

## **RECREATION DEPARTMENT ORDINANCE**

### **4-501 Name**

The Calais Parks and Recreation Department is hereby created as a department of the municipal government under the provisions of the Calais City Charter Sections 1-211 and 1-401.

### **4-502 Purpose**

The Calais Parks and Recreation Department shall be responsible for providing, conducting and supervising recreational and cultural programs for the citizens of Calais and shall further manage, supervise and control all recreational and cultural facilities which may be placed in its custody by the Calais City Council. It is further authorized to enter into joint use of such facilities and properties with the Calais School Department and it may utilize such privately owned facilities and property as may be made available to it, provided however that the City shall not be obligated thereby without the prior consent of the Calais City Council.

### **4-503 Supervision**

The Calais Parks and Recreation Department shall be supervised and administered by a Director, who shall be appointed by the City Manager, subject to Council confirmation, under the provisions of the Calais City Charter Section 1-206. The Director shall be responsible to the City Manager under the provisions of Section 1-401 (b) of the Charter.

### **4-504 Advisory Council**

There is hereby created a Recreation Advisory Commission to aid and assist the Director in the formulation of policies, rules and procedures and in the general operation of the department. It shall consist of five (5) persons who shall be residents of the City of Calais and who shall be appointed by the City Council for three (3) year terms on a staggered basis to provide continuity of service. Vacancies for any reason shall be filled by the City Council for the expired term in each case. Death, resignation, removal from the City and unexcused failure to attend meetings for more than three (3) consecutive regular meetings shall be sufficient to create a vacancy. The Commission shall choose a chairman and a secretary annually and records shall be kept of all its meetings, one copy to be filed with the City Clerk promptly after each meeting. It shall meet at least once quarterly. The members shall serve without compensation. In the absence of the Director or in a case of a vacancy in the position, members of the Commission may on a voluntary basis and, subject to the approval and supervision of the City Manager, perform such necessary duties within the department in order to continue its operation to the maximum extent possible and practical.

### **4-505 Procedure**

The Recreation Advisory Commission may make recommendations to the City Council in all recreational and cultural matters. A member of the City Council may be designated to attend and participate in its meetings for purposes of liaison and cooperation.

#### **4-506 Funding**

City funding is entirely at the discretion of the Calais City Council as a matter of law. The City Council may, however, authorize the Calais Recreation Department to raise funds from private sources and to accept grants and funds from other governmental agencies. Such funds when received, shall be deposited with the City Treasurer, and expended for recreational and cultural purposes in accordance with any restrictions and conditions imposed by the donor or source, following normal City accounting practices. Such funds shall be invested, where reasonable and practicable, and all interest accrued shall be devoted to the purposes and programs of the department. Funds derived as a result of major fund-raising projects shall be segregated and maintained for the duration of the fund drive and until they are expended for the objectives of the fund raising. Restricted and conditional grants and gifts are subject to prior City Council acceptance by law.

#### **4-507 Repeal of Prior Ordinance**

The Ordinance creating the Calais Recreation Commission adopted by the City Council on January 13, 1972 is hereby repealed completely. 4-508 to 4-519 Reserved

Adopted:

Amended:

Repealed: