



***TOWN OF BRUNSWICK  
RECREATION COMMISSION***

**Board Composition**

The Recreation Commission will consist of five (5) members who are appointed by the Town Council.

**Term of Office**

The term of office is three (3) years.

**Meeting Schedule.**

3<sup>rd</sup> Wednesday at 7:00 p.m.

**Powers and Duties.**

The Recreation Commission has the following general powers and duties:

- The Recreation Commission shall review programs and formulate policies related to public recreation in the Town of Brunswick, including the coordination of its programs with those of other municipal departments.
- It shall be the overall responsibility of the Recreation Commission to promote, enhance and protect recreational opportunities in Brunswick in order to maintain and further develop the quality of life and objectives set forth in the Comprehensive Plan of the Town of Brunswick.
- The Recreation Commission shall be responsible to set forth policies and procedures for all programs operated and administered by the Brunswick Parks and Recreation Department.
- The Recreation Commission shall be responsible for the supervision of all recreational activities conducted by the department on all property owned by or under the control of the town, or on property not owned or under the control of the town.
- The Commission shall communicate with other recreational user groups to coordinate assistance, training, and use of facilities to collectively support extended recreational activities within the Town of Brunswick.
- The Recreation Commission shall develop an appropriate plan of maintenance based on an annual budget and CIP projections for the proper maintenance of the Recreation Department building(s) and for any other recreational structures or facilities placed under its jurisdiction by the Town Council.
- The Recreation Commission will assist in the development of an annual budget.

**Town Staff Person.**

Director of Parks and Recreation Department – Tom Farrell (725-6656)

**TOWN OF BRUNSWICK  
RECREATION COMMISSION**

Current as of July 1, 2011

(Code of Ordinance Chapter 2)

**CODE OF ORDINANCE**

**RECREATION COMMISSION\***

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\* **Cross References:** Parks and recreation areas, § 14-96 et seq.; Coffin Pond Recreation facilities, § 14-161 et seq.; zoning, App. A.

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**Sec. 2-101. Appointment; terms of office.**

(a) A recreation commission consisting of five (5) members shall be appointed by the town council. All appointees shall be residents of the town. Each member so appointed shall serve for a period of three (3) years. The terms of appointment shall begin on July 1 and shall be staggered so that no three (3) terms coincide. Members of the commission shall be eligible for reappointment by the council. Vacancies on the commission occurring otherwise than by expiration of term shall be filled by the council for the remainder of the unexpired term.

(b) The terms of present members of the recreation commission shall terminate on the date fixed at the time of their appointment. The council may appoint their successors at that time or ask them to serve until the subsequent term begins on July 1.

**Sec. 2-102. Director of recreation.**

With the consent of the council, and after considering the recommendation of the recreation commission, the town manager shall appoint, prescribe the duties of, fix the compensation of, and, when necessary, remove a director of recreation. The director shall serve for an indefinite term.

**Sec. 2-103. Powers and duties.**

The recreation commission has the following general powers and duties:

- (1) *Meetings.* The recreation commission shall meet at least once a month to review programs and formulate policies related to public recreation in the Town of Brunswick, including the coordination of its programs with those of other municipal departments. It shall be the overall responsibility of the recreation commission to promote, enhance and protect recreational opportunities in Brunswick in order to maintain and further develop the quality of life and objectives set forth in the Comprehensive Plan of the Town of Brunswick.
- (2) *Policies and procedures.* The recreation commission shall be responsible to set forth policies and procedures for all programs operated and administered by the Brunswick Parks and Recreation Department. This subsection shall not be interpreted to limit the ability of the town council to enact regulations or ordinances under Chapter 14, Article 5, or otherwise.
- (3) *Supervision.* The recreation commission shall be responsible for the supervision of all recreational activities conducted by the department on all property owned by or under the control of the town, or on property not owned or under the control of the town. The commission shall communicate with other recreational user groups to coordinate assistance, training, and use of facilities to collectively support extended recreational activities within the Town of Brunswick.
- (4) *Maintenance.* The recreation commission shall develop an appropriate plan of maintenance based on an annual budget and CIP projections for the proper maintenance of the recreation department building(s) and for any other recreational structures or facilities placed under its

- jurisdiction by the town council.
- (5) *Annual budget.* With the advice and assistance of the recreation commission, the director of recreation shall prepare the recreation department's annual budget and CIP requirements for inclusion in the annual budget of the town manager, submitted to the town council. The director shall be responsible for controlling expenditures against the council approved departmental budget.
  - (6) *Annual report.* With the assistance and advice of the director of recreation, the commission shall prepare a report for inclusion in the annual town report outlining the important facts concerning its recreational programs during the preceding year.