



City of Kingston
Arts, Recreation & Community Policies Committee
Agenda

2025-01
Thursday, December 12, 2024
6:00 p.m.
Council Chamber

Committee Composition

Councillor Glenn, Chair
Councillor Chaves
Councillor Amos
Councillor Boehme
Councillor Ridge
Councillor Stephen

Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or isullivan@cityofkingston.ca
Watch live on the [City of Kingston website](#) or register to receive the [Zoom](#) link.

Pages

1. **Call to Order**
2. **Approval of the Agenda**
3. **Confirmation of Minutes**

That the minutes of Arts, Recreation and Community Policies Committee Meeting 03-2024, held Thursday, August 8, 2024, be approved.

4. **Disclosure of Pecuniary Interest**
5. **Delegations**
6. **Briefings**
7. **Business**

1. **Update on Murals on Private Property and Pilot Project to Expand Support for Mural Projects**

The Report of the Commissioner of Community Services (ARCP-25-001) is attached.

3

Recommendation:

That the Arts, Recreation and Community Policies Committee recommend to Council:

That staff report back on the status of the Murals on Private Property pilot project after year one of implementation in Q1 2026, and when the pilot project is completed in Q4 2027.

2. Update on the City of Kingston Arts Fund Review and Next Steps for Funding in 2025

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The Report of the Commissioner of Community Services (ARCP-25-002) is attached.

Recommendation:

This report is for information only.

8. Motions

9. Notices of Motion

10. Other Business

11. Correspondence

12. Date of Next Meeting

The next meeting of the Arts, Recreation and Community Policies Committee is scheduled for Thursday, February 27, 2024 at 6:00 p.m.

13. Adjournment



City of Kingston
Report to Arts, Recreation & Community Policies Committee
Report Number ARCP-25-001

To: Chair and Members of the Arts, Recreation & Community Policies Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Danika Lochhead, Director, Arts & Culture Services

Date of Meeting: December 12, 2024

Subject: Update on Murals on Private Property and Pilot Project to Expand Support for Mural Projects

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

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

Executive Summary:

This report provides an update on the creation and installation of murals on private property in Kingston, following the new process that was approved by this Committee (Report Number [ARCP-23-003](#)) and established in the spring of 2023. The new process included amendments to the Public Art Policy, By-Law Number 2009-140 'A By-Law to Regulate Signs in the City of Kingston' and By-Law Number 2005-100 'A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston' to reduce barriers to creating murals on private property.

Exhibit A of this report includes images, locations, names of artists and approval status of all murals on private property, reviewed through this process as either new murals or murals that were installed prior to the new process being established but have been retroactively approved.

This report also provides an update on a three-year pilot project that staff will be launching in 2025 that will expand support for the creation of murals on both public and private property, providing key services that includes covering costs associated with artist fees, paint and supplies (brushes, trays, rollers, etc.), installation (wall priming, equipment rentals, etc.) and

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protective anti-graffiti coating services. A total of \$150,000 will be allocated to cover costs associated with expanded mural support services, through the existing capital public art envelope budget. This program is in alignment with the City's [Public Art Master Plan](#), approved in 2014 that speaks to artist and community-initiated public art projects with funding support provided by the City, and addresses some of the challenges that have been tracked through conversations with artists, community groups and property owners through the murals on private property application process. It's also aligned with Council's Strategic Priorities to Build an Active and Connected Community, specifically to beautify City streets and spaces through graffiti management strategies and community-based programs.

Recommendation:

That the Arts, Recreation & Community Policies Committee recommends to Council:

That staff report back to the Arts, Recreation & Community Policies Committee on the status of the Murals on Private Property pilot project after year one of implementation in Q1 2026, and when the pilot project is completed in Q4 2027.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**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
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	<input checked="" type="checkbox"/>
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Background

The City's [Public Art Policy](#) guides the implementation of the [Public Art Master Plan](#), approved by Council in 2014, and provides a framework for commissioning and maintaining public art on municipal property. The Policy and the City's public art portfolio aims to establish Kingston as a hub for creative placemaking through public art that contributes to a vibrant, high-quality public realm in Kingston, engages the community across the City, celebrates and promotes Kingston's identity, and invests in the development of artists.

Since the Public Art Policy first came into effect, multiple new permanent public artworks have been installed, and numerous temporary public art projects have been facilitated, resulting in the enlivening of public parks and spaces across the City, engagement with the community, and paid work and professional development opportunities for local, regional, and national artists. Recently commissioned and existing City-owned public artworks, including murals, can be found on the [City website](#), including a new mural at the Rideau Heights Community Centre by local Indigenous artists, Jaylene Cardinal and Dakota Ward, titled *Wahkohtowin*, a Cree word that expresses the interconnected nature of relationships, communities, and natural systems.

Interest in public art and murals has been increasing, including murals on private property which was not originally included in the City's Public Art Policy. Staff brought a report to the Arts, Recreation & Community Policies Committee (ARCP) at its meeting on April 20, 2023 ([Report Number ARCP 23-003](#)) that sought approval to amend the Public Art Policy, as well as relevant by-laws including By-Law Number 2009-140 'A By-Law to Regulate Signs in the City of Kingston' and By-Law Number 2005-100 'A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston' to better support the creation of murals on private property. The amendments as approved ensured that any mural created or installed on private property will go through a review process to ensure content is appropriate for artwork in the public realm, and not be subject to fines or removal.

Additionally, the Public Art Master Plan includes a process for Artist-Initiated or Community-Initiated Requests for Public Art that is intended to facilitate requests that staff receive for funding and/or permissions for public art in or on a City building or space from an artist, curator, community member and/or organization. This process has not yet been formalized as staff have been focused on directly commissioning new public artworks, facilitating open calls for proposals, and providing skill building and public art exhibition opportunities to local artists, based on municipal priorities. However, staff do respond to and manage requests from the community for temporary public art projects and installations on a case-by-case basis, that to-date has only been focused on helping to secure permissions and providing guidance to groups on how to navigate the required permits that are needed.

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Analysis

In the spring of 2023, program guidelines and an application were launched on the [City website](#) to support murals on private property, along with a comprehensive [mural toolkit](#) that provides an overview of best practices and suggestions on what to consider when creating a mural. A communications and outreach plan helped to promote this new process and encourage applications, as well as reach artists and private property owners who had installed a mural prior to the process being launched so that their murals can be retroactively reviewed and approved and in compliance with City by-laws.

Three members of the Art in Public Places subcommittee of the Arts & Culture Advisory Committee, including Em Harmsen, Devon Ostrom and Nicole Daniels, along with Taylor Norris, the City's Public Art Coordinator, convened on May 31, 2024, to review 16 murals, 13 of which were existing murals and identified through staff research and outreach and three of which were new murals submitted through the application process.

Exhibit A of this report includes images, locations, names of artists and approval status of all murals on private property reviewed through this process as either new or existing murals.

The murals were reviewed in consideration of the program's goals and eligibility criteria, and that all applications had the permission of the property owner. All 16 murals reviewed were deemed either "approved" or "approved as existing non-conforming." The approval status of "existing, non-conforming" is in relation to any mural created and installed prior to this process being launched and includes business names and references to services or products offered and/or representation of a logo, alongside the artwork, which would typically require a Signs permit.

Staff have reached out to property owners with murals that have been approved as "existing, non-conforming" but given they were created prior to this process being launched, and there haven't been any complaints from the public, they will not be required to remove or alter the mural. Going forward, any new applications that include a sign component as part of a mural and artwork installation will be required to secure a sign permit, in compliance with the Signs By-Law. Murals as artworks are exempt from the Signs By-Law within the amendments approved by Council, but this does not include murals that function as advertising.

Of the new murals that were approved through the application process, one has been installed, one is in progress and one has not yet started. The mural not yet started is a large-scale mural on private property that is a designated heritage property, which has expanded requirements through the murals on private property program and required a heritage permit and consultation with the Heritage Kingston Committee. Through this consultation some site specific installation methods were recommended in relation to the surface of the wall identified for the mural. Staff supported this application with a report to the Heritage Kingston Committee at its meeting on February 15, 2023 (Report Number HK-23-010) to consult and engage with this Committee and

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seek the necessary permit, which was granted. This mural has not yet been installed due to some required repair work on the wall where the mural was to be located, as well as the need for the applicant to secure sufficient funding to support the installation.

Pilot Project to Provide Expanded Support for Murals

There continues to be growing interest from local artists, community groups, businesses and property owners to lead the creation of new murals on both public and private property to help promote a strong sense of place, facilitate neighbourhood or commercial identity, and help communities create an attractive and positive identity for their area. However, groups are often limited by a lack of access to funding opportunities to support artist fees, supplies, materials and equipment rentals, and access to assistance in the public art commissioning and installation process.

The Public Art Master Plan also speaks to a process for City support, including support for permissions and/or funding for Artist-Initiated or Community-Initiated Requests for Public Art on public property. The intention of this process in the Master Plan is to support artists expanding their practice into the public realm by proposing their own projects and creating public art outside the limits of a predetermined site, theme or medium, in all parts of the City, which can result in greater diversity of public art and new access points for artists and communities.

In response to this priority area of the Public Art Master Plan, ongoing community requests for support for community-led public art, and feedback collected since the murals on private property application first launched, staff will be facilitating a three-year pilot project from 2025-2027 that will include enhanced services and support for murals on both private and public property. Services offered will include funding for artist fees and coordination of services including wall priming, paint and supplies (brushes, trays, rollers, etc.), production and installation costs (equipment rentals, print for vinyl design, etc.), and protective anti-graffiti coating.

This pilot as a component of the Public Art Master Plan will be supported with up to \$150,000 from the existing Public Art Capital funding earmarked for plan implementation. Murals are considered temporary and all applicants that receive funding are required to maintain the mural for a minimum of two years. Preference for funding and support services will be given if local artists are hired for the mural project and a diversity of artists, art forms and new public artworks are represented.

This pilot project also aligns with broader placemaking efforts and provides work opportunities for artists. Two open calls will be launched over the three-year pilot project to encourage applications through the existing mural application form that will be updated to include public properties as eligible sites and will be reviewed and approved in consultation with various City departments in addition to private property. Applicants will be encouraged to reach out to the City's public art team to determine access to a selected public property before applying, which

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would be formally granted after the application and artwork design has been reviewed and approved by the Art in Public Places Subcommittee and based on existing eligibility requirements. All applicants will be required to complete an application form to identify the location, artist names and selection process, proposed artwork design, community benefits, any public engagement completed, approval from the property owner, budget, and which enhanced services they are seeking.

Eligible applicants will remain the same as the existing murals on private property program (includes artists, non-profit organizations, businesses, property owners and community groups) and the expanded mural services will support murals that have good exposure, are fully visible and/or accessible from public space, have the support of local businesses and neighbours, help to build community partnerships, and select artists through an open process, where possible.

This pilot project and expanded support for murals is also aligned with graffiti management work led by the Public Works department, as part of Council's Strategic Priorities to Build an Active and Connected Community, to develop and promote enhanced graffiti management strategies and solutions across the City. One of these strategies can be through public art, and more specifically street art and murals, which can contribute to beautification and transform blank walls that may be tagged into a site for murals and creative expression. Staff will be bringing a report to the Environment, Infrastructure & Transportation Policies Committee at its meeting on December 10, 2024 that will provide an overview of graffiti management strategies. Staff will also coordinate between departments, where appropriate, to ensure that this pilot project can also provide support to areas, buildings and spaces within Kingston that typically have graffiti and tagging issues.

Existing Policy/By-Law

Public Art Policy

By-Law Number 2009-140 'A By-Law to Regulate Signs in the City of Kingston'

By-Law Number 2005-100 'A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston'

Financial Considerations

There is no net new budget request to support this pilot project. Existing approved budget within the capital public art envelope totalling \$150,000 will be allocated to support implementation.

Contacts

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

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Other City of Kingston Staff Consulted

Karen Santucci, Director, Public Works & Solid Waste

Taylor Norris, Public Art Coordinator, Arts & Culture Services

Exhibits Attached:

Exhibit A – Approved Murals on Private Property

Murals on Private Property Status Updates

Location: Chartreuse Flower Works, 577 Division Street

Artist: Aaron Forsythe

Status: Existing mural - approved, conforming



Location: Daft Brewing, 768 Princess Street

Artist: Eric Williams

Status: Existing mural - approved, conforming



Location: Capt. Matthew J. Dawe Memorial Legion Branch 631, 4045 Bath Road
Artist: Shane Goudreau
Status: Existing mural - approved, conforming



Location: Pizza Monster, 213 Montreal Street
Artist: Eric Williams and Aaron Forsythe
Status: New mural - approved, conforming



Location: Svendsen Brothers Repair Shop, 701 Front Road
Artist: Shane Goudreau
Status: Existing mural – approved, conforming



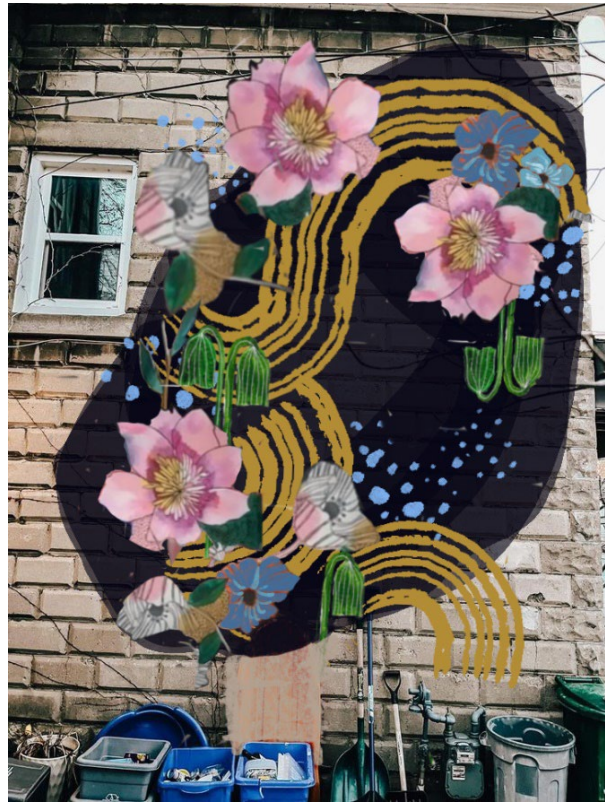
Location: Various businesses, 993 Princess Street
Artist: Nigel Bowen
Status: Existing mural - approved, conforming



Location: Frontenac Cycle
Artist: Aaron Forsythe
Status: Existing mural - approved, non-conforming



Location: 117 Raglan Road
Artist: Sasha Jiminez French
Status: New mural - approved, conforming



Location: The Broom Factory, 305 Rideau Street
Artists: Francisco Corbett and Hill Werth
Status: Existing mural - approved, non-conforming (Corbett) and new mural, work in progress – approved, conforming (Werth)



Location: Martha's Table, 629 Princess Street
Artists: Heather Poechman
Status: Existing mural - approved, non-conforming



Location: Spearhead Brewing Company, 675 Development Drive
Artist: Shane Goudreau
Status: Existing mural - approved, non-conforming



Locations: Coal Dock and Delta Hotel Waterfront

Artist: Aaron Forsythe

Commissioned by Tourism Kingston

Status: Existing murals - approved, conforming



Location: Symphony Spa, 295 Brock Street
Artist: Shane Goudreau
Status: Existing mural - approved, conforming



Location: Cannabis Kingston, 471 Princess Street
Artist: Aaron Forsythe
Status: Existing mural - approved, non-conforming





City of Kingston
Information Report to Arts, Recreation & Community Policies Committee
Report Number ARCP-25-002

To: Chair and Members of the Arts, Recreation & Community Policies Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Danika Lochhead, Director, Arts & Culture Services

Date of Meeting: December 12, 2024

Subject: Update on the City of Kingston Arts Fund Review and Next Steps for Funding in 2025

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive 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 the Arts, Recreation & Community Policies (ARCP) Committee on the review of the City of Kingston Arts Fund (CKAF) that is nearing completion. The final CKAF recommendations, as well as an updated CKAF Framework, will be presented to the ARCP Committee at its meeting on February 27, 2025, and to Council at its meeting on March 18, 2025. It's expected that changes to the CKAF, pending approval, will be made throughout 2025, and be fully implemented in 2026.

This timeline ensures that the presentation of the final CKAF recommendations developed through the review will be considered following the approval of the 2025 municipal operating budget and it also aligns with the renewal of the Service Level Agreement of the Kingston Arts Council (KAC), who administers the CKAF on behalf of the City, and where additional services may be identified, both of which will assist in feasibility of implementation.

This report also lays out considerations to guide the administration of the CKAF in 2025 during a transition year to ensure continuity of arts funding to the community, time to complete the

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delivery of projects underway by current grant recipients, and a chance to provide new opportunities for funding to eligible groups that do not currently receive a CKAF grant.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**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
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Background

The City of Kingston has a long history of providing grants to local arts, culture and community-based non-profit organizations, collectives and groups. Through these investments, the City recognizes the role that arts, culture, heritage and strong and connected neighbourhoods play in elevating the distinct characteristics of a city and in creating access to unique cultural experiences that reflect the lives and values of those who live in the city.

The CKAF was first established in 2007 and has been an important source of funding for arts in Kingston, and in turn, grant recipients have had significant impacts in the City by delivering public programming, engaging audiences and providing opportunities to participate in the arts, paying artists and employing staff, and contributing to cultural vitality. They have also been able to access other levels of arts funding with municipal support. The CKAF was also integrated into the City's first-ever 10-year Culture Plan, approved by Council in 2010, and which concluded in 2020. A renewal of the Culture Plan is identified in Council's current [Strategic Priorities](#) and is expected to be completed in 2026.

To-date, the CKAF has invested in arts organizations, collectives and artists through two grant streams including Operating Grants and Project Grants, and the administration process of the CKAF is described in a Plan for Administration ([Council Meeting 03-2024, January 9, 2024](#)), which is approved by Council annually. Since the beginning, the CKAF has been administered by the KAC as outlined in their Service Level Agreement ([Report Number 24-101](#)). The annual CKAF grant recommendations, determined through an open application and peer assessment process, are approved by the KAC Board of Directors and by Council who ratify the results ([Report Number 24-168](#)). In 2024, this grant funding totaled \$613,088 that included the City's annual investment of \$612,790. The KAC publishes [annual reports](#) that include impact reporting on the CKAF, that highlights total audience numbers, number of public activities, new works created and presented, total revenue generated by grant recipients, number of volunteers engaged, and funding paid to artists and artistic staff. The CKAF continues to be a source of critical funding for the arts in Kingston, helping to support operations and programming by arts organizations, and delivery of engaging and accessible arts projects.

Analysis

Based on community and Council interest, and to ensure the CKAF remains relevant and responsive to the needs of the arts sector as well as public interest and access to arts experiences and opportunities, staff have advanced the much-needed work to complete a formal and comprehensive review of the CKAF. The City enlisted the support of Saffy, a consulting firm specializing in city-building, culture, design and research, to lead the CKAF review. Saffy employed a human-centred, equity-informed approach to the project, focusing on collaborative research and inclusive methods of community engagement.

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The review of the CKAF, as described in this report, included a review of funding goals, grant streams, eligibility, application and adjudication processes, fund administration, fund amounts and ranges, and accountability and reporting requirements, all to best support ongoing and emerging needs in the local arts and culture sector and to ensure continued alignment with Council priorities and/or new arts and culture plans and policies. The review has also applied an IIDEA (Indigenization, Inclusion, Diversity, Equity and Accessibility) lens to all areas to create new and enhanced access to the CKAF going forward.

The CKAF review was conducted in three phases:

Phase 1 – Preparation and Project Vision: January 2024 – February 2024. This phase involved establishing the evaluation framework for the review, as well as a thorough analysis of all relevant background materials, market research and jurisdictional scan of other municipal funding programs and conducting discovery interviews with City staff and key CKAF partners to set the vision and context for the project.

Phase 2 – Consultation and Public Engagement: April 2024 – August 2024. Over the course of five (5) months, broad consultations were held with individuals and groups who have a vested interest in the CKAF and arts funding in Kingston. This included CKAF recipients, applicants, jury members, community and cultural organizations, as well as artists, arts workers, cultural producers, arts supporters and residents.

The public engagement evaluation framework included:

- **Project Champions:** Selected through an equitable and democratic adapted civic lottery process they became an extension of the team, engaging the public, artists and community through gatherings, events and pop-ups. This approach aimed to ensure that greater diversity was represented in the consultation process.
- **Interviews:** Six (6) interviews were held with key community members, including longstanding CKAF grant recipients, arts organizations and other local funders for a broadened perspective on community-based funding in Kingston.
- **Online Public Survey:** Captured a broad selection of voices through both qualitative and quantitative data and generated 218 responses.
- **Focus Groups:** Two (2) focus groups of artists, grant applicants and recipients, and community members actively involved in the arts sector locally.

Through public consultation, key themes and findings were identified. These themes, alongside of sector standards/best practices and local context/constraints/opportunities will be considered in the draft recommendations and new grant framework and include:

- Enhanced awareness for grant applicants in terms of application, evaluation criteria, adjudication and selection process;

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- More investment in diversity and inclusivity within the arts, supporting marginalized voices, challenging dominant cultural narratives, and ensuring that the arts are accessible to a broader range of communities;
- Reduce administrative burdens and address accessibility challenges with the application and reporting, providing enhanced support to grant applicants for navigation of the funding system, which makes it challenging for emerging artists, festivals, events and organizations to apply and secure funding;
- Revise funding evaluation criteria and allocation amounts to ensure a more equitable distribution of resources, focusing on IIDEA;
- Provide a more inclusive and alternative application methods and opportunities, including video and/or oral submissions for certain application components or grant streams;
- Streamlined role of peer assessment jury to be focused on reviewing, assessing and ranking applications, with funding allocations to be determined by the KAC based on rankings and in consultation with the jury;
- Expand funding structure and grant streams to be more adaptable, support organizations and artists better, and enable more creativity;
- Offer enhanced clarity on eligible applicants to access operating grants that includes professional, semi-professional and emerging arts organizations, as well as groups and organizations who offer arts education and training as part of their mandate, and for those who leverage the arts and work across other sectors and industries to support community development and well-being;
- Revise maximum and minimum grant amounts based on historical average grants to create more room in grant streams for new applicants and to achieve greater equity;
- Pilot a multi-year grant cycle for grant recipients who receive recurring, annual operating funding, both for arts organizations and annual festivals, in coordination with municipal budget cycles and to reduce administrative barriers for applicants, the KAC and the City, and to assist longer-term planning;
- Identify and propose opportunities to Council for approval on an ongoing basis for additional focus areas for the CKAF that aligns with other arts-strategies and priorities, for example: the Kingston Music Strategy approved by Council in December 2023 speaks to how the CKAF could support musicians, i.e. through funding for music recording projects; based on available CKAF funding, consider annual opportunities to direct some funding through streams to these priority areas; and
- Review investment levels to the CKAF and to the KAC to support program changes, make space for new applicants, support sustainability and stability for arts organizations, and direct funding to individual artists.

Phase 3 – Analysis and Final Recommendations: October 2024 – December 2024. A final report on the CKAF review project that includes an overview of research and discovery findings, assessment of the impact of CKAF to-date, a summary of what we heard through the public engagement, and draft recommendations is being developed. The final report will include a new CKAF Framework that will outline goals and priorities, modified Grant Streams and allocations,

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application processes, assessment and decision-making processes, accountability measures/impact assessment and reporting requirements. This Framework will act as the guiding document for the administration of the CKAF going forward, pending Council approval.

Within the new Framework, currently in the final stages of development, modifications to Grant Streams, eligible applicants and funding allocation amounts are a core component. The new Grant Streams being considered are included in Table 1 below and the current Grant Streams within the existing Plan for Administration are included in Table 2 below for reference and comparison. Staff brought a report to the Arts & Culture Advisory Committee at its meeting on November 12, 2024 ([Report Number AAC-24-004](#)) and feedback on the new Grant Streams was shared and collected and is being considered in the final CKAF report and recommendations.

Table 1 – Draft New CKAF Grant Streams

Grants Stream	Description and Streams	Allocation % of Total CKAF and Grant Ranges
Arts Operating	Annual and multi-year grants supporting operations, programs and services for not-for-profit arts organizations (professional, semi-professional and emerging organizations) in all artistic disciplines, as well as community-engaged organizations working in communities through the arts, providing arts education and learning as part of their mandate, and implementing strategies to reduce or eliminate barriers to public participation in the arts.	45% of total available fund Grant Range (Min/Max) \$10,000 - \$65,000
Arts Festivals	Annual and multi-year operating grants for production and presentation of established and emerging arts festivals and recurring event series' that have a City-wide impact.	35% of total available fund Grant Range (Min/Max) \$10,000 - \$55,00

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Creation and Presentation – Individual Artists Grants	Grants for artists, duos and collectives for the creation of new artistic work and/or public presentation in Kingston and further afield.	10% of total available fund Grant Range (Min/Max) \$3,000 - \$10,000
Arts Projects	One-time funds for creative projects, capacity building, partnerships, increasing access, collaboration between arts and other sectors/industries, and community engagement through the arts.	10% of total available fund Grant Range (Min/Max) \$3,000 - \$12,000

Table 2 – Current CKAF Grant Streams

Grants Stream	Description and Streams	Allocation % of Total CKAF and Grant Ranges
Arts Operating	Annual grants that support incorporated nonprofit arts organizations located in Kingston who exhibit high achievement in arts programming and fulfill a significant role in the Kingston community through the arts.	70% of total available fund Grant Range (Min/Max) \$10,000 - \$75,000
Arts Projects	Annual grants that support arts projects from individual artists, collectives and incorporated nonprofit organizations, funding the creation and presentation of arts projects that demonstrate engagement with the Kingston community and engage professional artists and pay artist fees.	30% of total available fund Grant Range (Min/Max) \$5,000 - \$15,000

Within the new CKAF Framework, an updated and streamlined application and assessment process will also be presented, and there will be a correlating CKAF grant cycle timeline, which is included in Table 3 below. This timeline is similar to other City cultural and community grant programs, including the City of Kingston Heritage Fund (CKHF) and the Neighbourhood

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Activation Fund (NAF), and aligns more closely with the annual municipal budget approval timelines, which will also enable more integrated reporting to Council and the public on the City’s broad cultural investment.

Table 3 – CKAF Grant Lifecycle

Application	Assessment	Council Approval	Reporting
Communications, outreach, professional development, information sessions	Staff and peer assessment review and meetings	Report to Council on grant recommendations for approval and distribution of grants to recipients	Final report on impact
New Timelines			
September – October	November – December	January – February	Within 1 year
Current Timelines			
February – April	May	June – July	Within 18 months

Next Steps for Arts Funding in 2025

2025 will be a transition and bridging year for the CKAF to move from the existing structure to the new Framework, pending approval. As noted in Table 3, its anticipated that applications for the CKAF will open annually in September, with a first intake currently projected for September 2025, which means that successful recipients will receive their grants in February 2026.

Staff are proposing a strategic approach to distributing the CKAF in 2025, based on the timelines noted, when the final CKAF recommendations and Framework are brought to the ARCP Committee in February 2025. This transition plan reflects the longstanding intention of arts funding in Kingston and will aim to ensure continuity of operational funding for current grant recipients, create opportunities for groups who do not currently have a CKAF grant to access funding before the new applications open, and ensure successful delivery and completion of community projects that currently have a CKAF grant. The approach also aims for efficiency in

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administration and to create equal access points for organizations, groups, collectives and artists to apply to the new CKAF. Staff will work with the KAC to begin some community outreach to review options and opportunities for transition in 2025, share the City's proposed approach and ensure that there is awareness of the strategy.

This means that the municipal allocation to the CKAF in 2025 will support the proposed strategic approach to the CKAF and in 2026 will support distribution of funding through the new Framework.

The strategic approach to the transition of CKAF in 2025 will consider:

Sustaining Operations of Arts Organizations: Groups that currently receive an annual CKAF Operating Grant, which is generally the same year over year with inflationary increases, will be required to submit an Interim Report only and pending approval of the report by the KAC, they will be awarded a 2025 Operating Grant at their 2024 Grant level. This funding would be released no later than June 30, 2025. The amount of these 2025 Operating Grants is proposed to be held at the 2024 levels, but adjustments may be made once the municipal budget process is completed in January 2025 and once the 2025 CKAF budget is approved. All recipients, as well as new applicants, will then be required to apply within the updated Grant Framework in September 2025, and applications will be assessed within the new evaluation criteria.

Completing Arts Projects: Various groups were awarded CKAF Project Grants in July 2024, which must be applied to projects that occur after that timeframe and before December 31, 2025, meaning events can be completed at any time over 2025. Recipients that are delivering one-time projects will complete their projects within this timeframe and will be eligible to apply within the new Grant Framework in September 2025, with funding to be received in 2026.

Groups that received a 2024 Project Grant for recurring festivals and/or annual event series/concerts, will continue to use the funds awarded to support their programming as intended in 2025. Therefore, they will also not be impacted by this transition plan as they will be able to spend their 2024 Project Grant amount in 2025 and then apply to the new Grant Framework in September 2025, with funding to be received in early 2026. There may be some other considerations needed for recurring festivals who may be seeking a level of funding support in late 2025 to plan for 2026, but this will be reviewed with grant recipients. Many of the recurring festivals and events, in both the existing Operating and Project Grant Programs, will be able to apply to the new Arts Festivals stream, which are operating grants within the new Framework and provide a more enhanced level of stability instead of relying on project grants year over year.

Providing New Opportunities for Funding: Groups that did not apply to or receive a 2024 CKAF Operating or Project Grant and were planning on submitting in 2025 to support operations and/or deliver a project will be invited to meet with the KAC and City staff in February 2025 to review eligibility to receive a one-time partnership grant that must be spent by December 2025.

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Any group seeking a partnership grant must submit a brief application and budget. This would be determined on a case-by-case basis and based on available funding, but the goal will be to ensure funding in 2025 is distributed to those who are not currently supported by the CKAF. These one-time grants would not guarantee future support through the new CKAF Framework but would recognize that new organizations or groups seeking funding through the CKAF would not be able to access funding until 2026.

Accelerating Funding for Individual Artists: Within the updated CKAF Framework, a new grant stream is being proposed that will provide funding directly to individual artists for creation and presentation. If the Framework is approved in February by the ARCP Committee and then by Council, as part of the transition plan next year, there could be a prioritization of an open call for applications, peer assessment process and distribution of grants for individual artists, to take place by June 2025 and in advance of the call for applications for the other grant streams.

Launch Applications, New CKAF Framework: Following delivery of all the approaches listed above, an open call for applications for all other grant streams (Arts Operating, Arts Festivals and Arts Projects) will launch in September 2025, available to all new and existing applicants. This will be supported through broad outreach, communications, professional development and awareness building in the community, led by the KAC.

Report to the ARCP and Council: In December 2025, staff will bring a report to the ARCP Committee and Council to provide an update on the CKAF in 2025, including groups who received a 2025 CKAF grant through the various opportunities listed above in the transition of the CKAF. **Note:** within the new Framework, pending approval, Council will still approve grant recommendations through a report issued annually in February.

Public Engagement

Broad public engagement was completed as part of the CKAF review, as noted earlier in this report, and the review leveraged the City's Get Involved platform for promotion.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

IIDEA principles will be applied to the CKAF recommendations and final Program Framework across all areas including grant streams, eligibility, and evaluation and assessment criteria. IIDEA considerations were also integrated into the Public Engagement framework and various tactics, especially through the Project Champions and their selection through an open, civic lottery process.

Existing Policy/By-Law

The CKAF aligns with the Kingston Culture Plan, approved by Council in September 2010, and it is anticipated it will evolve through this CKAF review and in relation to the renewal of the Kingston Culture Plan that has been included as part of Council's 2023-2026 Strategic Priorities.

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The CKAF also aligns with additional arts-based strategies, such as the Kingston Music Strategy (approved in December 2023).

Notice Provisions

None

Financial Considerations

The budget for CKAF grants is approved annually through the municipal operating budget process, as part of the Arts & Culture Services budget. Costs associated with CKAF grants will be included in the City's 2025 operating budget, developed in accordance with the Mayor's budget direction.

Contacts

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Other City of Kingston Staff Consulted

None

Exhibits Attached

None