
CITY OF KELOWNA

MEMORANDUM

Date: December 3, 2008
File No.: 0550-01
To: City Manager
From: Active Communities Director
Subject: Amateur Arts Grants

RECOMMENDATION:

THAT City Council approve the Arts Council of the Central Okanagan (ARTSCO) to administer the 2009 Amateur Arts Grants as outlined in the Memorandum of Understanding (MOU) attached to the report from the Director of Active Communities dated December 3, 2008.

AND THAT an administration fee of \$3,000 be paid to ARTSCO to fulfill their duties as outlined in the MOU.

AND THAT City Council authorize the Director of Active Communities to sign the MOU on behalf of the City.

AND FURTHER THAT staff report back with recommendations regarding a future process to administer the Amateur Art Grant by September 2009.

BACKGROUND:

In 1990, the City of Kelowna's Cultural Policy established the City of Kelowna Arts Foundation (CKAF) to distribute public funds to professional and amateur arts groups. The purpose of the Foundation was to ensure that funds were granted fairly, efficiently and with regard to the general tax-paying public, while standing at "arm's length" both from the money sources and the client groups.

The Foundation became a registered non-profit organization in October 1993, operating with public funds from City Council. Modeled on the Calgary Regional Arts Foundation and the Canada Council, it was a volunteer organization mandated to "promote and assist in the artistic and cultural activities of the city". Members were appointed by City Council with broad experience, interest and backgrounds in the arts or in business to bring an objective and analytical approach to the operation of the Foundation.

The Kelowna Arts Foundation members are appointed by City Council for three year terms that run consecutive to City Council terms. Each appointed board member provides many hours of volunteer time per month attending meetings and events of arts organizations and the CKAF. Not only do members fulfill roles on the CKAF Board of Directors but they also act as liaisons with arts organizations that they fund. With growing challenges recruiting sufficient board members to fulfill the



duties of the CKAF, the board decided it was time to dissolve as a board and request the City consider changes in administering the Amateur Arts Grant program. With a municipal election also brings the end of the terms for the CKAF Board of Directors and appropriate timing and opportunity to make changes in administering program. On November 19th, 2008 the CKAF board officially voted to dissolve their society.

The City has requested and the Arts Council of the Central Okanagan (ARTSCO) agreed to take responsibility for the administration of the public funds for amateur arts organizations in 2009. To ensure continuity, many of the most recent board members of the Foundation have offered to assist. The depth of experience within the CKAF board members and ARTSCO combined with an improved application and evaluation process will ensure that the right balance of due diligence and objectivity will continue as in previous years.

The mission of the Arts Council of the Central Okanagan is to support, strengthen, and promote all art disciplines and traditions and to encourage education in and appreciation of all aspects of the arts.

Qualified amateur arts groups will still be able to apply for funding in a similar way and similar timing as in previous years. Applications will be available on-line and at City Hall in mid-December and an information session will be held in early 2009 for those arts groups interested in applying for funding.

The MOU between the City of Kelowna and ARTSCO will be in effect until June 30th, 2009. Prior to this date, the City, with input from the arts community, former CKAF board members, ARTSCO and other granting agencies will review the grant process and make recommendations to City Council.

INTERNAL CIRCULATION TO: General Manager, Citizen Services; Director of Finance; Grants Manager, Strategic Initiatives and Intergovernmental Relations

FINANCIAL/BUDGETARY CONSIDERATIONS:

Base budget allotment for the Amateur Arts Grant Program annually is \$80,000. In 2008 thirteen amateur arts organizations made application and were successful in receiving a total of \$77,147.00.

Once the City of Kelowna Arts Foundation completes remaining transactions to close out the Society it is expected that approximately \$5,500 will be returned to the City. This funding would be requested to be carried over to 2009 with \$3,000 available to cover the administration fee required for ARTSCO and the remaining available once a future administration process is determined.

EXTERNAL AGENCY/PUBLIC COMMENTS:

The former City of Kelowna Arts Foundation board feels this is indeed a positive step. Foundation board members – past and present – have relished their involvement with arts groups in Kelowna and area and are pleased that ARTSCO have agreed to administer the 2009 grant cycle.

Considerations that were not applicable to this report:

LEGAL/STATUTORY AUTHORITY:

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

EXISTING POLICY:

PERSONNEL IMPLICATIONS:

TECHNICAL REQUIREMENTS:

ALTERNATE RECOMMENDATION:

Submitted by:



J. Gabriel, Director of Active Communities

Approved for Inclusion:



Cc: General Manager, Citizen Services
Director of Finance
Grants Manager, Strategic Initiatives and Intergovernmental Relations

Attachment:

1. Memorandum of Understanding

Memorandum of Understanding

dated for reference the _____ day of _____, 2008,

Between

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
(the City)

and

Arts Council of the Central Okanagan
100-1690 Water Street
Kelowna, B.C. V1Y 8T8
(ARTSCO)

Background

1. In 1990, the Kelowna City Council's Cultural Policy established the Kelowna Arts Foundation to distribute public funds to professional and amateur arts groups. The purpose of the Foundation was to ensure that funds were granted fairly, efficiently and with regard to the general tax-paying public, while standing at "arm's length" both from the money sources and the client groups.
2. The Foundation became a registered non-profit organization in October 1993, operating with public funds from City Council. Modeled on the Calgary Regional Arts Foundation and the Canada Council, it was a volunteer organization mandated to "promote and assist in the artistic and cultural activities of the city". Members were appointed by City Council with broad experience, interest and backgrounds in the arts or in business to bring an objective and analytical approach to the operation of the Foundation
3. In 2005, City Council redistributed the professional arts portion of the public funds granted to the Kelowna Arts Foundation and placed it under the administration of the City. The professional arts grants are adjudicated by a professional arts jury comprised of members from the community with expertise in professional arts disciplines. The remaining funds were retained by the Kelowna Arts Foundation for distribution to the amateur arts organizations.
4. On November 19th, 2008 the Kelowna Arts Foundation dissolved their Society and recommended a different organization be found to distribute the public funds annually to amateur arts groups.
5. The city has requested and ARTSCO has agreed to take responsibility for the administration of the public funds for amateur arts organizations.
6. The parties have agreed a short-term transition period is necessary in order to gain experience in the delivery of this agreement commencing on December 1st, 2008.

Therefore, the City and ARTSCO agree;

7. The purpose of the amateur arts grants is;
 - a. To receive public funds in order to promote and assist the artistic and cultural activities in the City and to enable ARTSCO to distribute these public funds to amateur arts groups on behalf of the Council of the City of Kelowna.
 - b. To promote, encourage and assist the orderly artistic and cultural development of the City of Kelowna;
 - c. To advance the knowledge and appreciation of the arts and to advance recognition of the arts as a dynamic and significant component of life in the City of Kelowna.
 - d. To ensure that grants to amateur arts organizations are to be carried on chiefly within the geographic area of the City of Kelowna, Province of British Columbia. This clause is unalterable.
 - e. To ensure the funds are granted fairly, efficiently, and with regard to the general tax-paying public, while standing at "arm's length" both from the money sources and the client groups.
8. ARTSCO shall be responsible to administer the 2009 Amateur Arts Grants Work plan as defined in Schedule A.
9. That ARTSCO shall establish the 2009 adjudication committee including a minimum of 5 members of the former Kelowna Arts Foundation.
10. That the City's amateur arts grants fund shall provide a minimum of \$80,000 for distribution to amateur arts organizations.
11. The Term shall be from December 1st, 2008 until June 30th, 2009.
12. The parties shall meet no later than June 1st, 2009 to discuss any future extension of this agreement. The City shall have final approval of any term extension.
13. The City shall provide \$3000.00 to ARTSCO by January 30th, 2009 as an administrative fee for their services as agreed upon with the Term of this Memorandum of Understanding.
14. ARTSCO shall prepare and deliver a report to City Council by March 31st, 2009 with recommendations on grant funds to be distributed to amateur arts organizations.
15. The City shall administer all cheque requisitions for the 2009 grant recipients.
16. In the event of early termination or dissolution of ARTSCO, any outstanding funds related to Article 13 of this MOU shall transfer to the City.
17. During the term of this agreement either party shall have the right to terminate this MOU at their sole discretion upon providing 15 days written notice.
18. The City is under no obligation to extend the term of the Memorandum of Understanding.

IN WITNESS WHEREOF the parties hereto have executed this Memorandum of Understanding below.

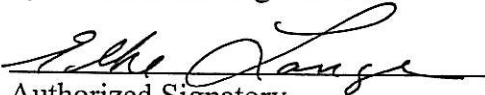
CITY OF KELOWNA, by its authorized signatories:

Authorized Signatory

Print Name and Title

**Arts Council of the Central Okanagan
(ARTSCO)**

by its authorized signatories:


Authorized Signatory
ELKE LANGE
EXECUTIVE DIRECTOR

Print Name and Title

Witness



Witness

2009 Amateur Arts Grants Workplan

Schedule A

- Confirm dates and change logo's within application. Post on City and ARTSCO websites in a Word and pdf. Document.
 - Contact former applicants via email about application deadline and advise date of information session. Complete agenda for information meeting and ensure that this is advertised on the City and ARTSCO websites.
 - Confirm members of the adjudication committee and contact them about dates of future meetings and location.
 - Find location to hold information session (City will assist).
 - Receive applications and review to ensure that they qualify.
 - Distribute applications to adjudication committee.
 - Hold deliberation meeting.
 - Complete letter to Mayor and Council regarding committee funding recommendations.
 - Call City Clerk and arrange date and time to report to City Council regarding committee recommendations.
 - Send letter advising applicants of the grant recommendation, contingent on City Council's approval and approximate date to expect payment.
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- Appear as public in attendance and present recommendations.
 - City to prepare cheques and distribute to grant recipients.
 - ARTSCO to provide a report to city staff on the process and future recommendations.