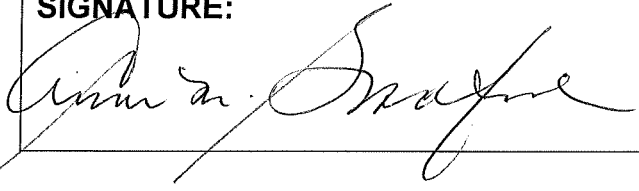


Hamilton

INFORMATION REPORT

TO: Mayor and Members General Issues Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: December 4, 2013	
SUBJECT/REPORT NO: Strategic Municipal Arts Investment (PED13202)(a)) (City Wide) (Outstanding Business List Item)	
SUBMITTED BY: Joe-Anne Priel Acting General Manager Planning and Economic Development Department	PREPARED BY: Carrie Brooks-Joiner (905) 546-2424 Ext. 3096 Anna Bradford (905) 546-2424 Ext. 3967 John Hertel (905) 546-2424 Ext. 2739
SIGNATURE: 	

Council Direction:

Following the presentation of the Strategic Municipal Investment in the Arts Report, in June 2013, Council directed staff as follows:

- “(aa) That Arts Advisory Commission Report 12-002(a) respecting Strategic Municipal Investment in the Arts be referred to staff of the Planning and Economic Development Department for a report back to the General Issues Committee which would provide details including implementation, budget implications and impacts and provide a range of options/alternatives;
- (bb) That staff be provided with the latitude to consult all appropriate staff and/or Committees with respect to the governance and community partnership program issues, and that their input be incorporated to form part of the report referenced in sub-section (a).”

Information:

A comprehensive response to the Council direction requires the involvement of key staff from two Divisions: Tourism and Culture, and Finance and Administration. Both Divisions have experienced capacity challenges that were impediments to making significant progress.

At the point of the staff direction in June there were the following organizational and capacity challenges which impeded the response:

Tourism and Culture Division – Planning and Economic Development Department

- The contract Senior Project Manager position which had supported the Task Force’s work was vacant. The incumbent had been transferred on an acting basis to the position of Manager Arts and Events to cover a staff leave and assume time critical projects such as Tall Ships Hamilton.

Corporate Services Department

- The General Manager position was vacant;
- The position of Director, Finance and Administration and Special Projects was vacant; and,
- Review of the Community Partnership Program was delayed accordingly.

The following steps to address these organizational challenges have been taken:

- On September 9, 2013, the Tourism and Culture Senior Project Manager position was filled and assigned the Arts Investment file; and,
- On November 22, 2013, a Corporate Services reorganization was announced and a Director named for the new merged Division called Finance, Administration and Revenue Generation. This portfolio includes responsibility for grant programs and the Community Partnership Program review.

Steps have been taken to respond to Council’s direction. The following chart breaks down the components of the Council direction, provides the scope of work needed, the status of that work, and identifies the lead Division:

COUNCIL DIRECTION	SCOPE OF WORK	STATUS	LEAD DIVISION T&C – Tourism & Culture FARG - Finance, Administration & Revenue Generation
Options and Alternatives	Delivery Options	-explored feasibility of an Arts Endowment in collaboration with	-T&C (with involvement from the City Manager’s Office)

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		Hamilton Community Foundation. Conclusion: Continue discussions -research on municipal and foundation models <i>(ongoing)</i>	
Implementation	<u>Program Framework</u> -overall program objective -program streams -program criteria -eligibility criteria	- to be completed in alignment with CPP review and/or its outcomes (<i>CPP review not started</i>) - target investment amount needs to be identified prior to development of proposed program scope and priorities (<i>dollars not identified</i>)	FARG - finalize Terms of Reference for CPP review, develop RFP, contract and supervise consultant, review and submit report -role of T&C in CPP review and any new program development to be determined
	<u>Adjudication</u> - review criteria -application review process and assessment tools -coordination of reviewers and information -decision making authority and processes	- to be completed in alignment with CPP review and/or its outcomes (<i>CPP review not started</i>)	FARG -role of T&C to be determined
	<u>Accountability</u> -program performance measures -financial processes -program brand and communications -public reporting	- to be completed in alignment with CPP review and/or its outcomes (<i>CPP review not started</i>)	FARG
	<u>Application</u> -application process and tools -online presence and client interface -internal tracking process and tools -recipient reporting requirements and process	- to be completed after CPP review (<i>CPP review not started</i>)	FARG (with assistance from Information Technology for web application)
Budget Implications and Impact	-fiscal timing -identify sources of investment dollars -identify investment amounts -budget approvals	-dollar source and amount not identified -inventory of potential internal sources <i>(completed by T&C)</i>	FARG

<p>Consultation with Staff and/or Committees</p>		<p>-CPP review Terms of Reference and potential sources for investment dollars (<i>T&C staff initiated multiple meetings with Finance staff</i>)</p> <p>-ongoing communication with Councillors (<i>T&C has held multiple meetings</i>)</p> <p>-ongoing communication with Arts community stakeholders (<i>T&C has held multiple meetings with Arts Advisory Commission and Hamilton Arts Council</i>)</p>	<p>FARG</p> <p>-role of T&C to be determined</p>
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Staff from the Tourism and Culture Division and the Finance, Administration and Revenue Generation Division are committed to a collaborative approach to move this initiative forward. A meeting of key representatives from both Divisions has been scheduled for early December to review the scope of work, roles and responsibilities and timelines.