



**City of Kingston  
Report to Council  
Report Number 19-070**

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**To: Mayor and Members of Council**  
**From: Peter Huigenbos, Acting Commissioner, Community Services**  
**Resource Staff: Colin Wiginton, Cultural Director, Cultural Services**  
**Date of Meeting: March 5, 2019**  
**Subject: Renewal of the Service Level Agreement between the City of Kingston and the Kingston Arts Council and Council Participation in the 2019 City of Kingston Arts Fund Jury**

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**Executive Summary:**

The purpose of this report is to ask Council to renew the existing Service Level Agreement (SLA) between the City of Kingston and the Kingston Arts Council (KAC).

Since 2012, the City of Kingston has entered into annual SLAs with KAC. Annual allocations of funding have been transferred to KAC from the Cultural Services Department's operating budget to support initiatives that align with the recommendations included as part of the Kingston Culture Plan. This relationship has been renewed and expanded each year in exchange for an increased level of service from the KAC.

Among the services delivered by KAC is the management and administration of the City of Kingston Arts Fund (CKAF), which KAC has administered on behalf of the City since the grant program's inception in 2007. This represents a significant portion of this SLA and Council approved the 'Plan for Administration of Arts Funding for the Corporation of the City of Kingston in 2019' at its meeting held on February 5, 2019.

Council is also being asked to appoint two Councillors and a City staff member to participate as ex-officio, non-voting members of the jury meetings specific to the CKAF, scheduled for Tuesday, May 28, 2019 for Operating Grants Jury for arts organizations and Thursday, May 30, 2019 for the Project Grants Jury for arts projects. Both meetings will take place over the course of the day from 9:00 am until 4:00 pm.

March 5, 2019

Page 2 of 6

Annual operating funding for KAC in 2019 in the amount of \$125,665 was also approved as part of the 2019 operating budget for the Cultural Services Department to support the work identified as part of the SLA that is to be renewed.

**Recommendation:**

**That** the Mayor and Clerk be authorized to execute a Service Level Agreement between the City of Kingston and the Kingston Arts Council, in a form satisfactory to the Director of Legal Services, that identifies the services to be provided by the Kingston Arts Council, including the administration of the City of Kingston Arts Fund in 2019 and the associated funding to be issued by the City of Kingston for those services; and

That Council approve the release of \$125,665 to the Kingston Arts Council for its annual operating grant for 2019; and

**That** Councillor \_\_\_\_\_ be appointed to participate in the City of Kingston Arts Fund jury meeting scheduled for Tuesday, May 28, 2019 (the Operating Grants Jury for arts organizations); and

**That** Councillor \_\_\_\_\_ be appointed to participate in the City of Kingston Arts Fund jury meeting scheduled for Thursday, May 30, 2019 (the Project Grants Jury for arts projects); and

**That** Colin Wiginton, Cultural Director, or his designate, be appointed as the City staff member to participate in the two jury meetings scheduled for Tuesday, May 28 and Thursday, May 30, 2019.

March 5, 2019

Page 3 of 6

**Authorizing Signatures:**

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**Peter Huigenbos, Acting Commissioner,  
Community Services**

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**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	
Deanne Roberge, Acting Commissioner, Corporate & Emergency Services	Not required

March 5, 2019

Page 4 of 6

**Options/Discussion:**

In November 2018, the Arts Advisory Committee (AAC) passed a motion to support the revised 'Plan for Administration of the Arts Funding for the Corporation of the CKAF in 2019', prepared by KAC. The [2019 Plan for Administration](#) was subsequently approved by the Arts, Recreation and Community Policies Committee on January 17, 2019 and by Council on February 5, 2019.

Since that time, KAC has begun to implement the 2019 Plan for Administration, as approved, and the submission deadline for both Operating and Project Grant applications is April 17, 2019. The applications are then scheduled to be reviewed in May and Council is required to appoint two Councillors, plus a City staff member, to participate in both of the Operating Grants Jury and the Project Grants Jury meetings. These meetings are scheduled to take place on Tuesday, May 28, 2019 for the Operating Grants Jury for arts organizations and on Thursday, May 30, 2019 for the Project Grants Jury meeting for arts projects.

In order to complete the work required in relation to the CKAF, it is necessary for the City of Kingston to enter into a SLA with KAC with Council's approval. Such a SLA is signed each year based on the successful completion of all the required deliverables from the previous year.

**Year-End Report**

In December 2018, KAC submitted a 'Year End Report' that provided an overview of its activities, including the services identified as part of their current SLA. Staff have reviewed the report that was provided and released the final 10% of the funding owed as per the SLA and in recognition of the fact KAC has completed their work as required. A summary of selected activities include:

- KAC developed and administered the 2018 CKAF application; delivered CKAF information sessions and a grant writing workshop to support applicants; administered the CKAF grants awarded in 2018, which totaled \$575,000; coordinated the annual CKAF Review Committee; and developed the 2019 Plan for Administration;
- KAC submitted quarterly CKAF activity and financial reports to the City of Kingston;
- Throughout the year, KAC hosted monthly exhibitions of local artists in its community art space, hosting openings for each exhibition in order to foster community connections;
- In 2018, KAC received funding through Canada Summer Jobs and hired an Administrative Assistant to support in KAC's programs and communications;
- KAC provided professional development for its staff that included auditing a jury meeting led by the Cultural Funding Officer for the City of Ottawa; participating in the Ontario Arts Council meeting for its Artist-in-Residence (Education) program; attending a symposium organized by the Toronto Arts Foundation on arts, equity and leading social change; and participating in AODA webinars to enhance accessibility for the CKAF grant program;
- KAC expanded its programming through a new initiative titled the 'Arts and Equity Project' that aims to advance equity in the arts in Kingston and provide tools and resources to organizations to help assess equity in their work;
- KAC continued to nurture its role as a communications hub for the arts, publishing three e-newsletters per month (Arts in View (twice a month) that promotes Kingston events,

March 5, 2019

Page 5 of 6

exhibitions, grant deadlines and call for submissions and ArtsBuzz (once a month) that shares the work and programs of the KAC);

- KAC fostered community collaboration efforts, working with the Kingston Economic Development Corporation and WorkInCulture to support professional development for artists;
- KAC's partnership with the City of Kingston grew with the continued collaboration to deliver the 2018 Mayor's Arts Awards, an annual recognition program that celebrates high artistic achievement and contribution to the arts and Culture Days, a national celebration of arts and culture;
- KAC initiated a research and development project to review best practices and develop a new management and administrative program to support the City of Kingston's Teaching Artist Roster;
- KAC continued to participate in the Arts Advisory Committee and Working Groups, including the Professional Development Working Group; and
- In October 2018, KAC successfully hired a new Executive Director following the departure of its former Executive Director who accepted a position at the City of Kingston.

Earlier in 2018, the KAC also published its 2017-2018 Annual Report ([Annual Report](#)), which was shared with key stakeholders and provides valuable insight into all of the services the organization delivers, including the CKAF and the impacts it has that benefit arts groups and arts organizations as well as Kingston residents.

At this time, it is recommended the City of Kingston renew its SLA with KAC, as it is the opinion of staff that work on the services previously identified has been successfully completed. The renewal of the existing SLA is also necessary to ensure that KAC continues to build on what has been achieved to date and that it maintains the capacity it has developed to administer the CKAF in 2019.

**Existing Policy/By-Law:**

Kingston Culture Plan, 2010 - Beginning in 2012, the City of Kingston has entered into a SLA with KAC each year that requires them to manage the CKAF, among other deliverables, on behalf of the City of Kingston.

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

March 5, 2019

Page 6 of 6

**Financial Considerations:**

The funding needed to support the KAC and CKAF has been included within the approved 2019 operating budget for the Cultural Services Department, with \$117,165 allocated to the KAC for the services provided as part of the SLA and \$587,000 allocated to CKAF.

An additional amount of \$22,950 was also approved as part of the 2019 operating budget for the Cultural Services Department to support the implementation of the Mayor's Arts Awards with \$8,500 to be allocated to KAC to support their role in the administration and presentation of this program.

A total allocation of \$125,665 is to be provided to KAC in 2019, with \$113,948 to be paid when the SLA is signed and the balance to be paid upon receipt of the 2019 year-end report.

**Contacts:**

Colin Wiginton, Cultural Director 613-546-4291 extension 1357

**Other City of Kingston Staff Consulted:**

Danika Lochhead, Manager, Arts and Sector Development, Cultural Services

**Exhibits Attached:**

Not applicable