

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:

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