

DT: February 26, 2021

TO: Matt Sturgis, Cape Elizabeth Town Council

FR: Rachel Davis on the behalf of the Ad Hoc Cape Elizabeth Civil Rights Committee

RE: Draft charge for a standing committee

CC: Melanie Thomas, Keyla Alston-Griffin, co-chairs

We propose that the Ad Hoc Cape Elizabeth Civil Rights Committee become a Permanent Committee called the **Cape Elizabeth Diversity, Equity and Inclusion Committee** (CEDEIC) to serve as a bridge between the Town and the community in order to celebrate and advocate for diversity, equity, and inclusion (DEI.) The Committee shall promote education and training; increase community engagement; and review Town policies and provide policy recommendations.

Duties:

1. Advise the Town Council on Policies and Practices to Promote DEI
 - a. Review policies and practices of Town departments and make recommendations to promote antiracism, equity and inclusion.
 - b. Advocate for DEI with respect to housing, transportation, public accommodation, and access to Town services.
2. Education
 - a. Develop programs, events and initiatives to promote diversity, inclusion, awareness and anti-racism in our community.
 - b. Provide ongoing guidance on approaches for training Town officials and employees in order to eliminate explicit and implicit bias.
3. Community Awareness and Engagement
 - a. Create tools such as surveys in order to better understand community views and concerns about DEI.
 - b. Create campaigns that promote Cape Elizabeth as a Town that is a welcoming and respectful place to live, work, and visit.