**Anti-Racism Action Plan Template for the SK Settlement Sector**

Below is a “plug‑and‑play” template to develop your anti-racism action plan. It aligns with:

* IRCC’s new requirement that every SPO have an Anti‑Racism Action Plan in place by 30 September 2025 [quakelab.ca](https://quakelab.ca/store/p/anti-racism-policy-toolkit-for-settlement-organizations?utm_source=chatgpt.com)
* The Saskatchewan Human Rights Code and the Saskatchewan Human Rights Commission’s guidance on anti‑discrimination policies [saskhrc.ca](https://saskhrc.ca/education-resources/information-sheets/developing-an-anti-discrimination-policy/?utm_source=chatgpt.com)
* Sector‑specific tools such as ARAISA’s self‑assessment check‑lists and implementation resources which are well worth checking out [araisa.ca](https://araisa.ca/resources/edi-and-anti-racism-action-planning-tools-and-resources/?utm_source=chatgpt.com)
* For reference, SIA’s Anti-Racism Policy is on their website <https://saskintercultural.org/antiracismpolicy/#:~:text=SIA%20leadership%20and%2For%20staff,human%20resources%20and%20or%20management>

**About this document**

*Purpose:* To provide a structured, evidence‑based framework your team can adapt, complete, and adopt as policy.  
*Scope:* Applies to the Board, staff (full‑time, part‑time, casual), volunteers, contractors, and clients.  
*Review cycle:* Annual (recommend tying to fiscal‑year planning).

**1  Vision & Commitment**

**1.1 Anti‑Racism Vision Statement**

*“[Organization] envisions a Saskatchewan where newcomers and Indigenous peoples thrive in communities free of systemic racism.”*  
*(Replace text or add local context.)*

**1.2 Guiding Principles**

* Human Rights–based
* Indigenous Reconciliation (TRC Calls to Action # 57, 93)
* Nothing About Us Without Us (meaningful inclusion of racialized staff, clients, and community leaders)
* Intersectionality & GBA Plus lens
* Accountability & Transparency

**2  Key Definitions**

Provide plain‑language definitions for **racism, systemic racism, discrimination, equity, inclusion, microaggression, racial impact assessment**. Use Saskatchewan Human Rights Commission wording where possible. [saskhrc.ca](https://saskhrc.ca/education-resources/information-sheets/developing-an-anti-discrimination-policy/?utm_source=chatgpt.com)

**3  Context**

Briefly summarize:

* Demographics of newcomers served (top five source regions, languages, etc.).
* Local incidents or data showing racial inequities (e.g., hate‑crime stats, employment disparities).
* Relevant provincial/federal legislation and funder requirements (IRCC, Sask. Human Rights Code).

**4  Governance & Accountability**

| **Role** | **Responsibilities** | **Reporting** |
| --- | --- | --- |
| **Board of Directors** | Approves plan, receives quarterly progress reports, champions anti‑racism at governance level. | Annual report section; Board minutes. |
| **Executive Director** | Leads implementation; allocates resources; ensures staff compliance. | Monthly staff meetings; KPI dashboard. |
| **Anti‑Racism Working Group** (cross‑staff & community) | Monitors actions; reviews complaints trends; advises ED. | Quarterly summary to ED & Board. |
| **All Staff & Volunteers** | Complete training; apply anti‑racism lens in daily work; report incidents. | Performance reviews. |

*(Feel free to re‑format as bullet points if you prefer to avoid tables.)*

**5  Goals, Actions, Timelines & Indicators**

Below is a sample “action matrix.” Duplicate rows to suit your context.

| **Strategic Goal** | **Action(s)** | **Timeline** | **Owner** | **Success Indicator(s)** |
| --- | --- | --- | --- | --- |
| **Leadership & Culture** – Create a workplace where anti‑racism is embedded in everyday practice. | a) Adopt this Action Plan and publish on website. b) Include anti‑racism stewardship in Board and ED performance metrics. | Q2 FY 2025 | Board Chair; ED | Plan published; performance templates updated. |
| **HR & Staffing** – Reflect Saskatchewan’s newcomer diversity in staff composition. | Review recruitment policy; implement blind résumé screening; set equity targets (e.g., 40 % racialized staff by 2027). | Q3 FY 2025 → FY 2027 | HR Manager | Annual HR report shows progress toward target. |
| **Programs & Service Delivery** – Ensure services are culturally safe. | Conduct racial‑impact assessment on top five programs; adapt curricula; translate key materials. | FY 2025‑26 | Program Leads | Client satisfaction scores rise ≥ 15 % among racialized groups. |
| **Data & Evaluation** – Measure what matters. | Add client self‑ID (race/ethnicity) fields; train staff on disaggregated data use. | Q4 FY 2025 | M&E Officer | 90 % of files have complete self‑ID by FY 2026. |
| **Community Partnerships** – Centre racialized voices. | Establish advisory circle with Indigenous partners and newcomer councils; meet bi‑monthly. | Ongoing | Community Engagement Lead | At least 2 joint initiatives per year. |

**6  Capacity & Resources**

* **Budget:** Allocate ≥ 5 % of operating budget to anti‑racism work (training, translation, evaluation).
* **Training:** Mandatory foundational modules (anti‑oppression, Indigenous history, bystander intervention) within six months of hire; refresher every two years.
* **Tools:** ARAISA self‑assessment, OCASI ARAO 2.0, or NorQuest Toolkit for baseline and follow‑up. [araisa.ca](https://araisa.ca/resources/edi-and-anti-racism-action-planning-tools-and-resources/?utm_source=chatgpt.com)

**7  Incident Response & Complaints Mechanism**

1. **Reporting** – Anonymous online form and paper option at reception (multi‑language).
2. **Investigation** – 10‑day acknowledgment; 30‑day resolution target.
3. **Remedy** – Possible outcomes: mediation, policy change, disciplinary action.
4. **Tracking** – Quarterly analysis for systemic patterns; share lessons learned with staff and Board.

**8  Monitoring, Evaluation & Reporting**

* **KPI Dashboard:** Track goals/indicators above plus training completion, complaints closed, qualitative stories.
* **Public Reporting:** Post annual progress update on website and include in Annual Report.
* **Review Cycle:** Full plan review every three years, or sooner if major incidents/funder requirements change.

**9  Communication Plan**

* Launch staff and client info‑sessions.
* Post plan summary in plain English plus top four client languages.
* Use social‑media series highlighting actions and inviting feedback.

**10  Revision History**

| **Version** | **Date** | **Key Changes** | **Approved By** |
| --- | --- | --- | --- |
| 1.0 | DD‑MMM‑2025 | Initial adoption. | Board |

**Appendices (Examples)**

* **Resource List** – QuakeLab Anti‑Racism Toolkit [quakelab.ca](https://quakelab.ca/store/p/anti-racism-policy-toolkit-for-settlement-organizations?utm_source=chatgpt.com), CRRF Toolkits [crrf-fcrr.ca](https://crrf-fcrr.ca/anti-racism-toolkits/?utm_source=chatgpt.com), Saskatchewan Human Rights Commission resources [saskhrc.ca](https://saskhrc.ca/education-resources/information-sheets/developing-an-anti-discrimination-policy/?utm_source=chatgpt.com), ARAISA resource hub [araisa.ca](https://araisa.ca/resources/edi-and-anti-racism-action-planning-tools-and-resources/?utm_source=chatgpt.com)

**How to Use This Template**

1. **Fill in the square brackets** with your organization’s specifics.
2. **Consult staff, clients, and community partners** to validate goals and actions.
3. **Bring to the Board** for formal approval.
4. **Publish, train, act, and report**—then review annually.

With this structured starting point, your organization can meet IRCC compliance while driving genuine, measurable anti‑racism change in Saskatchewan’s settlement sector.