

**Exhibit A****Policy Name: Municipal Fee Assistance Program**

Administrator: Manager, Social Policy & Strategic Community Development

Approval Date: TBD

Effective Date: January 1, 2015

Next Review Date: December, 2017 or as needed prior to date

Approval Authority: Council

**1. Policy Statement**

The Municipal Fee Assistance Program (MFAP) was established to provide a consolidated program application and approval program for those living in a low income household in the City of Kingston to access municipal programs and services at a reduced cost.

**2. Purpose**

The purpose of MFAP to reduce the stigma that can be associated with applying for reduced fees or subsidies for municipal programs and services. Low income households within the City of Kingston can annually apply through a single income based eligibility process for a number of municipal programs and services. The core components are the eligibility process, Affordable Transit Pass (ATP), Subsidy Program for Affordable Recreation in Kingston (SPARK) and Positive Recreation Opportunities for Kids (PROkids). Other municipal programs and services can utilize this single application process to determine income eligibility for low income households.

**3. Definitions****Affordable Transit Pass (ATP)**

A subsidy provided to eligible applicants in all fare categories to cover a percentage cost of a monthly transit pass. The program is administered by Kingston Transit and funded by the municipal operating budget. It cannot be used for cash fares or multiple ride cards.

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### **Components**

The Municipal Fee Assistance Program is an umbrella program that provided a single eligibility process for municipal programs and services. Each of the municipal programs and services within MFAP are considered components. Each component may have its own specific eligibility criteria beyond the standardized common financial and eligibility criteria. Each component should have its own operational procedures that are part of staff training within the department and which are accessible to all staff administering the program.

Components of MFAP are determined annually in the fall for the following year based on feedback from community agencies serving low-income populations, demonstrated community need, and operational and financial feasibility.

New components added since the inception of MFAP include the Responsible Pet Ownership Spay/Neutering initiative and the Transit Employment Program.

### **Eligible Household**

An eligible household is a household that has gone through the eligibility review process currently administered by the Housing and Social Services Department. Through the completion of an application, verification of current household income using one of several government issued documents and residency verification, all members of the household listed on the application will be to be part of an eligible household. A household refers to all persons (adults, youth and children) living within the same dwelling unit. Most commonly all household members are related by blood and are part of the same family but this is not always the case.

### **Low Income Cut-Off – After Tax (LICO – AT)**

Established by Statistics Canada, LICO is an income threshold below which a family will likely devote a larger share of its income to the necessities of food, shelter and clothing than an average family would. To reflect differences in the cost of necessities among different community and family sizes, LICO's are defined by five categories of community size and seven family sizes. For the Municipal Fee Assistance Program income threshold, the most current LICO-AT (for a community with a population 100,000-499,999) is used. LICO information is produced in the summer by Statistics Canada based on the previous year. As an example, the 2014 Municipal Fee Assistance Program thresholds were set in the fall of 2013 using the 2012 LICO information which was released in the summer of 2013.

### **Positive Recreation Opportunities for Kids (PROkids)**

An annual subsidy program provided to approved applicants 18 years of age and younger. The program is administered by the City and funded by community donations and the municipal operating budget. In collaboration with community recreation

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partners, it provides financial assistance to eligible youth to cover the cost of non-municipal recreation program fees, equipment costs and/or transportation costs. Subsidy amounts are determined by the cost of the program and the applicant's ability to pay.

### **Subsidy Program for Affordable Recreation in Kingston (SPARK)**

An annual subsidy program provided to approved applicants of all ages to assist with the cost of municipal recreation programs and services. The subsidy is set at the same dollar amount for each approved member of the household and can be transferred between members of the household listed on the application. It can be used for any structured or pay-as-you-go municipal recreation program until expenditures reach the annual budgeted amount or the end of the calendar year, whichever comes first.

#### **Year**

MFAP and all of its component programs operate on a calendar year basis. Eligible households will be deemed eligible until December 31<sup>st</sup> of that calendar year.

## **4. Persons Affected**

This policy applies to all City of Kingston staff administering any elements of the Municipal Fee Assistance Program.

## **5. Responsibilities**

### **Corporate Management Team**

Review any revisions to the Municipal Fee Assistance Program and ensure costs related to the components of MFAP are included annually in the City's operating budget. Ensure legal compliance of MFAP related procedures to all relevant legislations.

### **Directors**

Accountable for the implementation of this policy and related procedures within their department. Ensure the consistent application of this policy and related procedures by the Managers and Supervisors within their department. Review any programs or potential program components of MFAP and annually take part in a review of the program with other participating departments. Develop and implement operational procedures for MFAP components within their department ensuring alignment with this policy.

### **Managers and Supervisors**

Ensure employees are trained to perform their roles and responsibilities assigned with the Municipal Fee Assistance Program Policy. Notify Directors of any challenges in the

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operations of the components of MFAP that can be resolved through amendments to the policy or operating procedures.

### **Employees**

Comply with the roles and responsibilities assigned within the Municipal Fee Assistance Program and related operational procedures. Notify Manager or Supervisor of any issues with the implementation of the policy so that changes can be made when deemed necessary.

## **6. Policy Application**

All components of MFAP should be delivered in a manner consistent with the intent of MFAP and is in keeping with the corporate values.

## **7. Related Procedures and Forms**

MFAP Application Form – revised annually

MFAP Information Tri-fold Brochure – revised as needed

MFAP Component Specific Operating Procedures – revised as needed

## **8. Related Policies, Legislation & By-laws**

Integrated Accessibility Standards Policy

City of Kingston Accessible Customer Service Policy

MFIPPA

## **9. Revision Schedule**

This policy and its associated procedures shall be reviewed in three (3) year(s). Records of revision will be noted below.

Date	Revision Details	Section Heading
August 2009	1.0 New Document	Not Applicable
December 2014	2.0 Updated content, formatting	All

## **City Of Kingston**

### **Information Item To The Arts Advisory Committee**

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**To:** Chair and Committee Members, Arts Advisory Committee

**From:** Brett Christopher, Chair

**Date Of Meeting:** October 9, 2014

**Subject:** 2014 Arts Advisory Committee Report Card

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#### **Summary Of The Discussion Item:**

The purpose of this report is to provide the Arts Advisory Committee with a completed copy of the 2014 Arts Advisory Committee Report Card. The Chair would like to thank each Committee member for their hard work on behalf of the artistic community of Kingston and for their support in creating this document.

#### **Mandate Considerations:**

Provide input into the development of arts policies and strategies offered by the City of Kingston to ensure relevance, innovation, accessibility, effectiveness, and best practices.

#### **Discussion:**

The current tenure of the Arts Advisory Committee is coming to a close at the end of November 2014. The attached report provides a summary of the work accomplished by the Committee over the last 2 years and itemizes work that is ongoing. It also proposes future goals for the next iteration of the Committee.

This report card will be presented to Arts, Recreation and Community Policy Committee as part of a delegation outlining the work of the Arts Advisory Committee and a summary of its achievements. The goal is that it will also act as a jumping off point for the next iteration of the Committee.

#### **Attachments**

Exhibit 'A' Arts Advisory Committee 2014 Report Card

## Arts Advisory Committee Report Card 2014

### Introduction

The Arts Advisory Committee serves as an avenue of communication and consultation between the arts community and the municipal government, it being understood that the arts involve creative expression in all its forms. The mandate of the Arts Advisory Committee is to ensure that City of Kingston arts policies and strategies serve the needs of the arts community and, in turn, the residents of Kingston, and to assist in determining priorities for implementation. Through regular communication with staff and Council, the Arts Advisory Committee will foster awareness of City of Kingston's corporate goals pertaining to the arts community. Its mandate includes reporting on the following to the Arts, Recreation, and Community Policies Committee:

- Ensure the continuing implementation of the recommendations contained in the Kingston Culture Plan;
- Provide input into the development of arts policies and strategies offered by the City of Kingston to ensure relevance, innovation, accessibility, effectiveness, and best practices;
- Making staff and Council aware of changing conditions and opportunities and opportunities within the arts, and;
- Advising staff and Council, as to the impact, actual and potential, of broader policies, programs and regulations on the Kingston arts sector.

As the Arts Advisory Committee enters its ninth year, it takes this opportunity to measure municipal progress in fostering cultural vitality through the arts in our city.

### Indicators

Arts Advisory Committee members have identified the following indicators for measuring the health and vitality of Kingston's arts community. They have been organized sequentially to emphasize the need for financial investment and resource development that is required to achieve a range of outcomes and impacts that benefit the arts sector directly as well as the Kingston community more broadly.

1. **Municipal support:** Local government funding for and recognition of the arts as a critical component of a healthy, sustainable community.
2. **Multi-level funding:** Access to a range of governmental and non-governmental funding opportunities for arts projects, groups and organizations.
3. **Cultural Mapping:** Comprehensive, accessible information on local arts resources.
4. **Recognition:** Validation of artists, arts organizations and arts educators who demonstrate excellence in their fields; opportunities for professional artists to earn a living wage.

5. **Spaces:** Affordable housing, studios and venues for artists to practice and showcase their work; safe and welcoming spaces for youth and the public at large to engage with the arts.
6. **Partnerships:** Open communication, information-sharing and teamwork between and among city departments/committees and local organizations, institutions, businesses and community groups on initiatives involving the arts.
7. **Networking:** Building connections to artists and arts projects in other communities.
8. **Education:** Programs and projects engaging and mentoring youth and emerging artists; access for all to learning opportunities that foster arts appreciation and empower creativity.
9. **Inclusion:** Accessible, affordable opportunities to experience and create art that recognize and are inclusive of differences in physical, intellectual, economic, and creative abilities.
10. **Diversity:** A thriving 'cultural ecosystem' that includes arts organizations, collectives and individuals operating across a spectrum of levels of professionalism and innovation.
11. **Engagement:** Broad participation and investment in the arts.
12. **Growth:** The economic benefits of increased arts and cultural activity such as festivals, performances and exhibitions are reflected in tourism, in opportunities for meaningful employment and in support for local business.

Following the Committee's 2012 report card, in January 2013, several initiatives were highlighted as priorities in which the Arts Advisory Committee could make an impact over the term of its mandate. Those are as follows:

1. Acting as a resource in the development of the city's Public Art Policy;
2. Supporting the Cultural Mapping initiative and identifying gaps that may exist;
3. Supporting a comprehensive review of the City of Kingston Arts Fund
4. Initiating a dialogue with City staff on a new Visual Arts Strategy (notably absent in the Kingston Culture Plan); and
5. Supporting the nomination of a new Poet Laureate for the City of Kingston.

### **Priorities Completed, 2013-14**

#### *City Of Kingston Arts Fund (Ckaf) Review Working Group*

In 2013, the Arts Advisory Committee, along with the Kingston Arts Council, established a CKAF Review Working Group to assist in the review of the CKAF terms of reference to ensure that it is consistent with best practices and that it met the needs of the community. The group identified two key questions for discussion: (1) "Does the CKAF mandate reflect the current strategic priorities of City Council and the Kingston Cultural Plan?", and (2) "Is CKAF meeting the needs of the arts community?" For six months the group (composed of Lynne Kenny, Colin Wiginton, Diane Fittell, Karen Dolan, Brett Christopher, Jason-Emery Groen, Gary Rasberry) worked with the Kingston Arts Council and Cultural Services to create an updated version of the CKAF mandate,

Terms of Reference, and administrative plan that acknowledges the growth in Kingston's cultural community since the inception of CKAF in 2006 and outlines a strong comprehensive strategy for the next four years of the program.

### *Public Art Working Group*

In Fall 2013, the Arts Advisory Committee created a second phase Public Art Working Group to complete the vision of the original working group. This team consisting of Jan Allen, Jocelyn Purdie, Sunny Kerr, Shayne Dark, Harry Symons, Karen Dolan were tasked with three basic objectives: (1) To determine a framework of inventory of public art in Kingston; (2) to create and support education initiatives around Public Art; and (3) to act a resource in the development of the Public Art Master Plan, working with Helena Grdadolnik of Workshop Architecture, Inc. and Annalee Adair of the City's Cultural Services Department. As the Plan was developed, and drafts were revised over the period of November 2013 to May 2014, the group was consulted regularly. In July 2014, the Public Art Master Plan was approved by Arts, Recreation and Community Policy Committee and by City Council.

### *Cultural Mapping*

A key goal identified by the Arts Advisory Committee was the completion of the cultural mapping project in 2014. This was a recommendation included in the Kingston Culture Plan and was highlighted by the Arts Advisory Committee as an important tool that could be used for a number of purposes: (1) to create a centralized inventory of arts and culture resources; (2) to enhance public awareness of Kingston's vital arts communities; and (3) to facilitate data collection and evaluation on the state of the arts. A prototype Culture Map was launched by the City of Kingston through its website in December 2013 (<https://www.cityofkingston.ca/explore/culture-map>). This prototype represents a first phase of work that continues to be developed to improve functionality and to include more detailed information. A second phase of work is scheduled to be complete by the end of 2014 and will include data sharing partnerships with key stakeholders as well as the creation of a fully developed web-based interface. The result will be a Culture Map for Kingston that is both comprehensive and accessible and that will provide valuable information to meet the needs of a diversity of users.

### **Current Priorities**

In February 2014, the Arts Advisory Committee worked through a further priority setting exercise and identified six areas of endeavor, both in the short term and in the longer term. The intention is that much of this work will likely continue beyond the current Committee's tenure, which ends November 30, 2014.

### *Visual Art Strategy Working Group*

Having identified a visual arts strategy as gap in the Kingston Culture Plan, a working group was established with the mandate to research and broadly assess the current

status, strengths and weaknesses of the visual arts in Kingston and to report back to the Arts Advisory Committee with an analysis of key issues and recommendations that can be used to inform future development and planning, both on the part of the community and the City of Kingston. Their initial research and analysis will focus on three broad areas: (1) Community presentation venues: galleries/venues/episodic events for the visual arts; (2) current resources and programs already in place (to include educational/training/interpretive opportunities for both the wider public and members of the visual arts community); and (3) Civic support for the visual arts (to include City recreation programs and arts programs being implemented through community engagement team in Cultural Services). This working group will provide a comprehensive report to the Arts Advisory Committee at the November 2014 meeting.

### *Poet Laureate Working Group*

As the term for the inaugural Poet Laureate of Kingston ends at the same time as the current Council, the Arts Advisory Committee appointed a Poet Laureate Working Group in summer 2014 to select Kingston's next Poet Laureate in compliance with the Terms of Reference for the position (<http://archive.cityofkingston.ca/pdf/culture/PoetLaureateTermsOfReference.pdf>). Arts Advisory Committee members Jan Allen, Kristiana Clemens and Jim Neill were appointed to the Working Group along with composer and educator John Burge and outgoing Poet Laureate, Eric Folsom. Over the course of two months, the Working Group selected a shortlist of candidates, reviewed their bodies of work and biographical information, and met to select a candidate who met the criteria identified in the Terms of Reference and will fulfill the position's goals, "to recognize and honour individual achievement in poetry, to create a spokesperson for the literary arts in our City and to foster expression of the life of our community." A candidate has been identified and will be recommended to Council in December for a four-year term that coincides with that of the new City Council.

### **Future Directions**

As this tenure of the Arts Advisory Committee comes to a close, the following projects/priorities remain outstanding from the February 2014 priority setting exercise. Ideally, these would form the foundation of the work for the next iteration of this Committee to ensure that there is continuity of operation and a sustained voice on behalf of the city's artistic community.

### *Renew The Focus On The Kingston Culture Plan*

The Arts Advisory Committee will look to continue its information gathering from key stakeholders around the Kingston Culture Plan. Based on that review, it will discuss with staff and make recommendations to Council through the Arts, Recreation and Community Policy Committee, ensuring that they are well informed of the needs of the artistic community.

### *Build A Stronger Communication Relationship With Council*

Sending quarterly briefings/delegations to the Arts, Recreation and Community Policy Committee, involving community stakeholders, as well as an annual report/delegation to Council on the Arts Advisory Committee's initiatives.

### *Contribute To Discussion Around Block 4/North Block And Other Development*

In order to ensure inclusion of a cultural amenity as part of the design guidelines that supports community need, the Arts Advisory Committee would provide input through City staff to be included in the Request for Proposal. The goal would be to see the development of Block 4 to include public amenities that align with needs expressed by the arts sector and to expand the current definition of public amenities to include cultural elements like live/work space and presentation/program space.

### *Mayor's Arts Awards*

Continue the work done by the Mayor's Arts Awards Working Group by working with staff to develop a report to Council in support of the Mayor's Arts Awards. The goal would be that Council receives a report recommending inclusion of the Mayor's Arts Awards as part of the 2015 budget.

### **Conclusion**

As the Arts Advisory Committee moves into its ninth year, it continues to fulfill its mandate, providing staff and Council with resources and expertise on matters related to the arts in Kingston. The AAC ensures continued growth in the City's vital Arts and Cultural sectors, developing investment and vitality in our communities. The AAC encourages Council to more fully take advantage of the Committee's knowledge with arts, locally and beyond in developing arts initiatives and best practices within the City.