



**City of Kingston  
Report to Council  
Report Number 25-014**

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**To:** Mayor and Members of Council  
**From:** Janet Jaynes, City Clerk  
**Resource Staff:** Derek Ochej, Deputy City Clerk  
**Date of Meeting:** December 3, 2024  
**Subject:** Arts, Culture and Heritage Advisory Committee Mandate

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**Council Strategic Plan Alignment:**

Theme: Council requests

Goal: See above

**Executive Summary:**

The purpose of this report is to recommend merging the Kingston Heritage Programs Committee and the Arts & Culture Advisory Committee into a single committee, to be known as the Arts, Culture and Heritage Advisory Committee. Merging the committee aligns the mandate of the new committee with current City department structure, where Heritage Programming and Arts & Culture Services both report to the Commissioner of Community Services. The merger will also increase efficiency and effectiveness for both staff and committee members, as the current separate committees meet infrequently, and meeting durations have been short.

**Recommendation:**

**That** By-Law Number 2023-204, the Committee By-Law, as amended, be further amended as per Exhibit A to Report Number 25-014.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CITY CLERK

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**Janet Jaynes, City Clerk**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**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 Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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**Options/Discussion:****Background**

On November 7, 2023, Council approved the following recommendation in Report Number 23-233:

**That** staff be directed to examine a potential merger of the Arts Advisory Committee and Kingston Heritage Programs Committee and provide recommendations to Council when appropriate; and

Following a year of operations of both the Kingston Heritage Programs Committee and the Arts Advisory Committee (now called the Arts & Culture Advisory Committee), staff are recommending the two committees be merged into the Arts, Culture and Heritage Advisory Committee. The merger of the two committees will allow for greater staff efficiency, improved engagement with committee members, and a refined committee mandate with specific business goals.

**Kingston Heritage Programs Committee**

The Kingston Heritage Programs Committee formed in 2023 as a result of the recommendations of the Heritage Kingston Review Working Group. The final recommendations of the Working Group, as approved by Council, split Heritage Kingston into two separate committees: the Kingston Heritage Properties Committee (Heritage Properties) and the Kingston Heritage Programs Committee (Heritage Programs).

Heritage Properties is mandated to advise staff and Council with respect to built heritage in Kingston, including applications for alterations to heritage properties and designations of heritage properties under the *Ontario Heritage Act*. Heritage Programs is mandated to advise staff and Council with respect to cultural heritage in Kingston, including exhibitions and programming at City-owned museums and Kingston City Hall National Historic Site, as well as the [Civic Artifact Collection](#), which includes original collections of the [MacLachlan Woodworking Museum](#), [PumpHouse Museum](#), Kingston City Hall (National Historic Site), Art Collection Society of Kingston, Public Art and Outdoor Collection, Archaeological Collection and City of Kingston's Archives Collection.

Between its first meeting in April 2023 and its most recent meeting in September 2024, Heritage Programs has met five times, with meetings having an average duration of less than 45 minutes. Meetings have frequently been cancelled or rescheduled due to lack of business or lack of quorum.

**Arts & Culture Advisory Committee**

The predecessor to the Arts & Culture Advisory Committee, the Arts Advisory Committee formed in 2013, combined several arts-related advisory committees into one committee. In November 2023 it was renamed the Arts & Culture Advisory Committee to better reflect a

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broadened function and to align with the City's Arts & Culture Services department. The Arts & Culture Advisory Committee provides advice to staff and Council regarding arts and culture-related strategies, policies and programs and ensures that arts and culture are appropriately represented in City policies. There are also several subcommittees that report to the Arts & Culture Advisory Committee with responsibility for:

- selecting the annual recipients of the Mayor's Arts Awards;
- making recommendations for the appointment of the City's Poet Laureate;
- providing advice to staff with respect to art in public places; and
- supporting the delivery of YGK Music, an annual program designed to promote local music and musicians through playlists on the City website and variety of other mediums.

Since 2022, the Arts & Culture Advisory Committee and its predecessor, the Arts Advisory Committee, has met, on average, four times per year. Average meetings lengths are between 30 to 60 minutes.

### **Analysis**

Staff are recommending that the Arts & Culture Advisory Committee and the Kingston Heritage Programs Committee be merged into a single committee, to be known as the Arts, Culture and Heritage Advisory Committee. The mandate of the Arts, Culture and Heritage Advisory Committee is attached to this report as Exhibit A.

The purpose of the committee merger is two-fold. Combining the committees will align the mandate of the new committee with current City department structure. Both Heritage Services and Arts & Culture Services are within the Community Services group. There is also a significant amount of collaborative work that will be occurring between the two groups where the input of the new committee will be sought, including: the development of a new Kingston Culture Plan, public art commissioning and maintenance, exhibitions and programming in Market Wing Cultural Space at City Hall, and alignment between municipal arts and heritage funding programs.

Based on the meeting frequencies and durations of the two committees over the past two years, merging the two committees into one will allow for a more efficient and effective use of staff and committee member time.

Both the Arts & Culture Advisory Committee and the Heritage Kingston Programs Committee were included in the annual recruitment held in Fall 2024 as each committee has members whose appointment terms expired on November 30, 2024. Current members of these two committees were advised by staff that their terms of appointment were extended until the new Arts, Culture and Heritage Advisory Committee is approved and the new membership approved by Council. Members of the public who applied to these two committees during the recent fall recruitment will be contacted and advised of the merging of the committees and provided an

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opportunity to apply to the Arts, Culture and Heritage Advisory Committee as part of the future recruitment detailed in the section below.

**Next Steps**

Following approval of the by-law amendment to create the Arts, Culture and Heritage Advisory Committee, staff will conduct recruitment in January 2025 for committee members. The Nominations Committee will consider applications received in February 2025, and their recommendations for appointment provided to Council in March 2025 for consideration. Staff will conduct an initial orientation meeting for the new committee membership at the earliest possible date following the confirmation of appointments. Until the new committee is formed, the existing Arts & Culture Advisory Committee and the Kingston Heritage Programs Committee will be in place and meetings can be called as needed.

**Existing Policy/By-Law**

Committee By-Law

**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

**Exhibits Attached:**

Exhibit A – A By-Law to Amend By-Law Number 2023-204, the Committee By-Law

# City of Kingston By-Law Number 2025–...

## ***By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law***

### **Whereas:**

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

On November 21, 2023, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2023-204*, “*Committee By-Law*”.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2023-204*.

**Therefore**, *council* enacts:

### **1. Amendment**

1.1 *City of Kingston By-Law Number 2023-204* is amended as follows:

- (a) By deleting Schedule 6 – Arts and Culture Advisory Committee of the by-law and replacing with the following:

#### **Schedule 6 – Arts, Culture and Heritage Advisory Committee**

**Reporting To:** *council*.

## *By-Law to Amend By-Law 2023-204*

### **Composition:**

- one member of *council*;
- one representative from the Kingston Arts Council;
- one representative from the board of directors of the Kingston and Area Association of Museums, Art Galleries and Historic Sites;
- three to five professional artists, creatives, arts or cultural workers, and museum or archives workers;
- up to three residents who demonstrate relevant experience or knowledge, abilities and skills related to the functions of the *committee*; and
- one resident between the ages of 15 and 24.

**Term of Appointment:** two-year terms in accordance with the *Public Appointment Policy*.

**Functions:** to provide information and advice to *City* staff and *council* on matters related to arts and culture, and tangible and intangible cultural heritage that intersect with *City* policies, programs, spaces, and services, including the following:

- ensure that arts and culture, and tangible and intangible cultural heritage sectors are appropriately represented in *City* policies and programs and representative of the needs of residents;
- provide input into the development of arts and culture and tangible and intangible cultural heritage-related strategies, policies and programs;
- advise *City* staff and *council* on the impact, actual and potential, of *City* priorities, plans, policies, programs and regulations on the arts and cultural heritage sectors;
- act as the *City's* museums advisory committee and provide input and communications to *council* regarding cultural heritage programming and exhibitions at the two *City*-owned museums, Kingston City Hall National Historic Site and the Market Wing Cultural Space, and the development and maintenance of the civic artifact collection;
- provide recommendations respecting cultural tourism, commemorations, education and community arts and heritage programming, and to ensure these are inclusive and foster a caring and inclusive community; and

*By-Law to Amend By-Law 2023-204*

- act as representatives on and suggest *resident* representatives to serve on the following *subcommittees*: Art in Public Places Subcommittee, Local Music Subcommittee, Mayor’s Arts Awards Nominations Subcommittee, Poet Laureate Subcommittee.

**Regular Meeting Frequency:** up to six times per year.

- (b) By deleting Schedule 10 – Kingston Heritage Programs Committee of the by-law in its entirety and renumbering the following Schedules as appropriate.

**2. Coming into Force**

2.1 This by-law will come into force and take effect on the day it is passed.

1 <sup>st</sup> Reading	date
2 <sup>nd</sup> Reading	date
3 <sup>rd</sup> Reading	date
Passed	date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor