

Digital Innovation Group

Terms of Reference

PROJECT DESCRIPTION: Vancouver Island / Gulf Islands Digital Innovation Group (DIG) transforming how Arts Councils operate, collaborate & communicate. Mar 2020 to Dec 2021

The Digital Innovation Group (DIG) has accepted the task to execute the terms and conditions associated with the Digital Literacy Grant as awarded by Canada Council of the Arts as the following organizational partnership:

Arts Council of Ladysmith and District (ACLD) (LEAD PARTNER)
Comox Valley Arts (CVA) (FULL PARTNER)
Cowichan Valley Arts Council (CVAC) (FULL PARTNER)
Hornby Island Arts Council (HIAC) (FULL PARTNER)
Salt Spring Arts Council (SSAC) (FULL PARTNER) and
The Old School House Art Center (TOSH)

DEFINITIONS:

LEAD PARTNER

The Lead Partner is legally responsible for project management, financial transactions, contractor agreements, and reporting to funders as outlined in the terms and conditions set out by the Canada Council of the Arts. The Lead Partner is responsible to commit the staff and volunteer time to administer the grant by hiring the project manager and providing staff for services such as bookkeeping. The Lead Partner will contribute funds up to and above the \$500 to the project described within the scope of work submitted in the Canada Council grant application. The representative of the Lead Partner will serve as the chair of the committee.

A project manager will be available to assist with the project and a separate contract and job description will be created outlining duties of the project manager.

FULL PARTNER

A Full Partner is responsible to commit the staff and volunteer time to fully engage with all phases of the project including and not limited to hiring of any significant contracts to carry out the work of the project. Full Partners will contribute funds of \$500.00 to the project described within the budget submitted in the Canada Council grant application.

STAKEHOLDERS PARTNER

A Stakeholder Partner is an organization that can gain insight or is interested in the results of analysis by attending in-person and/or on-line meetings on the invitation of DIG. Stakeholder Partners can include but not be limited to funders, governments, tourism and other arts and heritage organizations and service providers.

SERVICE PROVIDERS:

A Service Provider is a contractor that is hired by DIG to provide a service to the project, whether it is research, education, presentations and/or any service to further the progress of the project.

SCOPE OF WORK: Updated to fit two phases see below

PHASE ONE (Six Months)

- Establish the DIG working group and terms of reference;
- Build on the dialogues in the summer of 2019 to initiate an Island wide Network;
- Research each Full Partner arts councils current level of digital literacy;
- Analyze the results and share results with stakeholder partners;
- Develop a digital strategy shared with all Full Partner Arts Councils.

PHASE TWO (Eleven Months)

- Review strategy results and update phase two work plan to align with results of Phase One;
- Report any changes to Canada Council;
- Through the activities of the grant DIG will begin to implement the digital strategy by researching and sourcing software and solutions to best serve the future digital needs of Arts Councils.

PHASE THREE (Six Months)

- Update phase three work plan to align with results of Phase Two.
- DIG Full Partner Arts Councils solutions to any issues identified in the research and provide training as needed to implement solutions and strategies through education and support

Revised Time Line

PHASE ONE (Six Months) March 2020 to September 2020

- Establish the DIG working group and terms of reference;
- Build on the dialogues in the summer of 2019 to initiate an Island wide Network;
- Research each Full Partner arts councils current level of digital literacy;
- Analyze the results and share results will stakeholder partners;
- Develop a digital strategy shared with all Full Partner Arts Councils.
- Review strategy results;
- Update phase two work plan to align with results of Phase One.
- Report to Canada Council any changes;

PHASE TWO (Eighteen Months) October 2020 to December 2021

- Based on the priorities of DIG members and what we learn from the Digital Maturity Assessment and the in-person workshop held in Phase I:
- Through the activities of the grant DIG will begin to implement the digital strategy by researching and sourcing software and solutions to best serve the future digital needs of Arts Councils. Below is from the grant application an gives an idea of objectives outlined in the grant
 - Explore the possibility of a contemporary Island wide networked data-base for all artists and art organizations.
 - Explore the possibility of a stand-alone digital island-wide gallery for all artists.
 - Explore emerging standards in semantic web technologies and apply semantic meta data/mark up language to aid discoverability of organizations programming and artists with their work.
 - Explore leading practices in protecting artists' rights.
 - Development of necessary tools that provide integration on selected services.
 - Evaluation of these leading tools for implement in Phase.
 - Implementation and training on the use of collaborative tools though training and support workshops.

- Project evaluation.

LEAD AND FULL PARTNERS WILL:

- Appoint a designated staff or board member with working knowledge of your organizations operational details to be the representative of your organization;
- Provide an alternative in case the above mentioned staff or board member can not participate
- Be responsible for review and comment on the work connected to DIG;
- Attend all online and in person meetings and, if unavailable, have representation from your group attend the meeting on your behalf;
- Participate in a full analysis research to the best of your ability;
- Provide meaningful input into the selection of professional contractors hired to complete the work of DIG;
- Participate in sub committees set by DIG for the purposes of fulfilling the work of DIG, i.e. hiring or conference committee
- Provide continual feedback on the project;
- Track all paid and volunteer hours that are used to further DIG's objectives;
- Provide monthly updates to your board on progress of the project.
- Commit to provide a workplace free from harassment, discrimination and sexual misconduct ^[1]_[SEP]

ADDING FULL PARTNERS:

The DIG GROUP must decide on the addition of a Full Partner by democratic vote of more than 50%. A Full Partner is obligated to contribute \$500 towards the project. Opportunities exist to add First Nation representation and other Arts Council as long as the arts councils are operating on Vancouver Island/or a Gulf Island.

STAKEHOLDERS WILL:

- On invitation of DIG Stakeholders will participate in any in-person meetings.

SERVICE PROVIDERS WILL:

- All Service Providers will fully execute the scope of work outlined in the terms of their contracts.
- Submit invoices to the Lead Partner (ACLD) according to their terms of contract
- Participate in any on-line and/or in-person meetings that pertain to their scope of work

TIMEFRAME

The project will take place in two phases between the months of March 2020 to December 2021. All reporting on the project must be completed by March 15, 2022. Canada Council of the Arts must approve any significant changes to scope of work and/or timeline.

COMMUNICATION:

Communication will take place through the Slack Account, on-line and in-person meetings. The Project Manager will work with the DIG Chair on creating all agendas based on the needs of the project and the DIG Committee. Full Partners will communicate to the Project Manager. The Project Manager and the Chair will establish regular check-ins to ensure the project is moving forward.

MEETINGS: Will and should we be recording all meetings?

Meetings will be held on-line through sources like Zoom and/or in-person workshops or conferences. Travel costs for in-person meetings will be subsidized for full partner organizations up to the amount designated within the budgeted amounts agreed to in the approved application and/or adjusted by DIG. The project manager will be responsible to organize such meetings and create a record of each meeting. Frequency and dates of meetings will be set by DIG.

DECISIONS:

DIG will operate in a non-hierarchical collaborative structure. Each project partner will have an equal say in the initiative's priorities, hiring of service providers, participation in organizational assessments, providing feedback on findings while being the conduit to their organizations and members.

The members of DIG will provide direction and make decisions on the initiative either by striving for consensus and if consensus is not achieved then by majority vote. Each partner (lead and full) will have one vote.

SHARING ESSENTIAL RESOURCES:

Sharing of Documents will be through Slack. DIG Full partners will have full access to all documents. Slack will be used to hold essential resources for the group to access anytime, including but not limited to, time line, budget, reports, forms and results. A web site will be set up for sharing results with other interested parties.

REPORTING GUIDELINES:

The Project Manager will report to the Lead Organization (ACLD) and the Chair of the Committee and be responsible to report to each full partner through Slack and in person through email and phone. Each Full Partner is responsible to update their board. The Project Manager will report to the funders, which include the Full Partners and the Canada Council of the Arts.

Force Majeure:

Neither party shall be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, shortage of supply, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labour difficulties or civil unrest. Notwithstanding the foregoing, in the event of such an

occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.