

Request for Decision

Art Gallery of Sudbury - Reporting Process for Annual Grant

Presented To: Finance and
Administration
Committee

Presented: Tuesday, Dec 08, 2015

Report Date Tuesday, Nov 17, 2015

Type: Managers' Reports

Recommendation

THAT the City of Greater Sudbury directs staff to implement the reporting and monitoring requirements for the City's direct contribution to the Art Gallery of Sudbury as outlined in the report dated November 17, 2015;

AND THAT this process is implemented for the 2016 contribution of funding to the Art Gallery of Sudbury following the approval of the 2016 Budget and in alignment with the 2016 Arts & Culture Grant Program application intake schedule.

Background

On February 19, 2015 Council made the decision to provide permanent annual funding to the Art Gallery of Sudbury (AGS) in the amount of \$200,000 as a direct contribution. This funding is to commence in the 2016 budget year. This amount will be generated through a permanent reduction to the Arts & Culture Grant Program of \$100,000 and a \$100,000 increase in the 2016 tax levy.

Staff have been requested to provide parameters for an annual reporting process in order to provide the Art Gallery with this funding in a way that ensures accountability and enables consistent due diligence. The purpose of this report is to outline the recommended funding process in order to grant this funding to the AGS on an annual basis.

Recommended Funding Process for AGS

Using the existing requirements for CGS Multi-Year Arts funding as a framework for the direct contribution to the Art Gallery of Sudbury (AGS), the AGS would be required to submit an annual report on past and projected activities, as well as financial information (submitted through CADAC – Canadian Arts Data) for consistent benchmarking. The purpose of this approach is to ensure a level of due diligence and accountability on the parts of both the AGS and the City.

Signed By

Report Prepared By

Meredith Armstrong
Manager of Tourism and Culture
Digitally Signed Nov 17, 15

Division Review

Ian Wood
Director of Economic Development
Digitally Signed Nov 17, 15

Recommended by the Department

Paul Baskcomb
General Manager of Growth &
Development
Digitally Signed Nov 17, 15

Recommended by the C.A.O.

Kevin Fowke
Acting Chief Administrative Officer
Digitally Signed Nov 25, 15

As with organizations requesting ongoing annual funding as part of their multi-year commitment, the Art Gallery of Sudbury would be required to submit the following information every year, utilizing the City's existing online grant portal in order to streamline the process and enable consistent tracking as part of Arts & Culture Sector measurement and reporting:

- A narrative report on past and future years' programming and activities, noting and addressing any significant changes such as staffing, mandate, funding, functional programming and so on;
- Financial and statistical forms completed through the Canadian Arts Data (CADAC); and
- Audited financial statements for the most recent fiscal year end.

The deadline to receive this information would coincide with the deadline for the 2016 Arts & Culture Grant application intake, which is expected to be at the end of February. The process would unfold as follows:

1. After the Gallery submits the report, staff would review the information and address any questions to the Gallery directly.
2. If there are no discrepancies in terms of scope change, organizational or financial governance, the funds would be granted to the gallery as part of a formal Funding Agreement that outlines clear deliverables and reporting expectations.
3. Should there be any discrepancies or concerns regarding the Gallery's annual report, staff would flag these and provide a staff report and recommendations to the Community Services Committee for further deliberation and direction.
4. Once the Community Services Committee has reviewed the report and approved the funding, a formal Funding Agreement would accompany the funding so that deliverables and reporting expectations and timelines are clearly outlined.

It is also recommended that the AGS make an annual presentation to the Community Services Committee to showcase the highlights of the year, to report on their use of the City's investment, and to directly answer any questions that Councillors may have.

Finally, staff recommend that a CGS staff representative from Economic Development be assigned to the Art Gallery as an official liaison, to attend Art Gallery meetings and to receive regular AGS information and related communications on an ongoing basis.

Conclusion

Direct funding signifies an important partnership between the City and the Art Gallery of Sudbury. With this approach the AGS will be given clear guidelines on reporting each year through the grant program with which they are already familiar, and the organization will be given the stability of knowing its annual municipal funding allocation each year. The recommended process as outlined here is to structure this partnership in such a way to ensure due diligence and accountability, with a scheduled annual check-in for regular communications between the Art Gallery, CGS staff and City Council, as represented by the Community Services Committee.