



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: December 12, 2006
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VanRIMS No.: 03-1200-11
Meeting Date: January 16, 2007

TO: Vancouver City Council
FROM: Managing Director of Cultural Services
SUBJECT: Creative City Task Force - Appointment of Consultant

RECOMMENDATION

- A. THAT Council authorize the General Manager of Community Services to enter into a contract, in a form satisfactory to the Director of Legal Services, with The YES Resolution Group to provide strategic planning and facilitation services for the Creative City Task Force at an estimated cost of \$29,867 plus applicable taxes,. Funding for the project was previously approved by Council (RTS No. 04338, Creative City Strategic Directions for the City's Cultural Services).
- B. THAT Council accept the grant of \$20,000 from ArtsNow, 2010 Legacies Now in support of the Creative City Task Force planning process for the development of a new Strategic Culture plan for Vancouver as outlined in this report.

CITY MANAGER'S COMMENTS

The City Manager recommends APPROVAL.

COUNCIL POLICY

Council approval is required to appoint consultants where the gross cost will exceed \$30,000.

PURPOSE

This report seeks Council approval to award a contract in the amount of \$29,867 plus GST) for strategic planning and facilitation services to support the upcoming public consultation portion of the Creative City Task Force. As well, it seeks Council's approval to accept a grants in the amount of \$20,000 from ArtsNow, in support of the plan development.

BACKGROUND

In December 2004 Council approved the creation of a Task Force to:

- review the current programs and services;
- undertake an extensive community and stakeholder consultation process;
- report back on strategic goals, directions and priority objectives; and
- Provide recommendations to City Council on the City's role(s) in development of the arts, culture, community celebrations and special events.

In July 2005 Council approved the Task Force's terms of reference, which includes its mandate, membership, roles and responsibilities, procedures, consultation and strategic planning process. The process to develop a new strategic Culture Plan includes the following phased approach:

PHASES	DESCRIPTION
Learning Phase	Develop a common knowledge base among Task Force members
Framing Phase	Identify a series of themes to act as an organizing framework for the Community Discussion Phase
Community Discussion Phase	Public engagement strategy to seek stakeholder and broad public inputs on civic arts and cultural issues and opportunities
Synthesizing Phase	Review inputs and formulate strategic directions
Technical Assessment Phase	Quantitative assessment of proposed strategies
Public Feedback Phase	Review the draft strategic plan
Concluding Phase	Final report to City Council

The Task Force has concluded the Learning and Framing phases of its work, and is now wishing to retain consultant expertise to assist in the design and implementation of the community discussion phase to gather stakeholder and broad public inputs on civic arts and cultural issues and opportunities; and, utilising these inputs, assist the Task Force in creating a new strategic Culture Plan.

DISCUSSION

A Statement of Work was issued by the City's Materials Management staff in October (SOW#PS06181) with a closing date of November 10, 2006. A copy of the Statement of Work is on file with City Clerk.

Six submissions were received. A committee comprised of staff from Cultural Services and Materials Management reviewed the submissions using a consistent set of criteria and based

on the Statement of Work and submitted proposals recommend the award of contract to The YES Resolution Group.

The consultants' scope of work will include:

- Coordinating a public engagement event - working with City staff to secure keynote speakers, moderators, and potential community partners identified in collaboration with Task Force;
- Facilitating the event and gathering and reporting on public inputs.
- Developing a toolkit for community participation- creating the content, distributing to relevant community groups, posting on line, and collecting inputs.
- Working with City staff, and within available resources ensuring public awareness and participation in the Task Force consultation process. Consultation should extend broadly into the community-at-large and include the for-profit and non-profit cultural sectors as well as the business community and general public.
- Gathering all inputs received through the consultation process and publishing into a single record of inputs.
- Maintaining and redirecting inputs and ideas which are not relevant to the Strategic Plan because they are within the scope of another Civic department or level of government.
- Facilitate topic-specific inputs arising from the conference and toolkits and knitting, along with the related topic specific processes (i.e. review of current cultural grant programs, development of a new cultural facilities priorities plan, etc.) into the strategic directions.
- Strategic direction - based on the public inputs, the consultants will be responsible for developing a series of strategic directions for discussion and approval by the Task Force.

A draft Strategic Plan is anticipated by June 30, 2006 with a final report to Council in the fall.

FINANCIAL IMPLICATIONS

In December 2004 Council approved a budget of \$75,000 to cover the Task Force public consultation Costs. The total budget for the upcoming consultation including the completion of the Strategic Plan is \$95,000 to be funded through the funds previously approved by Council (RTS No. 04338, Creative City Strategic Directions for the City's Cultural Services) and a \$20,000 grant received from ArtsNow, (2010 Legacies Now) in support of the planning process.

Approval of this contract, in the amount of \$29,867 plus GST will leave a balance of \$43,341 for the balance of costs associated with the strategic planning process.

CONCLUSION

Award of the consultant contract will enable the Task Force to begin the important work of seeking community inputs into a new Strategic Cultural Plan for Vancouver.

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