



A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE POET LAUREATE NOMINATING AD HOC COMMITTEE, COBOURG CHRISTMAS MAGIC AD HOC COMMITTEE AND TO REMOVE THE DOWNTOWN COALITION ADVISORY COMMITTEE AS AN ADVISORY COMMITTEE IN THE TOWN OF COBOURG.

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 and a Christmas Magic Ad Hoc Committee, and authorized the dissolving of the existing Downtown Coalition Advisory Committee at the Committee of the Whole Meeting held on April 23, 2019;

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' – 2 and 'E' – 3 to Section 6 of the by-law to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and the Christmas Magic Ad Hoc Committee.
- 2. THAT** Schedule 'C' – 6 for the Downtown Coalition Advisory Committee be removed from the Terms of Reference By-law (008-2019).
- 3. THAT** By-law No. 045-2018, being a by-law to amend By-law No. 008-2016 to include the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference, be hereby repealed.
- 4. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 29th day of April, 2019.


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:

- Coordinator of Arts, Culture and Tourism Services;
- 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 Officer to provide for the general administrative coordinator of meetings, including the preparation and distribution of Agendas and Minutes.



Christmas Magic Ad Hoc Committee **Terms of Reference**

1.0 Authority

In accordance with the Town's Procedural By-law, the Christmas Magic 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 Duties and Functions

The Christmas Magic Ad Hoc Committee shall act in an advisory capacity to provide recommendations to the Cobourg Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

To achieve this goal, the Christmas Magic Ad Hoc Committee shall:

- Consult with appropriate Town Departments to consider the budget implications on the possible locations of 2019 Christmas Magic;
- Consider all potential light pollution effects, or any other environmental effects on trees or other types of plants if used to hold lighting or decorative fixtures relating to Christmas Magic;
- Consider the logistics of suitable locations as they relate to entertainment, amenities and/or activities for participants attending the Municipal Event;
- Identify, engage, and work with other community groups and partners who are actively engaged in the celebration of the 2019 Christmas Magic; and
- Undertake any other assignment pertaining to Cobourg's celebration of the 2019 Christmas Magic as may be requested by Council.

3.0 Composition and Term of Appointments

The Christmas Magic Ad Hoc Committee shall be composed of the following members:

- Arts, Culture and Tourism Coordinator;
- Parks and Recreation Coordinator;
- Up to six (6) and no less than two (2) citizens appointments selected by the Municipal Council;
- Director/Deputy Director of Community Services (non-voting member);
- Manager of Marketing and Events (non-voting member);
- Manager of Parks (non-voting member); and
- Community Events Coordinator (non-voting member).

Each voting member of the Christmas Magic Ad Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Ad Hoc Committee.

The term of office for Members of the Christmas Magic Ad Hoc Committee shall conclude no later than August 31, 2019 and after a final report has been presented and received by the Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

4.0 Reporting Structure

The Christmas Magic Ad Hoc Committee shall report to the Municipal Council. Reports of the Committee are considered advice to Council only and any related recommendations must be approved by the Municipal Council before any action is taken unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The Committee shall meet on an as required basis to be determined by the Committee.

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.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Secretarial support will be provided by the Community Services Division for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Municipal Director, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.