

DIVERSITY, EQUITY & INCLUSION AD HOC COMMITTEE

CHARGE

The **KITTERY TOWN COUNCIL** hereby establishes the Diversity, Equity & Inclusion Ad Hoc Committee (DEI Committee) as follows:

1. The DEI Committee is charged with the following objectives:
 - a. Develop and articulate the Town's goals and expectations for a diverse, equitable, and inclusive community;
 - b. Evaluate the Comprehensive Plan, existing ordinances, master plans, goals, and policies for opportunities and barriers to achieving the Town's DEI goals and expectations; and
 - c. Recommend action steps to the Council which may include guidance for developing the Comp Plan update, revisions to ordinances and policies, procedures for evaluating new ordinances and policies, establishing a standing DEI Committee, and other actions that will advance the Town's efforts to achieve its DEI goals and expectations.
2. The DEI Committee will consist of the following members, selected to represent a broad range of stakeholders, jurisdictional authorities, and advisory entities in Town:
 - a. 6 at-large residents appointed by the Town Council
 - b. 2 Town Councilors appointed by the Town Council
 - c. 1 representative each from: Planning Board, Port Authority, Library Advisory Committee, Kittery Community Center Board of Directors, Housing Committee, Economic Development Committee, Climate Adaptation Committee, and School Committee.
3. The Council wishes to appoint the resident representatives, as recommended by the two Council members and Town Manager. The recommended resident appointees will be selected from a pool of candidates who apply to be on the DEI Committee, and who present beneficial perspectives, experiences, insight, and interest in the Town's DEI effort, and are available to actively participate in the DEI Committee's work.
4. The Town Manager, Director of Planning and Development, and Police Chief will serve on the committee as ex officio non-voting members.
5. The Council expects the DEI Committee to provide progress reports to the Council at appropriate times.
6. The Committee is expected to encourage input and participation from residents, businesses, and experts in the execution of its tasks.
7. The Committee will meet as often as it determines necessary to complete its work.
8. The Committee reports to the Town Council as a whole. It has no authority with municipal departments and staff, except as may be requested of, and directed by, the Town Manager. The Town Manager will be responsible for ensuring the meetings, records, and potential monies

associated with the work of the DEI Committee are managed in accordance with State Law, Town Code, and Town policy.

9. The Council may dissolve this Committee and/or establish a standing committee in Title 4 of the Kittery Town Code, upon and in accordance with recommendations from the DEI Committee, or within two years of the DEI Committee's establishment; whichever occurs first.