for Commissioning Mayoral Portraits' will be maintained by the Cultural Services Department in cooperation with the Office of the Mayor, the City Clerk's Office, and Facilities Management and Construction Services Department.

Mayors of Kingston who have served since amalgamation have the privilege of sitting for a formal photographic portrait to become part of the official Kingston historical record. The City of Kingston will only be financially responsible for all aspects of the creation and long-term maintenance of mayor's portraits. Budget allocations for all aspects of the City of Kingston portrait collection will included in the Cultural Services annual budget.

As much as is possible, mayoral portraits, both historical and modern, will be displayed in publicly accessible areas of City Hall.

Once received and accepted, official portraits become the property of the City of Kingston.

#### 5.2 Format

The acceptable standard for all future official portraits of Kingston's mayors that are funded by the City of Kingston will portray the sitter in half or three-quarter length, in either colour or black and white photography, with upper limit dimensions of 36 inches by 48 inches (91 cm by 122 cm). The work must be produced using long-term conservation grade materials.

#### 5.3 Incumbent Mayor's Role

Incumbent mayors will have their official photographic portraits taken at time they assume office. Incumbents and retired mayors (retroactive to 1998) will have the

opportunity to select their photographer from the approved roster maintained by Cultural Services, but they may also request that Cultural Services make the selection on their behalf.

After the photographic session, incumbents will have the right to final selection of the photograph chosen to represent them as the official portrait. This image can be used by incumbents during their term of office for purposes related to their role as mayor (such as for the City website), or can be held in reserve until they retire from office. Whichever option incumbents chose, the unveiling and display of an official portrait of a retired mayor will not take place until the individual has left office.

#### **5.4 City Responsibilities**

Cultural Services will facilitate all aspects of the commissioning of new portraits and the long-term maintenance, documentation and promotion of the portrait collection, both historical and modern.

Cultural Services will work with the Purchasing Department and a jury of peers to establish a roster of qualified portrait photographers through the City's Request for Information (RFI) process, basing the selection upon the photographer's demonstrated experience, reputation in the photographic and artistic community, and fees. This roster shall be reviewed from time to time to keep it up to date.

Funds for the creation of official portraits are approved by City Council and administered by Cultural Services. Management of the project is the responsibility of the City Curator who functions as the project technical authority and representative of the City. A price for the portrait is negotiated that is consistent with established rates for commercial portrait commissions. This price includes all expenses associated with the portrait process, such as agent fees, travel, framing, and provision of all associated transport and insurance.

After the incumbent or retired mayor (retroactive to 1998) has selected the final image to be used as the official portrait, Cultural Services staff will arrange for framing of the work (if it has not already been done by the photographer), documentation, suitable site for display in City Hall, and storage of the portrait until its official unveiling. The unveiling ceremonies will be arranged at the retirement of an incumbent mayor.

Cultural Services, working with the Office of the Mayor, will arrange for the public unveiling ceremony and accompanying publicity at a time suitable to the portrait sitter.

The City Curator will develop a protocol for placement and display of official portraits in City Hall in accordance with the hanging plan for all historical official portraits developed in accordance with the forthcoming City Hall Management Plan. The City Curator will coordinate arrangements for the display of new portraits or moving of existing works with Facilities Management.

The City of Kingston will take responsibility for all costs associated with the

commissioning, framing, documentation, hanging, promotion and long-term maintenance of official mayor's portraits. An appropriate maximum value based upon current market prices for high-quality photographic portraits and adjusted annually for inflation will be included in the Cultural Services budget allocation in years in which elections fall.

### **5.5 Gifts of Mayoral Portraits**

Under this policy, gifts of mayoral portraits will only be considered if the portrait being gifted adheres to the terms as outlined in Section 5.2 'Format', involves a qualified photographer selected from the roster as established by the City of Kingston, or who meets the same standard as determined by Cultural Services. Final acceptance of the portrait resides with City Council. Framing of the portrait will be selected in consultation with City staff to ensure consistency of presentation.

## **6 MONITORING**

Cultural Services and Facilities Management will work together to ensure that all appropriate steps are taken in the proper installation and maintenance of official portraits of mayors. Most often, these portraits will be displayed in City Hall, but this policy does not preclude their short or long-term display in other venues from time to time as determined by the City Curator.

Cultural Services will maintain an inventory of mayor's portraits on the Civic Collection database.

Cultural Services will be responsible for monitoring the condition of portraits and recommend conservation cleaning and treatment as required. This treatment may require the temporary removal of a portrait to be shipped off-site. Portraits may also be displayed on a rotational basis if restricted space or long-term preservation of the work of art indicates a resting period in storage would be beneficial.

The City reserves the right to reposition or remove a portrait at its discretion. No removal of a portrait placed in City Hall or other designated site is to be effected until the City Curator has been contacted. The City Curator will work with Facilities Management to remove, and if appropriate, replace the portrait when the space becomes available again, or if appropriate, to relocate the portrait to a new space as outlined in the plan for hanging of mayor's portraits. In the event the portrait is not to be reinstated, the City Curator will make arrangements for its safe long-term housing within the civic collection storage facility.