



NANAIMO PERFORMING ARTS GUILD DRAFT WORK PLAN

2024 – 2026

The goal of the work plan is to support, encourage and celebrate the continued presentation of a wide variety of performing arts activities at the Old Victoria Arts Centre (The OV Arts Centre) in alignment with the terms of reference for the Nanaimo Performing Arts Guild, City Plan and the Integrated Action Plan Priorities for Culture.

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DRAFT WORK PLAN: NANAIMO PERFORMING ARTS GUILD

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Topic	Overview
Increase public use and enjoyment of the OV Arts Centre as a performing arts space	<p><i>Draft, finalize and initiate a Nanaimo Performing Arts Guild Business Plan with priority actions in the following areas:</i></p> <p>A. Communications Plan</p> <ol style="list-style-type: none"> 1. Including website design, social media, event attendance, open houses, booking calendar, inclusion, accessibility, etc. 2. When renovation work is complete, share that the OV is newly painted and floored 3. Ensure clear, accessible information about booking, programming, and accessibility, encouraging broader community engagement and inclusive participation 4. Showcasing testimonials and recent improvements fosters community trust and re-engages past users <p>B. Staffing/Site Support Recommendations <i>(including Technician Support)</i></p> <ol style="list-style-type: none"> 1. Take inventory of all the services the OV has to offer and let public know what kind of events can be hosted there <p>C. Supply Inventory</p> <ol style="list-style-type: none"> 1. Take an inventory of all inventory and supplies that the OV has to offer and put it on the website so groups can see what is available 2. Provide transparent guides and searchable resources that empower diverse groups to utilize the space confidently,

	<p>aligning with the City's goal of cultural accessibility and visibility</p> <p>D. Open Houses/Public Tours/Promos</p> <ol style="list-style-type: none"> 1. In collaboration with Culture staff, plan a series of open house/performance opportunities and public tours at the OV Arts Centre to increase awareness and use of the facility 2. Invite guest speakers and include outside pre-show music 3. Promote inclusive events across varied times to accommodate different community members, actively inviting underrepresented groups and increasing public interaction with the OV space 4. Book in guest authors, master classes and special one-time programs – flower arranging is one example
Work collaboratively to advance strategic and operational improvements to the Old Victoria Arts Centre	<p>E. Ongoing Maintenance / Operations / Safety / Accessibility & Affordability Review</p> <ol style="list-style-type: none"> 1. Develop recommendations concerning the ongoing maintenance and operational needs of the Old Victoria Arts Centre, connected to both the facility accessibility audit and to user group experience 2. Public and user group safety – physical and mental - optics (consideration for inclusion in the Communication Plan as well) 3. Affordability to be considered in the revised version of the Work Plan 4. Recommend periodic rental rate reviews to ensure affordability for equity-deserving groups, partnership development for subsidized rentals, and embedding inclusive safety messaging into communications

	<p>F. Accessibility / Assistive services</p> <ol style="list-style-type: none"> 1. Accessible parking needs to be developed 2. Use accessibility audit findings to guide maintenance priorities, incorporating physical and emotional safety features that support inclusivity and user wellbeing <p>G. Staffing and Site Support Recommendations</p> <ol style="list-style-type: none"> 1. Propose sustainable technician support models and succession planning to maintain operational excellence and long-term viability <p>H. Strategic & Operational Improvements</p> <ol style="list-style-type: none"> 1. Advocate for equipment upgrades, accessibility enhancements, and user satisfaction surveys that foster a responsive, multi-purpose facility aligned with the City's cultural goals
Resource	<p>I. Advising on Future Cultural Spaces</p> <ol style="list-style-type: none"> 1. Advise as required on the future creation of additional small multi-use performance spaces in the City of Nanaimo 2. Receive presentations to advance awareness & share knowledge 3. Position the Guild as an advisor advocating for accessible, flexible, and geographically equitable cultural infrastructure development that reflects the City's broader vision <p>J. Presentations & Grant Applications</p> <ol style="list-style-type: none"> 1. Seek out and apply for grants for the OV 2. Build Guild capacity through grant toolkits and mentorship, supporting sustainable funding aligned with long-term operational improvements

<p>Items referred by Culture & Events, Facilities and/or OV Arts Centre Site Liaison</p>	<p>K. Items Referred by City Staff <i>Review & provide recommendations on issues and projects brought forward by staff</i></p> <ol style="list-style-type: none"> 1. Encourages consistent, principle-based input focusing on sustainability, inclusion, and accessibility, ensuring the Guild's advisory role remains clear and effective 2. The community looks to the Guild for knowledge and further growth of cultural groups 3. Maintenance staff are considering protective fencing and will seek direction from the Guild 4. Consider programming ideas from City Recreation Coordinators <p>L. Role Clarity & Governance <i>Propose a review of the Guild's Terms of Reference to align with evolving roles and responsibilities, supporting clear governance and preventing mission drift</i></p> <ol style="list-style-type: none"> 1. Suggest reviewing the Terms of Reference to ensure alignment with Guild responsibilities and desired activities 2. If expanding scope, initiate a formal governance review with Culture staff 3. Consider a regular review cycle (e.g., every three years) to maintain clarity and avoid mission drift
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DRAFT WORK PLAN ALIGNMENT WITH CITY PLAN

Establish flexible and innovative cultural facilities that anticipate and enable a wide range of cultural programs and can accommodate a variety of production, exhibition and performance experiences; **C4.5.3** Make arts and culture visible and accessible throughout the city, in each of the designated Urban Centres, with a special focus on Downtown; **C4.5.5** Provide spaces for arts and culture programming within City owned facilities; **C4.5.9** Maintain existing cultural infrastructure and support planning for enhanced facilities; **C4.5.10** Recognize and promote the role that culture and the creative sector play in the community with respect to community identity and quality of life; **C4.5.12** Collaborate with partners to identify cultural planning and development opportunities; **C4.5.15** Work with partners to establish creative hubs that provide a range of spaces and resources to support artists and arts organizations.

TOPIC	OVERVIEW
<p>Work Plan Alignment with City Plan</p> <p><i>Important to include and discuss in our planning as part of City of Nanaimo's commitment:</i></p>	<p>A. Accessibility & Inclusivity Every element of the work plan prioritizes removing barriers and welcoming diverse users, reflecting the City's commitment to equity and inclusion.</p> <p>B. Sustainability & Succession Strategic staffing, capacity building, and governance reviews support long-term viability, echoing the City's emphasis on sustainable cultural development.</p> <p>C. Community Engagement & Visibility Communications, events, and public tours actively build cultural awareness and participation, aligning with goals to strengthen cultural expression and visibility city-wide.</p> <p>D. Collaboration & Partnerships The work plan promotes working closely with Culture staff, City departments, and community groups, resonating with the</p>

	<p>City's vision of partnership-driven cultural growth.</p> <p>E. Truth and Reconciliation Commission (TRC) Commitment</p> <p><i>The City Plan - Nanaimo Relmaged, includes commitments related to the Truth and Reconciliation Commission (TRC) Calls to Action, reflecting the City's dedication to advancing reconciliation with Indigenous peoples.</i></p> <p>Truth and Reconciliation Commission (TRC) Commitment (con't)</p> <p><i>The City Plan - Nanaimo Relmaged underscores the City's dedication to advancing reconciliation with Indigenous peoples. This includes:</i></p> <ol style="list-style-type: none"> 1. Respecting Indigenous rights, cultures, and histories as integral to community building 2. Actively supporting the implementation of TRC Calls to Action related to cultural revitalization, education, and wellbeing 3. Integrating Indigenous culture, languages, and traditions into public spaces and City initiatives 4. Fostering partnerships with Indigenous communities to ensure their meaningful participation in decision-making 5. Promoting public education and awareness about Indigenous histories and contributions <p>These commitments reflect a foundational priority within the City's broader goals for equity, inclusion, and cultural vibrancy.</p>
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