

CANADA COUNCIL FOR THE ARTS

RESULTS-BASED ACTION PLAN

IMPLEMENTATION OF SECTION 41 OF THE *OFFICIAL LANGUAGES ACT* 2017-2021

General information and period covered

Federal institution: Web site:	Canada Council for the Arts 150 Elgin Street P.O. Box 1047 Ottawa, Ontario K1P 5V8 www.canadacouncil.ca
Minister responsible:	The Honourable Mélanie Joly Minister of Canadian Heritage
Senior official(s) responsible for implementation of section 41 of OLA (e.g., Assistant Deputy Minister or Official Languages Champion):	Simon Brault Director and Chief Executive Officer Tammy Scott Director General, Communications and Public Engagement Official Languages Champion
General mandate of federal institution (4 to 5 lines – This summary of the mandate will be published in the Annual Report on Official Languages tabled in Parliament):	The Canada Council for the Arts is Canada’s public arts funder, with a mandate “to foster and promote the study and enjoyment of, and the production of works in, the arts.” A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage.
National coordinator responsible for implementation of section 41:	Sarah Dingle Manager, Policy and Planning Policy, Planning and Strategic Foresight Canada Council for the Arts 150 Elgin Street, P.O. Box 1047 Ottawa (Ontario) K1P 5V8 Telephone no.: 613-566-4414, extension 4223 or 800-263-5588, extension 4223 E-mail: sarah.dingle@canadacouncil.ca
Regional coordinators (if any):	The Council does not have regional offices and its activities do not require regional coordinators.

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Summary of the Main Progress Expected During the Period Covered by the Action Plan

Maximum two-page summary of progress expected according to the following categories:

Official Languages at the Canada Council for the Arts

The Canada Council for the Arts is Canada's public arts funder, with a mandate "to foster and promote the study and enjoyment of, and the production of works in, the arts." A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage and Official Languages.

The Canada Council champions and invests in artistic excellence through a broad range of grants, services, prizes and payments to professional Canadian artists and arts organizations. Its work ensures that excellent, vibrant and diverse art and literature engages Canadians, enriches their communities and reaches markets around the world.

Respect for Canada's official languages is a fundamental value of the Canada Council. The Canada Council recognizes the distinct contribution that Canada's two official languages and its Official Language Minority Community (OLMC) artists and arts organizations make to the diversity and richness of the arts in Canada. It also recognizes the important role the arts can play in promoting linguistic duality and the vitality of OLMCs.

The Canada Council works to ensure its activities make tangible, ongoing contributions to both linguistic duality and the development of OLMC artists and arts organizations. This in turn supports the achievement of the Council's mandate, to the benefit of all Canadians.

The Canada Council's approach to official languages, including the tools and practices it uses to implement its commitments under Section 41 of the *Official Languages Act*, are set out in its [Official Languages Policy](#). The actions described in this report are those that the Council will engage in during the 2017-2021 period, in addition to the measures already in place and described in the *Policy*.

Context for the Action Plan 2017-2021

The Canada Council's *Results-Based Action Plan for the Implementation of Section 41 of the Official Languages Act 2017-2021* (Action Plan 2017-2021) reflects the particular situation of the Council at this stage of the institution's history.

Beginning in 2015, the Council launched a significant strategic repositioning in order to scale up its impact for the arts and for Canadians, that began with a shift to an outcome-based approach and the design of a new funding model. In 2016, the Council received an historic investment from the Federal government that will double its budget over the course of the 2016-2021 period. The

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new funds will be invested according to the Council's 2016-2021 strategic plan, [Shaping a New Future](#). The plan includes commitments in four key areas – increasing arts support, digital, international, and Indigenous arts – as well as cross-cutting commitments related to equity and the next generation of artists and audiences. The main tool for delivering on the commitments in the strategic plan is the Council's new funding model, launched in April 2017.

Eligible OLMC applicants are well positioned to benefit from the increased funding that will be delivered through the new funding model, as well as the more flexible, artist-driven approach taken in the new programs. In addition, existing targeted funding for OLMC applicants – the Official Languages Fund and the Market Access Strategy for OLMC Artists – will be maintained.

The Action Plan 2017-2021 is focused on helping eligible OLMC applicants take advantage of new opportunities that are emerging in the transformed Council and on ensuring that the impact on OLMCs and linguistic duality is measured and communicated effectively. The Action Plan also considers actions that the Council can take internally to build awareness amongst staff, particularly among new staff members and existing staff who are moving to new roles, about OLMCs and linguistic duality.

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A. AWARENESS (In-house activities)

[Training, information, orientation, awareness, communication and other activities carried out **in-house** in order to educate employees and/or senior managers of the federal institution about linguistic duality and the priorities of OLMCs; senior manager performance contracts and recognition programs; consideration of the viewpoints of OLMCs in research, studies and investigations carried out in-house.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Internal communications strategy</p> <ul style="list-style-type: none"> - Develop and implement an internal communications strategy, using existing and new measures, to build awareness of Section 41 obligations and opportunities amongst Council staff. 	<ul style="list-style-type: none"> - Internal communications plan is developed and implemented. - Annual presentations at All Staff meetings which highlight the results described in the Council's <i>Review on Official Languages</i>. - Sharing of relevant success stories and funding statistics to all staff. - Building of hub or network of staff engaged in work relating to Section 41. - Share internal successes externally as well. 	<ul style="list-style-type: none"> - Staff feedback on quality and relevance of information - Degree of awareness of staff as evident through reports, presentations, discussions, etc. - Staff ability to identify and share relevant information in reports, presentations, etc. - Staff ability to answer questions from the community/public 	<p>Creation of lasting changes in federal institution organizational culture; employees and management are aware of and understand their responsibilities regarding section 41 of the <i>Official Languages Act</i> and OLMCs.</p>
<p>Onboarding of new staff</p> <ul style="list-style-type: none"> - Section 41 obligations and opportunities covered in training materials for new staff 	<ul style="list-style-type: none"> - Presentations and documentation shared with new staff 	<ul style="list-style-type: none"> - Staff feedback on quality and relevance of information provided - Number and type of questions raised by staff (following onboarding) 	

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Training of existing staff - Develop a training module on official languages for existing staff who have responsibilities related to Section 41	- Training module developed and shared with relevant staff	- Staff feedback on quality and relevance of information provided - Number and type of questions raised by staff (following training)	
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B. CONSULTATIONS (Sharing of ideas and information with OLMCs)

[Activities (e.g. committees, discussions and meetings) through which the federal institution consults the OLMCs and interacts with them to identify their needs and priorities or to understand potential impacts on their development; activities (e.g. round tables and working groups) to explore possibilities for cooperation within the existing mandate of the federal institution or as part of developing a new program or new policy; participation in consultations with OLMCs coordinated by other government bodies; consultation of OLMCs by regional offices to determine their concerns and needs.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Annual bilateral meetings with the Fédération Culturelle Canadienne-française and Quebec's English-Language Arts Network</p>	<ul style="list-style-type: none"> - Annual bilateral meetings 	<ul style="list-style-type: none"> - Feedback from stakeholders about the quality, relevance and impact of the meetings 	<p>Creation of lasting relationships between the federal institution and OLMCs; federal institution and OLMCs understand each other's needs and mandates.</p>
<p>Inclusion of OLMC representatives in consultation processes that Council may engage in with the arts community (for example, meetings with arts service organizations)</p>	<ul style="list-style-type: none"> - OLMC representation at Council consultations 	<ul style="list-style-type: none"> - Feedback from stakeholders about the quality, relevance and impact of the consultation processes 	

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C. COMMUNICATIONS (Transmission of information to OLMCs)

[**External** communications activities to inform OLMCs about the activities, programs and policies of the federal institution and to promote the bilingual character of Canada; inclusion of OLMCs in all information and distribution lists; use of the federal institution's Web site to communicate with OLMCs.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Communications strategy</p> <ul style="list-style-type: none"> - Develop and implement a communications strategy, including existing and new measures, to ensure that the Council's communications activities reach OLMCs, reflect the artistic achievements of OLMCs and promote linguistic duality. Strategy will consider Council's granting activities as well as its non-granting activities (Art Bank, Prizes, Public Lending Right Commission, Partnerships). 	<ul style="list-style-type: none"> - Communications strategy is developed and implemented 	<ul style="list-style-type: none"> - Number and type of communications products and activities for OLMCs - Audience/reach of communications products and activities - Number of communications recipients that click through to website, etc. (when applicable) - Feedback from stakeholders on effectiveness of Council communications in reaching OLMCs, reflecting the artistic achievements of OLMCs and promoting linguistic duality 	<p>OLMC culture reflects a broad understanding of the federal institution's mandate; OLMCs receive up-to-date and relevant information about the federal institution's programs and services.</p>

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D. COORDINATION AND LIAISON (Does not include funding – Internal coordination and liaison with other government institutions)

[Coordination activities (research, studies, meetings, etc.) carried out by the federal institution itself along with other federal institutions or other orders of government; participation in activities organized by other federal institutions, other orders of government, etc.; participation of official languages champions, national and regional coordinators, and others in various government forums.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Research</p> <ul style="list-style-type: none"> - The Canada Council's Research Plan will incorporate opportunities for research projects, including collaborations with other federal institutions, which would deepen understanding of Section 41 issues, both within the Council and in the arts milieu. 	<ul style="list-style-type: none"> - Research projects completed and published 	<ul style="list-style-type: none"> - Number, type and quality of research projects and collaborations - Feedback from stakeholders on the quality and usefulness of research projects and collaborations 	
<p>Participation in the renewal of the <i>l'Entente de collaboration pour le développement des arts et de la culture des communautés francophones en situation minoritaire du Canada 2013-2018</i></p>	<ul style="list-style-type: none"> - Renewed agreement 	<ul style="list-style-type: none"> - Renewed agreement - Feedback from stakeholders (including Council staff) on the quality and impact of the new agreement 	
<p>Continued active participation in interdepartmental and intergovernmental coordination, including the regular meetings of the following groups:</p> <ul style="list-style-type: none"> - National Coordinators for Section 41 - Disciplinary working groups organized by the Interdepartmental Coordination Directorate - Council of the Network of Departmental Official Languages Champions - Signatories of the <i>Entente</i> Participation in other section 41 activities organized by a federal partner 	<ul style="list-style-type: none"> - Council participation at regular meetings 	<ul style="list-style-type: none"> - Number of meetings attended - Number and type of collaborations/projects/initiatives that result from meeting discussions 	<p>Co-operation with multiple partners to enhance OLMC development and vitality and to share best practices.</p>

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E. FUNDING AND PROGRAM DELIVERY

[Implementation of the federal institution's programs and delivery of its services; funding, alone or in cooperation with other federal institutions, of OLMC projects; inclusion of the needs of OLMCs in the delivery of the federal institution's programs and services.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Simplified access</p> <ul style="list-style-type: none"> - Council will work to simplify access to funding for OLMC applicants (e.g., through new online application portal that guides applicants to funding opportunities that reflect their OLMC status; other measures) 	<ul style="list-style-type: none"> - Online application portal and other measures 	<ul style="list-style-type: none"> - Feedback from OLMC applicants - Number of OLMC applicants - Number of first-time eligible applicants - Number of successful applicants - Number and type of questions from the community/public 	<p>OLMCs are part of the federal institution's regular clientele and have adequate access to its programs and services; OLMC needs (e.g. geographic dispersion and development opportunities) are taken into account.</p>
<p>Program delivery</p> <ul style="list-style-type: none"> - Council will simplify and centralize the delivery of targeted funding to OLMCs 	<ul style="list-style-type: none"> - Application guides published - Centralized administration of targeted funds 	<ul style="list-style-type: none"> - Feedback from OLMC applicants - Number and amounts of funding awarded - Number of applicants - Number and type of questions from the community/public 	
<p>Designated points of contact</p> <ul style="list-style-type: none"> - Council will provide designated points of contact in the Arts Granting Programs Division for OLMC applicants 	<ul style="list-style-type: none"> - Designated program officers and other staff with knowledge of OLMCs and their needs. - Contact information for designated points of contact clearly identified on Council web site and communicated at consultations. 	<ul style="list-style-type: none"> - Number of designated points of contact - Feedback from stakeholders - Number and type of questions from the community/public <ul style="list-style-type: none"> o To designated points of contact o To others 	
<p>Targeted outreach - OLMC artists</p> <ul style="list-style-type: none"> - Council will carry out a targeted outreach campaign to increase the application rate from OLMC artists (individuals) 	<ul style="list-style-type: none"> - Outreach campaign 	<ul style="list-style-type: none"> - Number and type of outreach activities - Feedback from stakeholders on quality and impact of outreach activities - Application rate from OLMC artists 	

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		<ul style="list-style-type: none"> - Success rate for OLMC artists 	
<p>Targeted outreach – peer assessor registry</p> <ul style="list-style-type: none"> - Council will carry out targeted outreach for the Canada Council's peer assessor registry, to raise awareness among eligible OLMC individuals and increase self-nomination rates from this population 	<ul style="list-style-type: none"> - Outreach campaign 	<ul style="list-style-type: none"> - Number and type of outreach activities - Feedback from stakeholders on quality and impact of outreach activities - Number of eligible OLMC individuals in peer assessor registry - Number of OLMC individuals serving on peer assessment committees - Number of first-time OLMC individuals registering in peer assessor registry - Number of first-time OLMC individuals serving on peer assessment committees 	

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F. ACCOUNTABILITY

[Activities through which the federal institution integrates its work on the implementation of section 41 of the OLA into departmental planning and accountability mechanisms (e.g. report on plans and priorities, departmental performance report, departmental business plan and status report on implementation of section 41 of the OLA); internal audits and evaluations of programs and services; regular review of programs and services as well as policies by senior managers of the federal institution to ensure implementation of section 41 of the OLA.]

<p><u>Planned activities to achieve the expected result</u></p> <p><i>What activities will be carried out during the period covered? What will be done?</i></p>	<p><u>Expected outputs</u></p> <p><i>What products or services will flow from the activities carried out during the period covered?</i></p>	<p><u>Indicators to measure progress in achieving the expected result</u></p> <p><i>What information will you use to show progress in achieving the above result? How can you demonstrate and measure this change?</i></p>	<p>Expected result</p>
<p>Standardize and share results tracking for OLMCs.</p> <ul style="list-style-type: none"> • Develop and implement a system (e.g.,dashboards) for tracking and monitoring results of OLMCS in funding programs and the participation of OLMCs on Peer Assessment Committees. • Ensure this information is circulated internally to the Arts Granting Programs Committee (AGPC), Executive Management Committee (EMC) and the Official Languages Committee (OLC) • Ensure this information is communicated to OLMC representatives (the Fédération Culturelle Canadienne-française and Quebec’s English-Language Arts Network) following fiscal year end • Use this information to inform publicly-shared results information on the Canada Council website (e.g., the Corporate Scorecard, open data) 	<ul style="list-style-type: none"> - Tracking system designed and implemented - Regular reports created and shared 	<ul style="list-style-type: none"> - Tracking system is implemented - Amount and type of information shared internally - Amount and type of information shared externally - Feedback from recipients as to significance, usefulness, timeliness of results shared - Number and type of questions from the community/public about OLMC results 	<p>Full integration of the OLMC perspective and section 41 of the OLA into the federal institution's policies, programs and services; the reporting structure, internal evaluations and policy reviews determine how to better integrate OLMCs’ perspective.</p>
<p>Undertake an evaluation of targeted funding for OLMCs by 2021 (the Official Languages Fund and the Market Access Strategy for Official Language Minority Community Artists).</p>	<ul style="list-style-type: none"> - Program evaluation 	<ul style="list-style-type: none"> - Program evaluation completed and published - Management response implemented 	
<p>Incorporate S. 41 considerations in Council planning and reporting processes (for example: strategic plans, operational plans, annual reports, integrated planning, budgeting and reporting framework).</p>	<ul style="list-style-type: none"> - Review of planning and reporting documents and processes as needed. 	<ul style="list-style-type: none"> - Section 41 considerations are incorporated into Council planning and reporting processes 	