



REQUEST FOR PROPOSALS CHILLIWACK ARTS COUNCIL | STRATEGIC PLAN

Project / Assignment	Chilliwack Arts Council Strategic Planning Project (2027-2029)
Purpose	To support the development of the Chilliwack Arts Council's next three-year Strategic Plan (2027-2029)
Budget	\$7,500 (inclusive of all project costs)
Submission Deadline	June 5, 2026
Submit To	office@chilliwackartscouncil.com
Project Period	June 22, 2026 – October 15, 2026

1. BACKGROUND

The Chilliwack Arts Council (CAC) is a non-profit arts organization established in the 1960s. Located on the unceded traditional territory of the Stó:lō peoples, the CAC programs promote and advocate for the arts and local artists, providing Chilliwack's approximately 110,000 residents and visitors with access to inspiring, accessible, and engaging experiences.

The CAC's vision is a city with accessible arts and culture, where creativity thrives, artists are valued, and the transformative power of art permeates our communities. Our mandate encompasses creating awareness of the quality and variety of local artistic work, broadening opportunities to enjoy and participate in cultural events, building community partnerships, and representing the community's cultural needs to all levels of government.

The CAC is in a growth phase of its organizational lifecycle, building internal capacity while deepening its arts-based community development mandate. Our current 2024-2026 Strategic Plan established foundational priorities around financial sustainability and governance, decolonization and DEI, community engagement, and partnerships. This RFP seeks a consultant to support development of the next three-year strategic plan (2027-2029), building on that foundation and reflecting the evolving needs of Chilliwack's arts and culture sector.



2. PURPOSE OF THE RFP

The CAC seeks proposals from qualified consultant(s) to design and lead a strategic planning process to produce a clear, actionable Strategic Plan for 2027-2029. The plan should reflect a comprehensive vision aligned with the evolving needs of Chilliwack's arts community, building on the current plan's momentum while incorporating fresh community input and sector research.

The planning process will include three structured engagement sessions with interest holder groups, community partners, local artists, and the CAC Board to ensure the plan reflects diverse voices and organizational priorities.

3. SCOPE OF THE WORK

The selected consultant(s) will work closely with CAC staff and board members to design and implement a strategic planning process that includes, but is not limited to:

Interest Holder Engagement

Design and facilitate three engagement sessions with the CAC's key interest holder groups:

- Session 1 - Community Partners: arts organizations, funders, municipal representatives, and sector allies
- Session 2 - Local Artists: individual artists, collectives, and arts educators
- Session 3 - CAC Board of Directors: governance-focused strategic direction setting

Approaches that leverage existing data from the 2024-2026 plan are encouraged. The CAC aims to minimize new data collection burden on interested parties wherever possible.

Environmental Scan

Analyze trends, opportunities, and challenges in the arts and culture landscape at the local (Chilliwack/Fraser Valley), provincial (BC), and national levels, including considerations related to decolonization, DEI, and funding environments.

Strategic Direction Development

Formulate goals, objectives, and measurable outcomes for the CAC that reflect interest holder feedback, the environmental scan, and organizational aspirations for 2027-2029.

Implementation Plan

Outline a clear roadmap to achieve the strategic goals, including proposed phasing, timelines, resource allocation, and potential partnership opportunities.

Evaluation Framework

Develop a framework to measure the strategic plan's progress and impact during the 2027-2029 planning period, to support grant reporting and community accountability.



4. DELIVERABLES

1. A detailed project plan and milestone timeline
2. Summaries of findings from all three interest holder engagement sessions
3. Consultation Key Findings Report
4. BC and Canadian Arts Council Best and Innovative Practices Research Report
5. Discovery Session Workshop facilitation and all associated materials
6. Draft Chilliwack Arts Council Strategic Plan 2027-2029 (for CAC review and feedback)
7. Final Chilliwack Arts Council Strategic Plan 2027-2029
8. Implementation and evaluation framework
9. Final presentation to the CAC Board of Directors

5. PROJECT BUDGET

The total budget for this project is \$7,500, payable to the Strategic Planning Consultant. This budget includes all project costs, including facilitation materials and honoraria for community consultation participants. CAC reserves the right to negotiate final scope and deliverables within this budget.

Proposals must not exceed this amount. Consultants are encouraged to clearly outline how the budget will be allocated across project phases.

6. PROPOSAL REQUIREMENTS

Please include the following in your proposal submission:

Requirement	Description
Consultant / Team Profile	A description of your qualifications and relevant experience, including an overview of previous strategic planning work in the arts or non-profit sector.
Approach & Methodology	A summary of your proposed approach to the strategic planning process, including interest holder engagement design and data collection techniques.
Proposed Timeline	A timeline with key milestones from project start (June 22, 2026) through to final plan delivery (October 15, 2026).
Budget Breakdown	A detailed budget outlining all fees and expenses within the \$7,500 project budget, inclusive of facilitation materials and honorariums.
References	Contact information for three references from similar strategic planning or non-profit consulting engagements.



7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Criterion	What We Are Looking For
Experience & Qualifications	Demonstrated experience facilitating strategic planning with arts councils, non-profits, or cultural organizations.
Approach & Methodology	A clear, community-centered process that minimizes burden on interest holders while maximizing meaningful input.
Understanding of Context	Familiarity with BC's arts sector, decolonization practices, and equity, diversity & inclusion in community planning.
Cost-Effectiveness	Value delivered relative to the \$7,500 budget; clarity and transparency of proposed costs.
References	Quality and relevance of references from comparable strategic planning engagements.

8. WORK SCHEDULE

The schedule below is subject to change; the final project schedule will be coordinated between the consultant and the CAC following selection.

Date/Period	Milestone
May 10, 2026	RFP Released
June 5, 2026	Proposal Submission Deadline (end of day)
June 17, 2026	Consultant Selection and Notification
June 22, 2026	Project Start - initial planning meetings with CAC staff and board
June - August 2026	Interest holder Engagement Sessions: partners, artists, and board (3 sessions)
August -September 2026	Discovery Session Workshop; environmental scan; strategic direction development
September 2026	Draft Strategic Plan 2027-2029 submitted to CAC for review
October 15, 2026	Final Strategic Plan 2027-2029 delivered; final presentation to CAC Board



9. EVALUATION/PERFORMANCE MEASURES

The following measures will be used to determine the success of this project:

- The CAC is well-supported by the experience and guidance of the consultant throughout the process
- Engagement of CAC staff and board remains high throughout the planning process
- The planning process is collaborative and supports the CAC's sustainability and organizational goals through realistic plans that reflect:
 - The local Chilliwack context and Stó:lō cultural landscape
 - The scope of CAC's functions, mandate, and current capacity
 - Sustainable plans to support, fund, and implement CAC's goals beyond core funded activities
- The Final CAC Strategic Plan 2027-2029 is delivered on time and within budget
- The plan is actionable and can be integrated into CAC's annual operations planning

10. SUBMISSION DETAILS

Deadline for Submission:

Proposals will be accepted until the end of the day, June 5, 2026, 11:59 pm, and must be submitted by email in PDF format.

Submission Format: PDF

Email: office@chilliwackartscouncil.com

Inquiries: Please direct any questions to office@chilliwackartscouncil.com

11. TERMS & CONDITIONS

The Chilliwack Arts Council reserves the right to accept or reject any proposal and is not obligated to proceed with the lowest-cost proposal. During the review process, the CAC may request additional information or clarification from applicants.

The CAC is committed to creating an inclusive process that respects diverse voices and perspectives in Chilliwack's arts community. We encourage proposals from consultants with demonstrated experience in equity, diversity, inclusion, and decolonization in strategic planning.

We look forward to receiving your proposals. Thank you for your interest in supporting the Chilliwack Arts Council.