

Appendix A

Town of Ladysmith DRAFT Policy - Poet Laureate

Terms of Reference

1. Eligibility Criteria

- published poets who are currently residents in the Town of Ladysmith or CVRD;
- who have either an established body of work or been recognized for notable contributions in their career;
- have produced a minimum of two published works, as well as other publications that display literary excellence; and
- some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or region.

2. Selection Criteria

- excellence of the poet's work;
- publication of a significant number of works;
- have made a significant contribution to poetry and the literary life of Ladysmith;
- reputation as a poet of stature;
- have influenced other local writers and poets;
- viability of the proposed poetry/civic events; and
- potential impact on the community of the proposed poetry/civic events.

3. Selection Process

Eligible poets will be invited to submit proposals which should include the following materials:

- curriculum vitae;
- examples of past published work;
- proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life; and
- confirmation of place of residence.

Nominations will also be accepted where the nominee has agreed in writing and provided the materials outlined above.

The nomination/application deadline is DATE. Following the deadline, the Parks, Recreation and Culture Advisory Committee, in addition to two representatives from the Arts Council of Ladysmith and District as well as a representative from the Parks, Recreation and Culture Department will review all submissions and make a recommendation to Town Council. The successful Poet Laureate will be announced by the Town during National Poetry Week in April.

4. Duties

The Poet Laureate will be expected to:

- participate in the literary life of the Town;
- produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith;
- present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

5. Term and Remuneration

The Poet Laureate will be selected for a period of two years commencing in April. An annual stipend of \$1,200 will be provided.

6. Intellectual Property

All writing, notes and original materials produced during the tenure of the Poet Laureate will remain the property of the Poet Laureate.