



City of Barrie Poet Laureate Terms of Reference

Role of the Poet Laureate

The role of the Poet Laureate is to raise the profile of the literary arts by:

- Writing and publishing poetry
- Performing poetry
- Educating the public on the value of poetry and the literary arts
- Encouraging and celebrating other local poets and writers
- Promoting literacy in all age groups

The Poet Laureate will act as a literary ambassador and will be expected to appear at a significant number of cultural events as determined by the Economic & Creative Development Department. These events will be subject to review on an annual basis at which time the department will ask the current Poet Laureate for their input.

These events / presentations may include but are not limited to:

- Barrie Arts Awards
- National Poetry Month
- Culture Days

Responsibilities of the Poet Laureate

Governance

- To act as an ambassador for the City of Barrie
- To read and sign off on the City of Barrie's Code of Conduct
- To perform duties with honesty and integrity and ensure that conduct in person, and online is professional and aligned with the Ontario Human Rights Code
- To gain approval from the Economic and Creative Development Department before using the City of Barrie logo on any promotional or print materials related to their position
- To provide a brief annual report (at the end of each year during their term) outlining the activities undertaken in the Poet Laureate role (event appearances, workshops, published works, etc.)
- Participate in the nomination or selection of the next Poet Laureate upon completion of their term

Projects

- Organize one event or project aimed at increasing awareness of and involvement in the literary arts per year. This project should align with Council Strategic Priorities and must be preapproved by the Economic and Creative Development Department. Expenses must fit pre-determined eligibility criteria as communicated by the City and will be reimbursed upon delivery of receipts.

- Write one new piece of work that can be used by the City to promote the program and the community (with rights given to the City to use as it sees fit).

Eligibility Criteria

Candidates for the position of Poet Laureate must:

- Be a current resident of the city of Barrie and be prepared to live within the region for the duration of their term;
- Have published their works (preference will be given to those that have had their works commercially published) in any variety of media;
- Demonstrate their skill in rhetoric, grammar and language;
- Have presented their work at public events or forums;
- Have received awards or other public recognition for their work; and,
- Clearly demonstrate excellence in poetry and the literary arts.

Term

- The current term for the Poet Laureate aligns with City Council's term of four years. Future terms will be two years in length, beginning in November 2026.
- The Poet Laureate may be recommended for a second term by the current jury panel should no new nominations be received.

Remuneration

- The Poet Laureate will receive an annual stipend of \$2,500.00 during their term, which will be paid from the Barrie Arts Awards budget.
- An additional \$1,500.00 per year will be reimbursed to the Poet Laureate for a poetry event(s) or project(s) to be coordinated and led by the Poet Laureate and preapproved by Economic and Creative Development in alignment with the goals of the Department, and City Council. Eligible and pre-approved expenses will be reimbursed by the City upon delivery of receipts.
- Up to \$250.00 per year in travel expenses related to kilometre reimbursement at the City rate. Travel expenses must be pre-approved by Economic and Creative Development.

Responsibilities of the City of Barrie

- To ensure timely payment of annual stipend in November of each year, and timely reimbursement of pre-approved expenses
- To provide a webpage dedicated to the Poet Laureate Program on which the current Poet Laureate is profiled, with links to their work
- To provide an annual platform from which the Poet Laureate may present their original work (i.e. Barrie Arts Awards or similar)
- To share major career highlights of the current Poet Laureate on appropriate City social media channels (i.e. awards won, new publications, etc.)

- To report back to Barrie City Council annually with the Poet Laureate's activities and programming from the previous year in the form of a memo

The City of Barrie may terminate or remove the selected Poet Laureate from the position in the event that the Poet Laureate fails to comply with any of the requirements of these Terms of Reference as determined by the City of Barrie in its sole discretion.

Selection Process

The Poet Laureate will be nominated in a process similar to and in conjunction with the Barrie Arts Awards program. Nomination forms will be posted on the City of Barrie's website www.barrie.ca.

The Economic & Creative Development Department will form a selection committee/jury panel that may include, but not be restricted to:

- 1) Three members of Barrie City Council
- 2) One individual that represents the publishing industry with experience in literary publications
- 3) The current Poet Laureate

The Economic & Creative Development Department will make every attempt to find the designated individuals for the panel, however staff may need to create the panel by utilizing the next best representative.

Criteria listed above will be ranked on a five-point scale:

Excellent

Very Good

Good

Fair

Poor

The nominee with the highest score will be awarded the title of Barrie's Poet Laureate for the following term.