

COMOX VALLEY ARTS | FEE FOR SERVICE AGREEMENT DELIVERABLE REPORT

PROJECT TITLE City of Courtenay FFSA Agreement
 TIMELINE June 2020 - August 2024

PREPARED BY CV/Arts Staff
 DATE 2-14-24

PHASE		DETAILS	Status	2024-2025 Planned Activities			Q1			Q2			Q3			Q4		
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
1	I. ONGOING	Publish and Promote the Central Island Arts Guide	On Schedule	Ongoing Program: Central Island Arts Guide														
		Coordinate and deliver general programming , youth and seniors.	On Schedule	General Ongoing Programming Youth and Seniors														
		Ongoing Program: Summer Pulse aka Downtown Summer Street Markets	On Schedule	Downtown Arts-Based Events (in partnership with CVAG, Elevate, DCBIA)														
		Ongoing Program: Comox Valley Digital Creation Hub*	On Schedule	Ongoing Program: Bookings throughout the year in the Digital Creation Hub (Community Recording Studio)														
		Ongoing Program: Knowledge Sharing *	On Schedule	Ancestral Echoes: Partners - Métis Association + Immigrant Welcome Centre.														
		Ongoing Program: Central Island Studio Tour*	On Schedule	2024 Studio Tour Days: June 7-8														
		Ongoing Program: Incubator Microgrant Program*	On Schedule	Planning, Intake, Evaluation and Disbursements for small grant program														
		Ongoing Program: Arts + Land*	On Schedule	Shared Wisdom: Intercultural storytelling with KATEMOT Cultural Society and Fianna Wilderness School on Feb 2, May 4, and Aug 3.														
		Ongoing Program: Exhibitions feat. Regional Artists*	On Schedule	Chamber of Commerce + CV/Arts (lead up work, install & opening (May 1st)														
		Ongoing Program: Community Events*	On Schedule	Family Day														
		Ongoing Program: A-School Pro-D for Artists*	On Schedule	Ongoing monthly program														
		Ongoing Program: The Art Wagon*	On Schedule	Art Wagon Pop-Ups throughout the summer.														
		Ongoing Program: The 30 Day Drawing Challenge*	On Schedule	Daily Programming														
				*Core programming run by CV/Arts not mentioned in the FFSA														

PHASE	DELIVERABLES	Status	Start Date	End Date	Priority	Estimated Hours	Alignment	Notes
2	I. Coordinate Community & Core Cultural Partners Outreach/Convening.							
	Quarterly round-table meetings with cultural constituents - engage and outreach with larger arts community including aboriginal stakeholder inclusion	On-Hold	June 2020	n/a	Low		Aligned	CV/Arts has not held a quarterly round table with the entire arts and culture sector on Comox Valley since the leadership transition in the fall of 2022. Prior staff held several comings together, this work was paused during the Cultural Planning process.
	Monthly meetings with four cultural service providers.	On Schedule	June 2020	December 2025	Medium	3 Hours a month	Aligned	In FY2024 this space has been used to report on and collect feedback on the SCP.
	Consultation with regional inter-municipal working groups for Arts Cultural and Heritage as liaison for community feedback on cultural planning issues.	On Schedule	June 2020	Fall 2024	Medium	1 hour a month	Aligned	This work is happening regionally through Creative Coast - an Island wide network of Arts Councils. CV/Arts attends meetings and works directly with the Creative Coast team as a steering committee member.
	Support Peer-based inclusion of indigenous practice, policy and preservation.	On Schedule	June 2020	December 2025	High	Embedded in ongoing work	Aligned	
	Data collection and creation of systems.	On Schedule	June 2020	December 2025	High	Embedded in ongoing work	Aligned	
	II. Promote Tourism and Ec/Dev through Arts and Culture Lens							
	Continue to cultivate cultural tourism through general programming, youth and senior programs and centralized marketing streams	On Schedule	June 2020	December 2025	High	6 hours a month	Aligned	This is done passively through general programming, but requires more advocacy and time at Tourism tables. CV/Arts is a member of the Tourism Advisory Committee (TAC) the CVRD board. Through this table we are able to ensure the arts are prioritized by MRDT dollars spent on local marketing.
	Development of our community's Cultural Industry profile through tourism and Ec/Dev resources.	On Schedule	June 2020	December 2025	High	1 hour a month	Aligned	This deliverable is difficult to measure and would require a lot of work beyond the capacity of a local arts council. However with bundled resources, a network of Arts Councils was able to work with Nordicity to produce An Island-wide Arts Impact study in 2019 which has led to more collaborative work in aiming to establish an arts-based economic development model that we will be able to use here in the Comox Valley.
	Further development of the 'business of arts' educational series.	On Schedule	June 2020	no end date	High	6 hours a month	Aligned	We are offering a monthly convening of regional artists in a workshop series called "A-School" Professional Development for Artists. The program provides a space for artists to learn and develop skills in professionalizing themselves as "small businesses" but also learn from one another, receive feedback from peers and build a supportive community.
	III. Collaborate in Facilities Planning							
	Initiate planning for general facility needs assessment.	Needs Review	unknown	December 2025	Low		Not Aligned	CV/Arts can participate in facilities planning, but as one of the users of the City owned properties it would be potentially a conflict of interest for us to spearhead a facilities planning effort. Additionally, a facilities assessment was started through the 2023 Cultural Planning process.
	Assist in defining the City of Courtenay's visual identity and implementation of policy for public art, wayfinding, heritage recognition and urban development.	On Schedule	June 2020	December 2025	High	8 hours a month (planning and meetings)	Aligned	Current projects related to this deliverable include our advocacy for the Duncan Commons project, which has involved working with multiple City departments, Council members, and leading a committee comprised of partnering organizations.
	Leverage current funding to increase capacity	On Schedule	June 2020	December 2025	High	Embedded in ongoing work	Aligned	In 2023, we were able to leverage an additional \$134,119 in Provincial and National funds. Of these dollars, \$84,300 would not be possible without municipal support (meaning municipal support is a requirement of eligibility)
Improve digital strategies and innovation.	On Schedule	June 2020	December 2025	High	Embedded in ongoing work	Aligned	In 2023 we launched a new website and communication tool, which allows us to promote arts and cultural events and opportunities faster and better.	
Support OCP Strategies as well as the Downtown Courtenay Playbook.	On Schedule	June 2020	December 2025	High	see above	Aligned	See above.	

3	III. Secondary & Ongoing Phases	Continue development and actualization of the above listed	On Schedule	June 2020	December 2025				
		Convene summit of all Arts, Culture and Heritage stakeholders and users	Needs Review	unknown	n/a	Low	500 Est. Hours (2 staff planning for 8 weeks 100 person summit/conference)	Aligned	This deliverable needs more information. What is the scope of the convening, and how is this effort not duplicating other convening efforts locally or regionally. Currently we have asked our arts and culture groups to participate in the cultural plan. Once the plan is finalized and priorities have been established, we can hold a summit regionally. This type of event takes a lot of capacity and planning that would have to deprioritize our core work.
		Creative Placemaking initiatives and activation of public spaces	On Schedule	June 2020	December 2025	Medium	Some embedded in work, some a stretch for us to do	Aligned	We lack the capacity to program and activate all the spaces in Courtenay that need activation. With our limited resources, we are able to activate a portion of Duncan Avenue every wednesday during the summer street market and we are advocating for the creation of a public pedestrian only space in alignment with the Downtown Courtenay Playbook (Duncan Commons; see above). We are trying to also channel some resources towards activating the SID Plaza and the Parklet by the Museum.
		Creation of resources directory including but not limited to venues, arts organizations, suppliers, artists and cultural workers, open projects and opportunities.	In-Progress	n/a	December 2025	Medium	Embedded in ongoing work	Aligned	This is an ongoing effort connected to our Professional Development work. We are also working on developing a formalized process for serving as a fiscal agent on behalf of other smaller arts groups in the Comox Valley. This is a great way we can leverage our charitable and non-profit status to benefit fledgling organizations and artists seeking grants.
		Assess and centralize Arts, Culture and Heritage tourism and marketing efforts for the region, establish a cultural tourism advisory committee.	On Hold	unknown	n/a	n/a	Time commitment depends on unknown factors. Think about what this looks like in new context for next FFSA	Aligned	We have not convened a cultural tourism advisory committee. There have been many tourism planning efforts in the past 12 months including a regional (inclusive of Campbell River) plan led by 4VI in 2023. In 2024, a local strategic planning effort is outlining priorities for the coming ten years. CV/Arts has been involved in both of these efforts. While the establishment of a Cultural Tourism Advisory committee is a good idea, we haven't been able to work on this with our simultaneous projects and ongoing work.
		Facility needs assessment and development plan.	Needs Review	unknown	n/a	n/a		Not Aligned	See above.
4	IV. Partner with the City to develop a Cultural Scorecard by Dec. 31, 2021 with Core Cultural Partners to Measure Effectiveness.*	Establish Milestones/categories which CV/Arts will be evaluated based on the core deliverables outlined in this section.	Needs Review	unknown	Passed deadline	n/a		Not Aligned	This deadline passed with prior staff. After reviewing the FFSA, this deliverable is not aligned with CV/Arts organizational mandate and is a potential area where arm's length arrangements are in question. "To what end," is a question that has been brought up with peer stakeholders. Consider altering the expectations of this deliverable. CV/Arts can provide feedback to the City from our convenings of community members and stakeholders. We can talk to artists and stakeholders about "how we are measuring up," and what Courtenay needs to be a vibrant arts center and report back.
		Collect Stakeholder and community feedback on the effectiveness of achieving core deliverables.	On Schedule	n/a	n/a	n/a		Not Aligned	Through conversations with stakeholders, we understand there are mixed feelings about the Cultural Scorecard initiative. All organizations deal with significant capacity challenges and existing reporting requirements for funders.
		<i>*Note: This deadline passed prior to leadership transition. *</i>							
5	V. Reporting	By March 31st every year CV/Arts to provide annual report including a financial plan for the upcoming fiscal year.	On Schedule	n/a	n/a	n/a		n/a	Annual report production timeline changes depending on AGM. In 2024, our AGM was held in August, so the annual report was done in August.
		By March 31st of subsequent year, CV/Arts will present to Council a detailed summary (total members, summary of workshops, programs and events, and exec. summary of Core Deliverables met and not yet met)	On Schedule	n/a	n/a	n/a		n/a	Timing may shift depending on AGM date, and Annual Report production.