



**CITY OF KINGSTON  
ARTS ADVISORY COMMITTEE  
MINUTES  
MEETING NO. 04-2013  
Thursday, April 11, 2013  
9:00 a.m., Councillors' Lounge, City Hall**

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**MEMBERS PRESENT**

Councillor Bill Glover  
Mr. Brett Christopher (Chair)  
Ms. Kristiana Clemens (Vice Chair)  
Ms. Karen Dolan  
Ms. Lynne Kenny  
Mr. Sunny Kerr  
Ms. Jocelyn Purdie  
Mr. Matt Salton

**MEMBERS ABSENT**

None.

**STAFF PRESENT**

Mr. Brian McCurdy, Direction, Cultural Services  
Mr. Colin Wiginton, Manager, Cultural Services  
Mr. Fred Saunders, Committee Clerk  
Ms. Megan Michie, Committee Clerk

**OTHERS PRESENT**

Mr. Ted Worth, Kingston Arts Council  
Ms. Claire Grady-Smith

<p><b>THIS IS NOT A VERBATIM REPORT</b></p>
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**MEETING TO ORDER**

Mr. Brett Christopher, Chair, called the meeting to order at 9:10 a.m.

**APPROVAL OF THE AGENDA**

Moved by Ms. Clemens  
Seconded by Mr. Kerr

**THAT** the agenda be approved.

**CARRIED**

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## **CONFIRMATION OF MINUTES**

Moved by Ms. Clemens  
Seconded by Councillor Glover

**THAT** the Minutes of Arts Advisory Committee Meeting No. 03-2013 held on Thursday February 14<sup>th</sup>, 2013 be confirmed.

**CARRIED**

## **DISCLOSURE OF PECUNIARY INTEREST**

There were none.

## **DELEGATIONS**

There were none.

## **BRIEFINGS**

There were none.

Councillor Glover advised Committee members that the report regarding Committee restructuring will be on the Council Agenda for April 23, 2013.

## **BUSINESS**

### **a) Mandate for the City of Kingston Arts Fund (CKAF) Review Working Group**

Ms. Karen Dolan solicited for members. Mr. Wiginton specified that members are required that currently do not receive CKAF funding.

Mr. Colin Wiginton provided an update on the working group, including the annual review of the Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston Arts Fund (CKAF Administration of Funding Plan), which occurs in the Fall of each year. Mr. Wiginton advised that the annual review for the CKAF Administration of Funding Plan has been on the working group's agenda from the beginning however other items have taken priority recently.

Mr. Wiginton spoke to the current focus of the working group, including a review of CKAF's objectives through an examination of best practices, possible improvements, evaluating gaps and highlighting achievements. Mr. Wiginton advised that topics such as accessibility and the arts and multi-year versus core funding have been discussed.

Ms. Claire Grady-Smith spoke to the possibility of flagship organizations which may be an option to reduce the labour costs associated with CKAF funding. Ms. Grady-Smith suggested that the identification of flagship organizations would require extra work at first, however once identified would lower costs. Ms. Dolan agreed that the idea of

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flagship organizations or multi-year funding would make the application process less onerous for the applicant and less labour intensive.

Ms. Kenny volunteered to sit on the CKAF working group, and Mr. Saunders advised that a final approval would go through Council.

Councillor Glover confirmed that external volunteers can sit on the working groups.

Councillor Glover questioned the transition of the working group once the restructuring takes place. He stressed the importance of maintaining the work that has been done.

Mr. McCurdy pointed out the importance of identifying quick wins as well as long term goals of the working group. He explained that this may make the transition easier in the future.

Mr. Salton expressed his concern regarding the liability insurance increase from \$2 million to \$5million in the 2012 CKAF Administration of Funding Plan. Mr. Salton advised that he contacted organizations receiving CKAF funding to enquire about their current liability insurance and the cost of increasing it. Mr. Salton spoke to the effects for his company, stating it would be a \$700 increase in cost to obtain \$5 million in liability insurance. He also noted that he would have to change insurance providers. Mr. Salton suggested that the working group investigate the reason for the increase in the liability insurance requirement.

Mr. Wiginton explained that the increase in liability insurance came as a directive from legal services and advised that investigating the increase could be viewed as a short term goal for the working group.

Mr. Salton expressed concern that the increased liability insurance was not flagged as a notable change in the 2012 CKAF Administration of Funding Plan report.

In response to a question from Ms. Purdie, Mr. Salton advised that it was difficult to determine the insurance requirements in other municipalities.

Mr. Wiginton suggested that a discussion between Cultural Services staff and Legal Services could happen, as well as correspondence from Mr. Salton to the working group regarding his concern and findings.

Ms. Grady-Smith suggested a tiered system of insurance requirements as a possible solution. She also reminded the Committee that sponsors can be used to cover the insurance. Mr. McCurdy pointed out that an increased insurance requirement may make some sponsors more hesitant.

Mr. Wiginton clarified that the proof of insurance is required at the release of funds stage in the process, not during the application stage. Mr. Worth advised that the release of funding will happen around mid-July.

Councillor Glover suggested that a representative from Legal Services be invited to the May 9, 2013 Committee meeting to provide a briefing on liability insurance.

Mr. Wiginton advised that potential applicants need to be advised that they will need the proof of insurance when they receive the funding cheque, not when they apply for the funding.

Moved by Councillor Glover  
Seconded by Ms. Purdie

**THAT** Ms. Lynne Kenny be appointed to the City of Kingston Arts Fund (CKAF) Review Working Group.

**CARRIED**

### **b) Public Art Working Group Update**

Mr. Wiginton provided the Committee with an update, including the current process of writing an RFP to hire a consultant for the Public Art Master Plan for Kingston. Mr. Wiginton explained that the goal for the Public Art Master Plan is a program that encompasses the vision of the City of Kingston as well as the community as a whole. Mr. Wiginton advised that the timeline is to have a potential consultant beginning by the start of June, 2013.

### **MOTIONS**

There were none.

### **NOTICES OF MOTION**

There were none.

### **OTHER BUSINESS**

There were none.

### **CORRESPONDENCE**

There was none.

### **DATE OF NEXT MEETING**

Meetings are scheduled to be held on the second Thursday of each month beginning at 9:00 a.m. in the Councillors' Lounge as follows:

May 9, 2013	September 12, 2013
June 13, 2013	October 10, 2013
July 11, 2013	November 14, 2013
August 8, 2013	December 12, 2013

Any updates regarding the location, date and time will be noted on each meeting agenda and on the City meeting calendar at: <http://www.cityofkingston.ca/calendar/meetings/all/>.

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**ADJOURNMENT**

Moved by Ms. Purdie  
Seconded by Mr. Kerr

**THAT** the meeting of the Arts Advisory Committee adjourn at 10:20 a.m.

**CARRIED**

