

**DRAFT
MEMORANDUM**

TO: Cape Elizabeth Town Council
FROM: Ordinance Committee
DATE: June 3, 2016
SUBJECT: Board and Committee Ordinance
Shooting Range Ordinance Committee composition amendments
Conservation Ordinance Open Space Evaluation and Preservation
Program

Introduction

The Town Council referred to the Ordinance Committee a request to update the Board and Commission Ordinance. The Ordinance Committee met 6 times and has prepared a replacement Board and Committee Ordinance, as well as amendments to the Shooting Range Ordinance (composition of the Firing Range Committee) and the Conservation Ordinance (relocation of the Open Space Evaluation and Preservation Program). The Ordinance Committee also has companion recommendations.

Board and Committee Ordinance

The Board and Committee Ordinance has been prepared to completely replace the existing Board and Commission Ordinance. The new ordinance lists all the committees in the original ordinance, plus updates it with existing committees formed after the Board and Commission Ordinance was originally written.

The new ordinance is also organized to list standard requirements for all committees in one section. Typical "bylaw" provisions are assembled to eliminate the need for each committee to create a bylaw unless there are special procedures are required.

A standard format has been created to identify the purpose and duties of each standing committee, and all committees are clearly *advisory* to the Town Council, unless they have statutory responsibilities.

Shooting Range Ordinance

The Shooting Range Ordinance includes establishment of a Firing Range Committee with a unique composition. The proposed amendment changes the Firing Range Committee membership to use the same membership appointments process for all standing committees.

Conservation Ordinance

The Conservation Commission has been tasked with responsibility for conducting an Open Space Evaluation and Preservation Program. This task and program description has been moved to the Conservation Ordinance, where other Conservation Commission responsibilities are described.

Companion recommendations

As part of its discussions, the Ordinance Committee makes the following additional recommendations for Town Council consideration.

1. **Reduce committee membership to 5.** The Ordinance Committee suggests the Town Council reflect on the standing committee responsibilities and residents' interest in volunteering for open committee seats. In some cases, it may be appropriate to reduce the membership of standing committees from 7 to 5. Due to the fieldwork inherent in its purpose, the Conservation Commission may not be appropriate for reduction.
2. **Implementation.** Once the Board and Committee Ordinance has been adopted, all related documents describing the purpose and duties of the committees should be updated to be consistent with the ordinance. This should include the website descriptions, committee member orientation materials, and other items.
3. **Town Council Liaison.** The Ordinance Committee questioned the role and/or the need for Town Council liaisons to standing boards.
4. **Bylaws of the Thomas Memorial Library Foundation.** The Town Council should consider revisions to the composition of the Foundation Board in order to reduce the number of Town Councilors who will be on the board after the Board and Committee Ordinance is adopted.

Recommendation

At the June 2, 2016 meeting, the Ordinance Committee recommended