



THE CORPORATION OF THE TOWN OF COBOURG

**BY-LAW NUMBER 045-2018**

**A BY-LAW TO AMEND BY-LAW NO. 008-2016, A BY-LAW TO DEFINE THE COMPOSITION AND TERMS OF REFERENCE FOR ADVISORY COMMITTEES, LOCAL BOARDS AND INTERNAL WORKING GROUPS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG TO INCLUDE THE POET LAUREATE AD HOC COMMITTEE TERMS OF REFERENCE.**

**WHEREAS** By-law No. 008-2016, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Council Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function; and

**AND WHEREAS** the Municipal Council of the Town of Cobourg adopted the "Advisory Committee and Local Board Policy and Procedure" to provide advice to the Cobourg Municipal Council on all matters relating to events, requests, submissions and plans for their respective committees;


**AND WHEREAS** the Advisory Committee and Local Board Policy approved by Council in 2016 states that all committees and boards are to review their respective Terms of Reference every two years and all recommendations for amendments must be approved by Council. Council approval must be sought for any committee/board activity not provided by the Terms of Reference;

**AND WHEREAS** the Municipal Council of the Town of Cobourg established advisory committees comprised of both members of Council and members of the general public;

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

1. THAT Schedule "C"-3 – be added to By-law No. 008-2016 to amend the Advisory Committee Terms of Reference with the addition of the Poet Laureate Ad Hoc Committee.
2. This By-law shall take effect upon the date of passing.

By-law read and passed in Open Council this 1<sup>st</sup> day of October, 2018.

  
MAYOR

  
MUNICIPAL CLERK



## SCHEDULE "C"- 3

### AD HOC COMMITTEE REPORTING TO COUNCIL

**COMMITTEE NAME:** POET LAUREATE NOMINATING COMMITTEE

**COMPOSITION** Mayor  
1 Council Representative  
CEO Cobourg Public library  
Director of the Art Gallery of Northumberland  
Other Members - One (1) Member at Large:  
- Writers  
- Publishers  
- Book sellers  
- Teachers  
- Librarians  
- Journalists

**REPORTING TO:** Mayor and Council

**TERM OF APPOINTMENT:** October 2018 to December 2018.

**MANDATE/TERMS OF REFERENCE:**

#### **Authority**

The Town of Cobourg on January 12, 2014 passed a Poet Laureate Terms of Reference through a resolution outlining the roles and mandate of the Town of Cobourg Poet Laureate.

#### **Purpose**

Town 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 Cobourg. The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community.

A Poet Laureate 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. Attention to poetry, both read and heard, helps deepen the awareness of all citizens of our diverse community about the nature of this artistic form and about its value as an integral means of communication and self-expression in the modern culture.

The role of Poet Laureate will serve to honour and nurture the expression of life in Cobourg's past, present and future.

The Poet Laureate is an advocate of Cobourg and in meeting with the public, as a representative of the Town, will complement the established reputation of Cobourg as a culturally dynamic community.

#### **Mandate**

The Ad Hoc Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in this role. They will present a recommendation of appointment to the municipal Council within 6 weeks of the Committee being struck. Taking the Committee's recommendation in full consideration, the Cobourg Town Council will make the appointment. Town staff will contact 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 the election of Council. The Poet Laureate will be entitled to perform an inaugural Poetry Reading for the public at the weekend poetry festival during National Poetry Month in the first year of the appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this Nominating task but will be re-appointed when needed.

In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a 2<sup>nd</sup> consecutive term, no Nominating Committee will need to be appointed. There might be circumstances where the position is vacated prior to the set term of the appointment. If there is less than nine (9) months remaining in the term, the vacancy will not be filled in the interim. Otherwise, Town Council will appoint a Nominating Committee, receive its recommendation and appoint a new Poet Laureate in accordance with the above.

#### **Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 079-2017, being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### **Staff Resources**

Secretary: Secretarial Services provided by Mayor's Executive assistant of the Town of Cobourg.