



**City of Kingston  
Report to Council  
Report Number 24-097**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Danika Lochhead, Acting Director, Arts & Culture Services  
**Date of Meeting:** March 19, 2024  
**Subject:** Update - 2025 Creative City Summit in Kingston

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**Council Strategic Plan Alignment:**

Theme: 3. Build an Active and Connected Community

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR).

**Executive Summary:**

The purpose of this report is to provide an update to Council on the Creative City Summit in Kingston in 2025, hosted by the City of Kingston, and to seek Council's direction to enter into the necessary agreements to support the Kingston Summit.

The City of Kingston, through the Arts & Culture Services and Heritage Services departments, is a member of the Creative City Network of Canada (CCNC), a national non-profit organization made up of municipalities, organizations and individuals working to support cultural development in their communities. CCNC facilitates knowledge-sharing professional development in the field of local cultural policy, planning and research. Every year CCNC works with a host city to deliver a Creative City Summit, that brings together representatives from municipalities, arts organizations, provincial and federal government agencies and others to meet and share ideas, connect, and work together to build vital infrastructure for arts and cultural development in Canada. The Summit also creates an opportunity to spotlight the host city, raising its profile through promotion and features on the CCNC website and bringing a higher recognition of how the municipality values arts, heritage and culture.

In March 2019, the City of Kingston submitted a bid to host a Creative City Summit in 2023 or 2024. Due to the pandemic, the Summit schedule changed and Kingston is now set to host on October 7-9, 2025. As host city, the City of Kingston will be required to enter into a Letter of

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Agreement with the CCNC and provide one-time financial and in-kind support to the Summit. Budget to support the Kingston Summit is anticipated to be up to \$50,000.

**Recommendation:**

**That** Council authorize the Commissioner of Community Services or their delegate to review, approve and execute all necessary documents and agreements with the Creative City Network of Canada or other relevant service providers to host the Creative City Summit in Kingston on October 7-9, 2025, in forms satisfactory to the Director of Legal Services and within the anticipated budget of \$50,000; and

**That** Council approve funding of up to \$50,000 from the Working Fund Reserve towards the 2025 Creative City Summit in Kingston.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Jennifer Campbell,**  
**Commissioner, Community**  
**Services**

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

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

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**Options/Discussion:**

The City of Kingston is set to host a Creative City Summit on October 7-9, 2025, which will highlight Kingston's arts, heritage and culture sectors and communities to other cities, municipal cultural workers, and cultural groups and organizations. It will also showcase the City of Kingston's continued investment and support of cultural development while increasing Kingston's profile as a culturally vibrant City.

**Background**

The City of Kingston has been a member of the CCNC since 2011 and has participated annually in the Creative City Summits, both as attendees and panelists, leading various peer-to-peer sessions. The City has also been involved in other CCNC initiatives including the Public Art Network, sharing best practices and learnings from public art programs across Canada and assisting CCNC in its public art engagement and programming, and the Cultural Statistics Strategy that sources and compiles invaluable data on culture's economic and qualitative impacts within Canada.

The City of Kingston has also been recognized by CCNC, receiving Awards of Excellence at its Summits for initiatives such as *Engage for Change*, the City project that worked to re-frame the relationship between Indigenous/First Peoples and non-Indigenous people in Kingston – especially as it relates to history, knowledge and culture, and for public art projects such as *Manidoo Ogitigan (Spirit Garden)* by Terence Radford that commemorates the historical and contemporary ties between Alderville First Nation and the Katarokwi/Kingston region, and creates an intimate gathering space for reflection, ceremony and teaching.

**Analysis**

The CCNC will be responsible for the overall delivery of the Kingston Summit. The role of the City of Kingston at a high-level is to ensure that the Summit reflects the local community and context, and showcases arts, heritage and cultural highlights of Kingston. The host municipality also plays a key coordination role to help confirm venues and hotels, support sponsorship opportunities, coordinate with the Summit Planning Committee on programming and schedule, organize the Welcome Reception for delegates and local guests and coordinate the local Study Tours. During the Summit, the City plays a hands-on role to provide event staffing support.

Planning for the Kingston Summit will be led primarily by two City departments; Arts & Culture Services that includes the Special Events Office and Heritage Services, and will be supported by Strategy, Innovation and Partnerships, specifically the sponsorship team, as well as the Equity, Diversity and Inclusion Office. A City staff member will be assigned the lead role as the host municipality coordinator, with support from the management team and other staff as required.

Planning is underway for the Creative City Summit in Kingston, and staff from CCNC will be visiting Kingston in April 2024 to review key venues including hotels, the Welcome Reception site and Study Tour locations. The City will work with Tourism Kingston through its Conference

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Planner and Event Resources staff and will collaborate on the creation of a video that showcases Kingston as the destination for the 2025 Summit, which will premiere at the 2024 Creative City Summit in Vancouver in October.

To formalize the partnership between the City and CCNC to host the 2025 Creative City Summit in Kingston, the City will need to enter into an Agreement with CCNC that outlines the roles and responsibilities of all parties and outlines the financial contributions of the City in support of the Summit.

**Financial Considerations:**

The City of Kingston, as the host municipality, is required to contribute financial support to the Creative City Summit in Kingston, to cover costs associated with the Welcome Reception, Study Tours and local artistic animation, as well as promotional materials that highlight Kingston as the destination for the 2025 Summit.

Staff are recommending that the City of Kingston contribute up to \$50,000 to the Creative City Summit in Kingston, to be funded from the Working Fund Reserve.

In-kind support will also be provided by the City that includes staff time in the planning of the Summit and onsite support during the Summit.

**Contacts:**

Danika Lochhead, Acting Director, Arts & Culture Services, 613-546-4291 extension 1277

**Other City of Kingston Staff Consulted:**

Kevin Gibbs, Director, Heritage Services