



# Hamilton

**AGENDA: Arts Advisory Commission**  
**Tuesday, January 27, 2015**  
**Time: 5:45 – 7:30 p.m.**  
**Lister Building, 2<sup>nd</sup> Floor**

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**CHAIR:** Tricia LeClair      **MINUTE TAKER:** Bridget MacIntosh

**ATTENDED:** Tricia LeClair, Diane Beatty-Wearing, Tobi Bruce, Josefa Radman, Karen Logan, Tony Vieira, Laura Kappel, Bridget MacIntosh

**GUESTS:** Gillian Alexander (Tricia's student intern)

**REGRETS:** Councillor Jason Farr, Colina Maxwell, Donna Reid

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**1. ACCEPTANCE OF AGENDA (2 mins)**

Diane requested to add to 7.1 – Update on Dundas Driving Park Public Art Jury. Accepted.

**MOVED: Karen Logan      SECONDED: Diane Beatty-Wearing**  
**CARRIED**

**2. DECLARATION OF CONFLICT OF INTEREST (2 mins)**

None

**3. APPROVAL OF MINUTES – September 23, 2014(2 mins)**

**Deferred until next meeting**

**4. CHAIR'S REPORT**

Tricia introduced Gillian Alexander. Her Humber College Arts Administration intern.

Short chair report due to the amount on agenda to get through.

Tricia thanked Josepha Radman for stepping in at the last minute to do the AAC's 2014 Annual Report and Budget presentation at GIC on January 14<sup>th</sup>. Josepha is retiring from the AAC after this term and it was noted

that it was fitting for Josepha to be the one to do this presentation in Tricia's stead.

## **5. COMMISSION BUSINESS**

### **5.1. Building Cultural Legacies: Report to the Arts Advisory Commission. Vote Required. (15 minutes – Tricia to lead)**

Tricia provided some background on the initiative and handed it over to Tobi for further explanation based on her involvement with the project.

Please refer to Background document prepared by Stephanie Vegh for details on the project.

#### **Background:**

The intent of the project is to capture information/document Hamilton's visual arts community

AAC members Colina Maxwell and Tobi Bruce both serve on the Hamilton Art History Steering Committee (HAHSC) that was struck to address the problem of combining existing resources and living memories into a useful Hamilton visual arts archive for future generations.

At its first meeting in October 2014, the HAHSC decided that funding would be required to hire a consultant to work with this volunteer committee and provide the expertise and objectivity needed to inform a work plan and subsequent grant application that addresses the ambitious scope of the project. This consultant would provide guidance on best practices, conduct further community outreach including stakeholder interviews, and create a critical path outlining the objectives, workplan, and scope of the project.

HAHSC notes that many artists active from 1950 onward had interdisciplinary practices including film, performance and music that extend the scope of this study on the visual arts. While the focus of future art historical work is yet to be determined, we envision and conceive of this first stage as the creation of a foundational template that can be used by all facets and disciplines in Hamilton's cultural community. In this way, the project's benefit will extend beyond the visual arts community to address the sustainability and legacy of the entire creative sector in Hamilton.

Based on the Arts Advisory Commission's core mandate 'to recommend activities for the stabilization and strengthening of the arts community,' the Hamilton Arts Council would like to invite the AAC to provide leadership and funding support for this first stage consultation process with a \$7000 contribution from its budget reserve.

This funding would be applied to the hiring of a professional arts consultant to lead this process and address costs associated conducting additional public meetings as required.

Bridget explained that any transfer of funds from the AAC require a report to Council to approve such a transfer.

A motion to direct staff to prepare such a report did not go to vote as the following questions / clarifications were asked:

Tony asked who exactly would receive the money- would it be the Hamilton Arts Council or the consultant?

How would the consultant be selected (RFP etc.)?

Are there any past examples of the AAC doing this?

How would the AAC ensure that the consultant is doing what the AAC is paying them to do?

He would like to see plans for the consultant/Hamilton Arts Council/HAHSC to report back to the AAC at future meetings on the progress of the project.

Concerns that the AAC is not a granting body and there needs to be a solid scope of work to support the AAC's mandate '*to recommend activities for the stabilization and strengthening of the arts community,*' The AAC needs to show ownership of the project.

Tobi indicated that the background document Stephanie prepared is a rough scope and that the HAHSC could certainly go back and refine it to address the AAC concerns (i.e. define scope of project)

Karen – referenced that in the past the AAC had hired an outside artist to create the Arts Award. Indicated that 2 AAC members (Colina and Tobi) sit on the HAHSC and can provide a strong link to the project.

Josepha - indicated that the project does align with the AAC's mandate and it's an opportunity to celebrate the arts community by providing a tool to help all Hamilton art disciplines document their community. Perhaps the HAHSC can provide the AAC with three short-listed consultants.

Laura – would like the opportunity for the AAC to review the pool of consultants being considered for this project. Need to ensure that the AAC is doing its due diligence. If something goes wrong did the AAC do its due diligence?

Tony – would like to see the proposals from the consultants.

#### ACTION:

- The HAHSC needs to provide the AAC with:
  - o A detailed scope of work for the consultant for the \$7,000
  - o List of possible consultants for the work
  - o Plans to report back to the AAC on progress of project

**ACTION:**

- Bridget to look into how the money should be paid out (i.e. consultant directly invoices the City etc.) and how the report needs to be written

Tobi asked for a statement from the AAC to bring back to the HAHSC. The AAC supports the following statement:

In principle the AAC supports the project but requires more information in order to do its due diligence and move ahead on this request. Final approval of the \$7,000 from the AAC reserve lies with Council.

**5.2. City Enrichment Fund Assessment Support. Vote required (15 minutes – Tricia and Bridget to lead)**

Bridget outlined how the new City Enrichment Fund (CEF) – Arts stream adjudication process involves the use of peer assessors and services of a third-party facilitator. To ensure a fair, transparent and professional process peer assessors were to receive a modest honourarium and for their work and the facilitator would be paid for their services.

In this transition year for the new CEF model, it was not finalized which City divisional operating budget these costs would be apply against and they remain unbudgeted for. These costs are as follows:

**Arts Adjudication Facilitation (all arts funding streams)**

\$5500

**Arts Peer Adjudication honourariums**

@ \$100/day/assessor. Estimated at 19.5 days of reading and panel meetings  
\$1950

**TOTAL: \$7450 (rounded to \$7500)**

To ensure that peer assessors and the facilitator are paid appropriately and to ensure a fair and transparent process, the AAC Chair and Tourism & Culture Division staff approached the AAC about approving the use of funds from the AAC reserve to cover peer adjudication and facilitation costs in this transition year. This would be approved via a motion and then the necessary reports to Council would be administered to transfer funds from the AAC reserve to the AAC operating budget.

Bridget confirmed for the AAC that there is currently \$18,000 in reserves. If both this \$7500 cost and the \$7000 Building Cultural Legacies fund (See 5.1 on the agenda) are approved this would leave \$3500 in the AAC reserve.

Payment strictly for the peer assessor honourariums and facilitator services to support the fair and transparent are in alignment with the AAC's mandate to recommend activities for the stabilization and strengthening of the arts community.

The AAC expressed disappointment that the budgeting for these costs were not sorted out prior to implementation. Karen expressed concern that the AAC would look bad if they did not help out this year. Laura stated that she would support the motion to move the money as a one-time only transfer and that it is the AAC's requirement that these costs be budgeted for in the 2016 budget.

**MOTION:**

The Arts Advisory Commission supports one-time funding in the amount of \$7,500 from its Reserve to go towards the costs of peer adjudication and facilitation of the City Enrichment Fund's Arts Program under the condition that these costs are accounted and budgeted for in 2016 and beyond.

**MOVED: Josepha Radman**

**SECONDED: Tobi Bruce**

**Opposed: Tony Vieira**

**CARRIED**

**5.3. Clerk's Report to Council re: volunteer committees (5 minutes – Bridget MacIntosh to lead)**

Bridget informed the AAC that a report on the volunteer committees is scheduled to go forth to Council by June. Until then it is business as usual and the AAC continues to be governed by existing policy/procedure.

**5.4. Arts Awards Update (5 minutes – Bridget to lead)**

Bridget reminded the AAC that the deadline for nominations is Feb.6<sup>th</sup> at 4pm. She also informed that AAC that Kristen Kerr has been hired as a Cultural Project Specialist starting Feb.2<sup>nd</sup> and that she will work with the Hamilton Arts Council and Jen Anisef on the Arts Awards.

Tony mentioned that he still thought the nomination process was onerous and difficult for applicants. Felt that if the process were not difficult we would see a noticeable increase in nominations.

### **5.5. AAC Recruitment (15 minutes – Tricia LeClair to lead)**

Due to time, Tricia mentioned that this would be added to the agenda at our next meeting. We would look at using a matrix to help ensure that the make up of the next term of the AAC represents a range of wards and disciplines.

## **6. UPDATES (10 minutes)**

### **6.1 Annual budget, workplan & presentation to Council follow up**

As mentioned in the Chair's report. Josepha did a great job. Bridget will circulate a copy of the presentation with the minutes of this meeting.

### **6.2 City Enrichment Fund Update**

Bridget mentioned that the deadline for applications was December 1<sup>st</sup>, 2015 Sarah Ehmke (Cultural Projects Specialist) will attend a future AAC meeting to discuss the City Enrichment Fund.

The Budget Enhancement of \$500,000 to support an increase in funding to the Arts Streams of the City Enrichment Fund will be discussed at Council on Feb.13<sup>th</sup> \*

*\*note- at the time of writing these minutes the date has been changed to Feb.27<sup>th</sup>*

## **7. OTHER BUSINESS**

### **7.1 Public Art Juror Required**

Ken Coit (Art in Public Places Coordinator) has requested a juror for the James St. North GO station Public Art jury. Josepha volunteered. If scheduling does not permit her to attend then Tricia is the selected back-up.

Diane reported that the jury for the Dundas Driving Park Public Art jury went well. Sixteen proposals were submitted. The jury has met and stage 2 proposals have been selected. It is anticipated that public consultation on these short-listed proposals will take place early in 2015

## **8. ADJOURNMENT**

**MOVED: Tobi Bruce  
CARRIED**

**SECONDED: Laura Kappel**

## **9. NEXT MEETING - TBD**

There is a conflict between the AAC's usual meeting date and the Public Delegations for the City's 2015 budget (which most of the AAC members will be in attendance at).

AAC meetings happen the 4<sup>th</sup> Tuesday of the month

The City of Hamilton's Tourism and Culture Offices located on the 2<sup>nd</sup> floor of 28 James Street North (Lister Block) has been designated as a "scent free" workplace. Staff and visitors are asked to refrain from using scented products such as perfume and cologne when visiting or attending meetings at this location.

Parking is available after business hours behind the Lister Block, entrance off Hughson St.