

## Appendix A – Example Equity and Anti-Racism Plan Template

- **Executive Summary and/or Opening Message**
  - Overview of the municipality/ village's commitment to equity and antiracism.
  - Key objectives.
  - Summary of key initiatives.
  - Can take the form of summary or a message from mayor of municipality, chair of a village, or other lead/sponsor.
- **Overview/How the plan was developed**
  - Purpose of the action plan.
  - Acknowledgement of underserved and underrepresented constituents/members you serve
  - Who did we hear from and work with to create this plan and who will be involved in implementing it?
  - How will we track progress and measure success.
- **Action Plan Commitments/Areas of Focus**
  - Group actions/commitments in thematic areas. Aim for at minimum 3-5 areas of focus for the next three years.
  - Identify specific, measurable, achievable, relevant, and time-bound (SMART) indicators associated with actions and commitments where possible.
  - Identify any key partners for commitments/areas of focus (e.g., community-based organizations, other municipalities).
- **Conclusion/Closing Section**
  - How will we commit to continuous improvement and revisiting the plan as needed?
  - Reaffirm commitments to equity, anti-racism and accessibility, including ongoing engagement with underserved and underrepresented communities.