

# **Cape Elizabeth IDEAA Committee Purpose and Charge**

## **Name of the Committee**

The Committee shall be called:  
IDEAA (Inclusion, Diversity, Equity, Anti-racism, and Awareness) Committee.

## **Committee Structure**

The Cape Elizabeth IDEAA Committee will consist of seven citizens appointed by the town council utilizing its appointments committee process. The committee shall elect its own chair and secretary. Any vacancy on the committee after the initial appointees have first met shall be filled by utilizing the appointments committee process. One town councilor shall serve as a non-voting ex-officio member of the committee and up to two student representatives from CEHS and/or CEMS shall serve as non-voting members to be elected or appointed by their school. The town manager shall provide staff services to the committee.

## **Committee Purpose**

The committee shall be an ad hoc committee which shall identify and review policies in town government, services and municipal departments that contribute to systemic racism, making recommendations for policies to promote greater equity and inclusion. It will draft procedures and also identify and provide training that promotes diversity. This includes reviewing the Comprehensive Plan and making recommendations to support diversity in housing and transportation. Its work product shall be ongoing reports to the town council providing specific proposals and cost estimates.

## **Duties of Committee**

The IDEAA Committee shall have the following duties:

1. Interface and explore opportunities for collaboration with the committee for diversity that is being created by the School Board.
2. Make a recommendation on establishment as a standing committee, including naming of the standing committee.
3. Advise the town council on issues of potential racism and inequality in town government and municipal departments.
4. Seek advice on best practices on inclusivity and equity from other communities in the region and from around the country.

5. Review policies and services that identify racism and anti-racism. Provide report(s) and recommendations to the town council for improvement in anti-racism, inclusion, diversity and equity.
6. Review and make recommendations to the town council on where there are opportunities for policy changes.
7. Objectively review all municipal departments, including housing, working with representatives of those departments, as well as seeking opinions from the community on what needs to be improved or added to every major component of public services.

### **Duration of Committee**

The committee shall continue in existence until December 31, 2021 unless its term is extended by the town council.

### **Funding and Staff Resources Needed**

The town council will make available \$10,000 for the town manager to consider authorizing any training requested by the committee and for any costs relating to report writing, legal review and miscellaneous committee expenses. The anticipated staff time for the committee is 88 hours. This consists of 14 meetings at four hours each including preparation time and 24 hours of miscellaneous activity related to the work of the committee for the principal staff liaison and 14 hours for the town manager. In addition, the town council will spend an estimated two hours each reviewing the committee reports for a total of 14 hours minimum. The committee members will be anticipated to spend approximately 28 hours each for a total of 280 hours. It is not known if school board time will be needed. This will depend on the direction of the committee.

### **Summary**

\$10,000 cash expense

94 hours staff time

70 hours council time; 1,120 hours volunteer time