

24 November 2017

Derek Ochej
Committee Clerk, City Clerk's Department
City of Kingston
216 Ontario Street
Kingston, ON K7L 2Z3

Re: Arts Advisory Committee – City of Kingston Arts Fund (CKAF)
Kingston Arts Council 2018 Plan for Administration of Arts Funding for the
Corporation of the City of Kingston

Dear Derek,

The Kingston Arts Council is currently working on a review of the 2017 KAC Plan for Administration of Arts Funding (hereafter referred to as the Plan for Admin) as per our Service Level Agreement with the City of Kingston. Attached with this letter is a draft of the proposed revised 2018 Plan for Admin. Proposed changes to the Plan have been highlighted in yellow.

I ask that you include this item on the agenda of the Arts Advisory Committee (AAC) meeting for Thursday 30 November 2017 and I request the opportunity for both KAC Grants Coordinator, Felix Lee and I to speak to the AAC and give a brief presentation on the changes to the Plan for Admin.

Our review process to-date includes collecting feedback at the 2017 jury meetings, conducting on-one meetings with 2017 CKAF applicants, and through conversation members of the arts community. On Wednesday 15 November, the KAC met with a CKAF Review Committee to review proposed changes and discuss any additional revisions needed. The CKAF Review Committee includes:

- Kamille Parkinson, 2017 CKAF Jury Chair – Operating and Project
- Virginia Clark, 2017 CKAF Juror – Operating
- Marjorie Sim, 2017 CKAF Juror – Operating
- Robert Schlosser, 2017 CKAF Juror – Project
- Colin Wiginton, Cultural Director, City of Kingston
- Felix Lee, Grants Coordinator, Kingston Arts Council
- Danika Lochhead, Executive Director, Kingston Arts Council

Additionally, on Thursday 23 November, we presented the 2018 Plan for Admin to the KAC Board of Directors for feedback and recommendations.

As a result of the work done to-date, there have been several changes to the Plan for Admin that focus on improving clarity of language, changes to the application form that helps streamline the process, as well as reviewing adjudication criteria and procedures as it pertains to governance.

These changes are:

- Page 11, D.1. (iii.) – Inclusion of a criteria that of “artistic merit and quality of work and programs.”
- Page 12, D.2. (iv.) – Inclusion of a criteria that of “artistic merit and quality of work and programs.”

- Page 13, F.1.e. – Change to the program this year is that KAC staff (the Executive Director) will Chair the CKAF Adjudication meetings and receive administrative support from the KAC Grants Coordinator. Staff are still ex-officio, non-voting. This change is in line with best practices.
- Page 13, F.1.i. – Inclusion of KACs role in reviewing and assessing applicant's Interim and Final Reports
- Page 14, F.3.g. – Implementation of a new process this year where the KAC Board of Directors will review final scores of each application (kept strictly confidential) along with correlating funding amounts in order to help enhance oversight and ensure process is being followed as to how funding amounts are decided
- Page 14, F.4.a. – With the KAC ED acting as Chair, re: dispute resolution, if there is a complaint about the Chair, it may be addressed directly to the Chair of the KAC Board of Directors
- Page 16, G.2.a. (i.) – Additional information included about the responsibilities of the voting members (jury) to help set expectations and transparency in the process
- Page 17, G.2.b. (ii.) – Additional information included about the responsibilities of KAC staff as part of the Grants Committee membership to set expectations and ensure transparency in the process. This is not inclusive of the KAC staff's larger role as administrators of the CKAF
- Page 17, G.3. – Grants Committee meetings normally took place over the course of one day (one day for Operating and one day for Project) but now, each meeting will take place over the course of two days (two days for Operating and two days for Project)
- Page 23, I.8. – KAC currently sends quarterly program and financial reports to the City, so this was added in

Given that the CKAF program is going into a larger City review (scheduled to begin in 2018), the KAC has factored this into the decisions on what changes will be recommended this year. We will discuss some of these larger changes with the AAC when we present the 2018 Plan for Admin.

As in previous years, the KAC aims to provide the AAC a chance to review, ask questions and provide feedback on the 2018 Plan for Admin. Any proposed changes will be taken into consideration and a final Plan for Admin will be presented for ratification at the AAC meeting on 14 December 2017. Following this, the Plan for Admin will be presented to the KAC Board of Directors for approval and then presented to Arts, Recreation and Community Policies Committee in January and City Council in February.

Thank you.

Sincerely,



Danika Lochhead
Executive Director, Kingston Arts Council

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