

MEMO

Date: May 6, 2021

To: Matthew Sturgis, Town Manager

From: John Quartararo, Finance Director

Re: Policy on Policies

CC: Debra Lane, Town Clerk



Included with this memo is the draft Policy on Polices that was requested by the Council Chair.

Following the Town Council workshop on May 5, 2021, I reworked the policy language taking into account the suggestions raised.

1. The first section defines town policies versus administrative polices. This policy is limited to town policies that are approved by the Town Council
2. Section I - Collection and distribution of polices
 - a. Established Town Manager responsibilities concerning town policy.
 - b. Establishes a one-year date for collection of town policies
 - c. Establishes the distribution by hard copy and electronic copies to Town Councilors, department heads and public access.
3. Section II – Review and updating town policies
 - a. Establishes a five-year review period
 - b. Allows the Council to amend, repeal or make no changes to a policy
 - c. Establishes the authority of the Town Manager, Council Chair to request a review of a policy
 - d. Establishes authority of staff to bring forward recommendations for updating a policy

Town of Cape Elizabeth
Policy Concerning Town Policies – Distribution and Reviews
Approved June __, 2021

This policy lays out the collection and distribution of policies approved by the Town Council to Town Councilors and Department Heads, and the posting of such policies on the Town’s website for public access. This policy also requires the Town Council review to town policies within five years from the most recent date of approval. Any policy not reviewed within that five-year timeframe will remain in force until reviewed and an order documenting the review is approved.

- Town policies – for purposes of this policy, the term “town policies” are those policies that approved by the Town Council.
- Administrative policies – for purposes of this policy, the term “administrative policies” are those policies, standard operating procedures or procedure statement drafted and enforced by administrative staff not approved by the Town Council. Administrative policies are not included in this policy.

I. Collection and distribution of policies

- A. The Town Manager is responsible for the collection of all town policies in hard copy and electronic format. Given the potential difficulty of researching the Town’s records to locate and document all such policies, the staff shall complete this task within one year from the date of this policy’s initial adoption. Town Manager is responsible to maintain an up-to-date record of town policies and an index of town policies that includes the policy title, subject matter and date(s) of approval.
- B. The Town Manager is responsible for distributing either electronic or hard copies of town policies to Town Councilors, and department heads and providing access for the public through the Town’s website.

II. Review and updating town policies

- A. The Town Council will review each town policy within five years of adoption or the most recent date of review. The Town Council’s review will be documented through an order as provided in section B. Any policy not reviewed within that five-year timeframe will remain in force until reviewed and an order documenting the review is approved.
- B. During the review process, the Town Council may amend, make no changes or repeal a town policy. The Town Council will adopt an order that states the policy was reviewed, document any change or that the policy was repealed. The review date will be documented on the policy.
- C. The Town Manager is responsible to track the actions of the Town Council to ensure the town policies are reviewed within the five-year timeframe.
- D. Any town councilor may request the review of a town policy through the Town Manager or Town Council Chairman.
- E. Staff may bring forward recommendations for updates to a town policy when necessary or appropriate.