



City of Kingston
Arts, Culture and Heritage Advisory Committee
Agenda

2025-01

Tuesday, April 1, 2025

1:00 p.m.

Councillors' Lounge

Third Floor, City Hall

Committee Composition

Councillor Chaves

Paul Banfield

Sol Castaneda

Nicole Daniels

Brandon Dong

Stephanie D'souza

Brianne Franklin

Lisa Jeans

Liam Karry

Barbara Kern

Aara Macauley

Please provide regrets to Allison Hannah, Committee Clerk at 613-546-4291, extension 1209 or ahannah1@cityofkingston.ca.

Register to receive the [Zoom](#) link.

Pages

1. **Call to Order**

2. **Introductions & Opening Remarks**

3. **Business**

1. **Arts, Culture & Heritage Advisory Committee Member Orientation**

3

1. Code of Conduct & Conflict of Interest - Janet Jaynes, City Clerk

2. Committee Meetings & Process - Allison Hannah, Committee Clerk

- 3. Heritage Services Overview - Kevin Gibbs, Director, Heritage Services
- 4. Arts & Culture Services Overview - Danika Lochhead, Director, Arts & Culture Services

2. Mayor's Arts Awards Nominations Subcommittee Appointments

10

4. Next Steps

- 1. Election of Officers
- 2. Date of Next Meeting

5. Adjournment



City of Kingston
Information Report to Arts, Culture and Heritage Advisory Committee.
Report Number ACH-25-001

To: Chair and Members of the Arts, Culture and Heritage Advisory Committee

From: Janet Jaynes, City Clerk

Resource Staff: Derek Ochej, Deputy City Clerk

Date of Meeting: April 1, 2025

Subject: Arts, Culture and Heritage Advisory Committee Orientation

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The purpose of this report is to provide members with an overview of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the City of Kingston Member Code of Conduct, the Council Procedural By-Law and the Committee By-Law. Reference will be made to each of these documents and how they affect the procedures of the Arts, Culture and Heritage Advisory Committee and govern the actions of the committee and its members. Information will also be provided regarding meeting procedures for in-person and virtual meeting participation.

Recommendation:

This report is for information only.

April 1, 2025

Page 2 of 7

Authorizing Signatures:

Janet Jaynes, City Clerk

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Ian Semple, Acting Commissioner, Transportation & Infrastructure Services	Not required

April 1, 2025

Page 3 of 7

Options/Discussion:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

MFIPPA is provincial legislation that governs how the City collects, uses, discloses and disposes of records. A record is any piece of recorded information, however it is recorded; this includes emails, agendas, minutes or reports.

Under MFIPPA the public has the right to access records in the custody and control of the City, subject to specific exceptions. Additionally, the City is obligated to protect the privacy of individuals. A balance needs to be struck between openness and transparency and protecting individual privacy.

Committee members do not have any special right to access City information; they have the same access rights as the general public. Any requests for information should be put through the committee clerk, who can determine if the information can be provided, or if a formal request is required under MFIPPA.

Records created by a committee member that relate to their responsibility as a committee member may be subject to MFIPPA disclosure requirements. This makes it important to use discretion when creating records related to committee business.

Municipal Conflict of Interest Act and Member Code of Conduct

The *Municipal Act, 2001* requires municipalities to establish codes of conduct for members of Council and local boards. In Kingston, the [Member Code of Conduct](#) (the “Code”) establishes the ethical standards of behaviour for members of Council and committees.

Within the Code are provisions relating to:

- Rules of decorum;
- Use of City property;
- Gifts and benefits;
- Confidentiality;
- Improper use of influence; and
- Conflicts of interest.

The Code requires committee members to:

- Promote and uphold the purpose of the City;

April 1, 2025

Page 4 of 7

- Participate actively and in good faith;
- Uphold the law and act with the highest degree of ethical behaviour and integrity;
- Treat members of staff and the public with respect;
- Ensure the public trust;
- Comply with the City's Respect in the Workplace Policy; and
- Declare actual and perceived conflicts of interest.

It is important to note that committee members are appointed by Council and may be removed by Council.

Under the Code, members must avoid conflicts of interest. This includes real conflicts of interest under the *Municipal Conflict of Interest Act* and perceived or apparent conflicts of interest.

Only a committee member can determine if they have a conflict of interest. Staff cannot provide advice in this regard or determine if there is a real or apparent conflict of interest. There are questions a member can ask when assessing a potential conflict of interest:

- Have I been or am I in any way involved with the matter personally or professionally?
- Are any of my business partners or family members connected with the matter?
- Am I capable of addressing this matter without bias? Is my mind open to following a course of action that may be different from my original position?
- Have I considered public interest as a priority?
- What would a reasonable person, apprised of all the relevant facts, believe about whether I am influenced by my personal and/or business interests if I vote on this matter?

If you have determined that you have a conflict of interest, you must declare it at the start of the meeting under the agenda item Disclosure of Pecuniary Interest. When the matter is being considered by the committee you will be able to participate in the discussion however you may not vote on the matter.

Committee Procedure

The Committee conducts its business in accordance with By-Law Number 2021-41, the [Council Procedural By-Law](#), By-Law Number 2023-204, the [Committee By-Law](#), and Bourinot's Rules of Order.

April 1, 2025

Page 5 of 7

The following are tips and advice regarding meeting procedure:

- When voting, members are required to physically raise their hand to indicate their vote, either in-person or on Zoom. You cannot abstain from a vote; any member that does not indicate their vote will be recorded as an 'opposed' vote.
- Under Approval of the Agenda, members have an opportunity to change the order of business or add items to be considered under Other Business.
- Confirmation of Minutes is where members have a chance to correct errors or add omissions to the record. The minutes are the official record of the meeting and are recorded by the clerk without note or comment. Minutes are not a verbatim transcript of the meeting. Once confirmed by the committee, minutes are posted to the City website.
- Delegations are an opportunity for members of the public to speak to the committee. Delegations are provided five minutes to speak, followed by a question & answer period. Each committee member may ask a maximum of two questions per delegation. A maximum of five delegations may appear on the agenda. Delegations may be related to agenda items, or to non-agenda items that are within the mandate of the committee.
- Briefings are presentations from staff regarding an agenda item. There is a 10-minute maximum speaking time, followed by unlimited questions from the committee. The public cannot ask questions during a briefing.
- Motions are requests by committee members to Council to direct staff to provide information to the committee. A motion must be submitted in advance to the committee clerk no later than noon the week prior to the meeting. No committee has authority over a City department and a committee cannot direct staff to spend money or undertake work.
- Notices of Motion are an opportunity for a member to advise the committee of a motion that the member intends to bring forward at a future meeting.
- Other Business is where members may provide a brief update on topics of interest to the committee. A request to speak under Other Business must be added during the Approval of Agenda. No debate or advancing of business is allowed under Other Business.
- Correspondence is where letters and emails received from the public regarding committee business are received. There is no debate or discussion permitted; however correspondence can be referenced during the Business portion of the agenda.

April 1, 2025

Page 6 of 7

Virtual Meeting Participation

- Committee members have the option to participate in meetings virtually via Zoom. A member that wishes to participate in a meeting virtually should provide the committee clerk with as much advance notice as possible before the meeting.
- Committee members are asked to have their cameras on during the meeting to ensure that quorum is maintained. Cameras may be turned off as needed during the meeting. A member is considered to be absent during any portion of the meeting when their camera is turned off.
- Committee members control their own microphone and are asked to remain muted unless actively speaking.

Subcommittees

There are four subcommittees of the Arts, Culture and Heritage Advisory Committee. The composition of the below subcommittees includes members of this Committee, residents recommended and confirmed by the Committee membership, and representatives from specific organizations. Subcommittees collaborate with staff on specific projects or subjects, and report their work to the Arts, Culture and Heritage Advisory Committee. Committee members are also expected to help recruit for public members to serve on subcommittees by suggesting potential representatives to staff.

- Art in Public Places Subcommittee (annual, ongoing): support the implementation of the City's Public Art Program that facilitates the creation of contemporary public art by emerging and established artists through commissions and artist collaborations and contributes to developing a vibrant public realm in the City of Kingston.
- Local Music Subcommittee (to be reviewed in 2025): work with City staff in selecting and curating playlists for distribution for the annual YGK Music program. The program is designed to promote local music and musicians through curated playlists to be made available online on the City website and Visit Kingston website, through the City's call waiting system, and through various City-owned properties, where appropriate.
- Mayor's Arts Awards Nominations Subcommittee (annual, ongoing): identify and select recipients for the Mayor's Arts Awards in accordance with the criteria set out in the subcommittee mandate.
- Poet Laureate Subcommittee (every four years): deliberate and identify a candidate for the Poet Laureate in accordance with the eligibility and appointment criteria.

April 1, 2025

Page 7 of 7

Existing Policy/By-Law

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Municipal Conflict of Interest Act](#)

[Council Procedural By-Law](#)

[Committee By-Law](#)

[Member Code of Conduct](#)

Financial Considerations

None

Contacts:

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

Other City of Kingston Staff Consulted:

Kevin Gibbs, Director, Heritage Services

Danika Lochhead, Director, Arts & Culture Services

Allison Hannah, Committee Clerk, City Clerk's Department

Exhibits Attached:

None

Mayor's Arts Awards Program

Updated Terms of Reference, May 2024

The Mayor's Arts Awards is an annual recognition program that celebrates high artistic achievement and recognizes extraordinary contributions in and to the arts. By increasing the profile and appreciation of the arts, the Awards enhance the cultural vitality and civic identity of Kingston. Through this program, the City affirms the value of the arts in City life and nurtures and inspires sustained development of the cultural sector to the benefit of all its citizens.

Purposes

- To nurture the sustained growth and vibrancy of the arts sector in Kingston.
- To recognize the achievements and contributions of individual artists and arts organizations to the cultural vitality of Kingston, and in doing so, inspire and encourage others.
- To showcase and celebrate the range of artistic disciplines fostered in the Kingston arts sector.
- To recognize and nurture the outstanding and sustained contributions of community members as supporters and volunteers in the arts.
- To build the profile of the arts community across the City, increasing awareness of the arts among its citizens, and thus building audiences and increasing other forms of participation in the arts.
- To increase Kingston's profile as a place where creative life is valued and innovation is embraced, an attractive destination for visitors, residents and businesses.

Award Categories and Criteria

The Mayor's Arts Awards recognizes two categories of contribution, as follows:

Creator Award (3): *cash prize, award, and certificate of recognition*

The Creator Award recognizes artists or artistic collectives. Three Creator Awards will be given each year to honour artistic merit and/or innovation that advances the arts in the City, contributes to the development of the art form and expresses the cultural vitality of Kingston. This Award should also consider newcomers or new to Kingston artists who have made a profound impact in the arts in a short period of time, as well as emerging artists, youth artists, and equity-deserving artists.

Creator Award recipients will:

- Create works of art of outstanding artistic merit and achievement;

- Create art of a distinctive, powerful artistic voice or character;
- Create art that offers vivid expression of the civic context;
- Create art that enriches, inspires and uplifts the Kingston art scene;
- Create art that is outstanding in and/or fuels the progression of their field of practice;
- Be an active, contributing, and respected member of the artistic community; and
- Bring a distinguished profile to Kingston's arts presence and influence beyond the region.

Recognition may be for recent achievement, for a body of work produced over several years, or for lifetime achievement. Creator Awards must, over time, recognize high achievement in a range of art forms and reflect diverse cultures active in the City.

Arts Champion Award (1): *cash prize, award, and certificate of recognition*

The Arts Champion Award is an arts leader who makes an extraordinary contribution to the arts sector and empowers its sustained growth and development. This award recognizes arts workers, organizations, volunteers, advocates, supporters, sponsors and/or philanthropists.

Arts Champion Award recipients will:

- Act as sector leaders, fueling the development of the arts community at large and empowering artists at all levels of their careers;
- Make an extraordinary contribution to the arts in Kingston through sustained volunteer efforts in arts advocacy, operations, education, philanthropy, sponsorship and/or creative leadership;
- Through their actions, empowering others to contribute to and participate in the arts;
- Have a strong record of increasing the health, profile, and impact of the arts; and
- Uplift emerging artists, equity-deserving individuals, and groups, and uphold the City's ideals of IIDEA (Indigenization, Inclusion, Diversity, Equity, and Accessibility).

*Every year, the Nominations Subcommittee can choose to give a posthumous award in both the Creator Award and Arts Champion Award categories, recognizing individuals whose sustained and substantial contributions have helped to build the artistic vitality of Kingston. This award is not required to be given out every year and should be considered in addition to the number of awards per category.

Awards Administration

The City of Kingston, through the Arts & Culture Services Department, provides administrative oversight and coordination related to the Mayor's Arts Awards program

to ensure integrity, efficiency, and alignment with City procedures in the delivery of the Mayor's Arts Awards program.

The Kingston Arts Council (KAC) leads the nominations process including acting as Chair (ex-officio, non-voting) of the Nominations Subcommittee through the Arts & Culture Advisory Committee and overseeing the assessment and selection of the award recipients by the Subcommittee members. The KAC will help promote the public call for nominations and provide key administrative support to the Subcommittee.

The KAC will function as the main liaison with the award recipients to coordinate the documentation through the creation and commissioning of the profile videos, communication, promotion, and celebration of award recipients, taking advantage of their specialist networks and capacities. This role is well aligned with the KAC mandate and Strategic Plan, and this relationship is formalized annually through the KAC's Service Level Agreement.

Selection of award recipients is made through the City of Kingston's Arts & Culture Advisory Committee, which is tasked with establishing a Nominations Subcommittee each year for this purpose. The Mayor's Arts Awards Subcommittee is responsible for and selecting award recipients in accordance with the program criteria as defined, which includes identifying eligible applicants and also reviewing and assessing any submissions through the open call for nominations. The Subcommittee through the Chair is also responsible for providing a short, written statement (80 to 150 words) identifying and briefly describing the reason for each award.

The Mayor's Arts Awards Subcommittee

The Mayor's Arts Awards Nominations Subcommittee shall be comprised of five to seven members with a range of expertise and perspectives, who are respected, knowledgeable and representative of a spectrum of artistic practices. The Subcommittee is chaired by the Executive Director of the Kingston Arts Council, who is also an appointed member of the Arts & Culture Advisory Committee, who will function in an ex-officio, non-voting capacity. The members of the Subcommittee must include two additional members of the Arts & Culture Advisory Committee and three community members. The membership is reconstituted on an annual basis with Council's approval and no member may serve more than two consecutive years. Each Subcommittee may include up to two members who served in the previous year and Subcommittee members are ineligible for award consideration during their tenure.

Mayor's Arts Awards Announcement and Reception

The announcement of the Mayor's Arts Awards takes place each fall. The awards are announced at a public reception, and the award recipients will then be recognized formally at a City Council meeting.

Implementation

Responsibilities:

The Arts & Culture Services Department provides oversight and ensures the successful delivery of the Mayor’s Arts Awards program that includes supporting the Arts & Culture Advisory Committee, the establishment of the Nominations Subcommittee, and the Kingston Arts Council (KAC) in their role as a community partner on the program. This includes establishing the deliverables expected of the KAC through their Service Level Agreement (SLA) annually or through an Amending Agreement to the SLA, coordinating the public event, and providing program funding.

The KAC supports the Mayor’s Arts Awards program by completing the deliverables identified in their SLA with the City. This includes:

- Administer the Mayor’s Arts Awards program and provide key oversight and support to the work of the Nominations Subcommittee.
- Chair the Nominations Subcommittee, as an appointed member of the Arts & Culture Advisory Committee and act in ex-officio, non-voting capacity. This includes convening the meetings of the Subcommittee, developing required assessment forms and materials, conducting outreach to raise awareness of the program and opportunity, receiving, and processing all submissions through the public, open nominations process, and reporting back to the City and the Arts & Culture Advisory Committee on the progress of the Subcommittee.
- Once the award recipients are selected, act as main liaison with them to coordinate the profile video creation.
- Participate in the planning and promotion of the award recipients and public events, and work collaboratively with the City on a joint, city-wide communications campaign to promote the program and the City’s investment in artists and the arts community.

Funding:

Funding to support the Mayor’s Arts Awards is provided through the Arts & Culture Services Department’s operating budget on an annual basis, pending Council approval.

Annual Implementation Schedule:

Month	Action
June	Arts & Culture Advisory Committee establishes the Mayor’s Arts Awards Nominations Subcommittee

June	Council approves the appointment of the Subcommittee members
July	Open call for nominations is posted on the City website and is promoted by the City and the Kingston Arts Council. The Kingston Arts Council convenes the first meeting of the Subcommittee.
September	Subcommittee confirms final selections for the Mayor's Arts Awards recipients.
October	The City and the Kingston Arts Council confirms event plans, develops promotional plan, including the commissioning of the profile videos, and begins advance communications
November	Awards presented at a public reception and included as part of City Council meeting
December	Post-event communications; evaluation and event post-mortem
October through May	Sustained recognition program to highlight the award winners