

**HAMILTON ANTI-RACISM RESOURCE CENTRE**

**PROJECT NEXT STEPS:  
ONBOARDING, BUDGETARY, OPERATIONAL AND SUSTAINABILITY REQUIREMENTS**

Staff conducted further engagement, research and best practices to identify the required tasks if the Board of Directors is approved by Council. The tasks would require retaining a consultant to work with the new Board of Directors to complete the following deliverables and submit a report to Council by July 2021:

<b>Tasks</b>	<b>Deliverables</b>	<b>Timelines</b>	<b>Cost estimates</b>
<b>Governance Capacity Building</b>	<ul style="list-style-type: none"> <li>Onboarding of the new Board of Directors – provide various training sessions for the board to fully understand its roles and responsibilities</li> <li>Develop onboarding package: HARRC briefing document, new board member checklist, etc</li> <li>Draft board policies for board approval</li> <li>Develop bylaws in consultation with legal expertise</li> <li>Establish required Board committees and their terms of reference</li> <li>Advance other new Board/organizational requirements, such as incorporation.</li> </ul>	February – May 2021	\$25,000
<b>Short-Long terms Operational Planning</b>	<ul style="list-style-type: none"> <li>Develop a 5-year operating budget</li> <li>Develop staffing needs and competencies</li> <li>Develop space requirements – both long-term and virtually during the COVID-19 pandemic</li> <li>Facilitate job description development for the inaugural Executive Director</li> <li>Develop a funding and sustainability plan</li> <li>Conduct targeted stakeholders’ engagement to inform the above tasks and activities, and with the Board</li> </ul>	April – June 2021	\$15,000
<b>Report to Council</b>	<ul style="list-style-type: none"> <li>Produce a final report to Council that is clear on full budgetary, operational and sustainability requirements for HARRC</li> <li>Presentation of report to City Council</li> </ul>	July 2021	\$10,000
<b>Total Cost Estimate</b>			<b>\$50,000</b>