



A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE POET LAUREATE NOMINATING AD HOC COMMITTEE

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Poet Laureate Nominating Ad Hoc Committee at the Committee of the Whole Meeting held on March 13, 2023;

AND WHEREAS By-law No. 009-2019, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function;

AND WHEREAS the Advisory Committees of Municipal Council Policies and Procedures approved by Council on February 26, 2018, provides in Section 2 that the Policy shall apply to Ad Hoc Committees;

AND WHEREAS Ad Hoc Committees provide advice to the Cobourg Municipal Council on all matters relating to their respective committee and are comprised of both members of Council and members of the general public;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedules 'E' Section 6 of the by-law to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee
2. **THAT** By-law No.027-2019 to include the Poet Laureate Nominating Ad Hoc -Committee's Terms of Reference, be hereby repealed.
3. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 20th day of March, 2023.


MAYOR


MUNICIPAL CLERK



Poet Laureate Nominating Ad Hoc Committee Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Poet Laureate Nominating Ad Hoc Committee is a Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Scope

The Municipal Council appoints a Poet Laureate as a means by which the importance of literature, language and all Arts and Culture is encouraged and promoted within the Town of Cobourg.

The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community and is appointed to acknowledge the individual's accomplishment in poetry and to recognize a champion for all the lively arts, particularly poetry and other literary forms.

The Ad Hoc Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in the role of a Poet Laureate and make a final recommendation of appointment to the Municipal Council. Taking the Committee's recommendation in full consideration, Council will make the appointment, followed by Town staff contacting the successful candidate to confirm the appointment.

The public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than March 31 of the year following a municipal election, unless the position is prematurely vacated during the term of Council that would require a secondary appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but may be reappointed when needed in the event that a vacancy occurs during the term of Council in which the Ad Hoc Committee was struck.

3.0 Composition and Term of Appointments

The Poet Laureate Nominating Ad Hoc Committee shall be comprised of five (5) members which shall include:

- Councillor;
- CEO of the Cobourg Public Library;
- Executive Director/Curator of the Art Gallery of Northumberland; and
- Two (2) Members at Large:
 - Writers;
 - Publishers;
 - Book Sellers;
 - Teachers;
 - Librarians;
 - Journalists; or
 - Any other member of the public with suitable knowledge of poetry.

Members of the Poet Laureate Nominating Ad Hoc Committee shall be appointed for the duration required to make a recommendation to Council regarding an appointment of a Poet Laureate to the Town of Cobourg.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but will be reappointed when needed in the event that a vacancy for the position of a Poet Laureate occurs during the term of Council in which the Ad Hoc Committee was struck.

4.0 Reporting Structure

The Poet Laureate Nominating Ad Hoc Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

6.0 Resources

Secretarial support will be provided by the Mayor's Office to provide for the general administrative coordinator of meetings, including the preparation and distribution of Agendas and Minutes.