

Briefing Note

Date: January 29, 2021



To: Britannia Board of Management

From: Cynthia Low

Issue: 2021 Priority Action

On November 22 & 29, 2020 the Board of Management gathered to plan the direction for the Society. The management team was directed to consult with staff to develop the 2021 Priorities.

This briefing note provides a summary of the scope of work required and an estimate of cost related to the work.

For 2021 there are 4 primary deliverables:

1. Communications and Engagement
2. Setting direction for emerging conditions
3. Reconciliation
4. Renewal

Proposed action in each area:

1. Communications and Engagement

- Principle of good two-way communication and engagement in all that we do
- Create appropriate tools and more opportunities to communicate with board, committees, staff and community
- Clean up policies and procedures and share with those that are impacted

\$8,000-\$10,000

Implement Partnership Policy and Process Guide; refresh website and develop platform for COVID-19-safe online and in-person engagement with staff and community; Renewal and Strategic Plan engagement. Estimated cost include consultant fees website work, licensing fees and meeting costs.

2. Setting direction for emerging conditions

- Build staff capacity and depth of staffing pool to address emerging issues
- Adjust to government programs that will support our work and our budget
- Investment in online capacity
- Develop on-line and in-person programming for a broad range of possibilities and abilities
- Training such as building leadership capacity & skill development of supervisory staff
- In child care, work on project with early years pedagogy network to build staff/organizational capacity towards program planning
- Balancing programming needs and revenue sources for priority programs

\$5,000 - \$8,000 Invest in digital infrastructure; Provide training to staff on technology, COVID safety, reconciliation and anti-oppression. Estimated cost includes facility and program assessment, consultants, equipment and meeting costs.

3. Reconciliation

- Understand community aspirations for Anti-Oppression/Anti-Racism/Decolonization
- Work with community to identify and implement Indigenous, Black and People of Colour (IBPOC) priorities
- Support community to have dialogue and action in the spirit of Reconciliation
- Establish relationship with the xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/ Selilwitulh (Tsleil- Waututh)

\$5,000 - \$8,000 Support community members to develop programs/activities for learning and sharing as well as implementation of activities such as facilitating discussions around Society name change. Estimated costs include legal fees, protocol gifts to Host Nations, presenter and artist fees.

4. Renewal

- Keeping community in front of the decision and share information for authentic engagement
- Address issues addressed in Board response to the Britannia Master Plan
- Board to be informed, engaged and transparent to hold the trust of the community
- Renew the Operating agreement
- Maintain facilities condition for continuity of programs

\$5,000 - \$8,000 Maintain engagement strategies with community through in person and online methods. Encourage participation by hard to reach residents with multiple barriers. Estimated costs include honorariums, reimbursement of costs related to technology and data, food (e-voucher or meals), legal fees, beautification projects, etc.

Recommendation:

That the Board approve, in principle up to \$34,000 from the Britannia Discretionary Reserve towards developing and implementing the 2021 Priorities as described;

That the Finance Committee review the request to allocate \$34,000 from the Britannia Discretionary Reserve for final approval, and;

That the Finance Committee oversee expenses related to these activities to ensure financial oversight.

2021 Priority Action Budget

Communications and Engagement

Website Design	4000
Hospitality meeting costs	2000
Professional fees - facilitators, engagement supports, etc.	2000
Software/licensing fees	2000
Estimate	10000

Setting Directions

Program assessment	2000
Equipment and Supplies - AV, computers, projectors, etc.	3000
Hospitality meeting costs	2000
Facilitators	1000
Estimate	8000

Reconciliation

Protocol gifts	1000
Honorariums - Elders, knowledge keepers, etc.	3000
Fees - Artist, presenters, facilitators	3500
Legal costs	500
Estimate	8000

Renewal

Hospitality meeting costs	2000
Technology and Data	1000
Consultants, legal fees, etc.	3000
Beautification projects	2000
Estimate	8000

TOTAL	34000
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