

## District of Saanich Community Poets Program 2026-2028 Submission Guidelines - Community Poet

### Objectives

The District of Saanich's Community Poets Program, through the roles of Community Poet and Youth Community Poet, will highlight the positive impact of poetry, spoken word, and the literary arts and foster community connection through initiatives that:

1. Celebrate the people and places in Saanich through initiatives involving literary works
2. Engage with community and inspire participation
3. Elevate the profile of poetry, spoken word and the literary arts in Saanich communities

### Commitment to Diversity and Inclusion

We welcome and encourage applications from poets of all backgrounds, identities, and lived experiences. We are committed to fostering a program that reflects the diversity of our community, including but not limited to differences in age, culture, ethnicity, gender identity, sexual orientation, ability, language, and socio-economic background. Your unique voice and perspective enrich the creative landscape of Saanich.

### Key Responsibilities

The **Community Poet** position engages the community in activities that demonstrate the positive impact of literature, poetry, and spoken word and will work collaboratively with Saanich staff to develop their program plan, which includes design and participation in their proposed initiatives, community activations and civic events.

The Community Poet is expected to:

- Develop an annual project plan in consultation with staff, and where appropriate the Youth Community Poet.
- Develop and implement up to 2 community project(s) that provide opportunities for people to engage with poetry and spoken word, fostering a deeper connection to and enrichment of the cultural fabric, community life, and places and spaces of Saanich. Project(s) may include, but are not limited to, programs and activities, including place-based initiatives, readings, performances, installations, activations and publications.
- Compose and present poetry at up to 3 select municipal events and Saanich Council meetings each year, to be scheduled in coordination with staff.

## Term and Renumeration

The selected Community Poet will serve for a two-year term, commencing January 2026. The position receives an honorarium of \$5000 per year, with additional project funds of up to \$2000 per year to cover related project costs.

## Eligibility Criteria

Applicants for the position of **Community Poet** must meet the following criteria:

- Be a resident of the Capital Region District.
- Have a body of work that demonstrates poetic versatility and accomplishment in more than one style.
- Be a practicing poet or spoken word artist who has published work or been a featured performer.
- Have experience engaging with diverse communities through their literary practice.

## Application Process

Applications to be submitted through online application or by email submission to the [Community Arts Programmer](#) including the subject line: Community Poet Program Application.

The application package includes:

1. **Statement of Interest** – share your motivation for applying, vision, goals, ideas for an innovative project you are interested in developing, and how you envision contributing to this role.
2. **Curriculum Vitae**
3. **2 Reference letters** – one letter from a literacy peer / professional and one letter from a community leader/organization.
4. **Work Samples** – Submit up to three published pieces that showcase the range and versatility of your practice. Spoken word submissions must include both audio / video recordings and written transcripts.

## Selection Process

Submissions are reviewed by a selection committee of community peers in the field of the literary arts, poetry and spoken word.

Applications are reviewed for eligibility, and a shortlist of applicants will be invited to take part in an interview with the selection committee. During this process, the selection committee assesses applicants' submissions, presentation skills and aspirations for the position.

Following interviews, the selection committee will reconvene to provide their recommendation of a Community Poet. All shortlisted candidates will be contacted.

## **Selection Criteria**

Applicants are evaluated based on:

- Demonstrated involvement in and contributions to the local literary arts community.
- Artistic merit, range and body of work.
- Well-defined and innovative project idea(s), supported by an ability to develop and manage projects effectively.
- Proven ability to engage and collaborate effectively with literary community, staff, volunteers and the broader community.

## **Requirements**

As part of their Agreement with the District, upon approval, the Poet will sign an Agreement with the District outlining expectations, schedule, honorarium payment and other relevant terms and conditions. These include:

### **Insurance**

The Community Poet may be required to provide proof of general liability insurance of \$2,000,000 for any independently organized activities outside those coordinated with Saanich. Details will be confirmed and finalized during the agreement stage.

### **Intellectual Property**

All writings, notes, and original materials created during the Community Poet's tenure shall remain the intellectual property of the Poet, granting the District license to copy, publish and utilize project images and videos for District-related purposes.

### **Confidentiality**

The collection of personal information for this competition is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used to communicate information to Staff and the Project Jury for the purpose of evaluation and selection. Materials submitted for consideration to public art competitions will be treated as confidential. Ideas presented are understood to be the intellectual property of the applicant and the information contained therein will not be reproduced or adapted for any purpose, except to the extent necessary as described above. The District will not release this information to the public except as required under the Province of BC's Freedom of Information and Protection of Privacy Act. Questions related to privacy protection can be directed to the District's Privacy Officer at: 770 Vernon Ave, Victoria BC V8X 2W7, t.250-475-1775, e.foi@saanich.ca

For more information about the Community Poet Program, or for assistance with your submission, please contact the [Community Arts Programmer](#)