

District of Saanich Community Poets Program 2026-28

Submission Guidelines - Community Youth Poet

Objectives

The District of Saanich's Community Poets Program, through the role of Community Youth 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 Youth Poet** position engages youth in activities that demonstrate the positive impact of literature, poetry, and the spoken word and inspires young people to share their stories. This position will work collaboratively with Saanich staff to develop their program plan, which includes design and participation in their proposed initiatives.

The Youth Community Poet is expected to:

- Develop an annual project plan in consultation with staff, and where appropriate the Community Poet.
- Organize a poetry project that empowers and supports Saanich youth, amplifying their voices and encourages peer-inspired learning. Project(s) may include, but is not limited to, programs and activities, including place-based initiatives, readings, performances, activations and publications.
- Participate in an optional mentorship opportunity with a local poet.
- Create and perform new works of poetry at 3 select municipal events and Saanich Council meetings, to be scheduled in coordination with staff.

Term and Renumeration

The selected Community Youth Poet will serve for a one-year term, commencing January 2026, with an option for extension to a second year at the discretion of staff. The position receives an honorarium of \$2000 per year, with additional project funds of up to \$1000 per year to cover related project costs.

Eligibility Criteria

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

- Be between the ages of 17-24 and a current resident of the Capital Region District;
- Be prepared to celebrate and engage in the work and initiatives of the Community Poet
- Be a practicing poet or spoken word artist
- Show a keen interest in the role and responsibilities

Application Process

Fill out an application online or by email submission to the [Community Arts Programmer](#) including the subject line: Community Youth Poet Program Application.

The application package includes:

- **Letter of Intent** – Tell us about yourself and your interest in this role, what inspires you, your goals, ideas for a creative project you are interested in exploring and how you might engage and inspire other youth poets.
- **1 Reference letter** from a teacher or mentor
- **Work Samples** – Submit up to two original poems. Spoken word submissions must include both audio / video recordings and written transcripts.

Selection Process

A committee of literary and poetry peers will review submissions for eligibility and creates a shortlist for interviews. Following interviews, the committee will recommend a Youth Community Poet and notify all shortlisted candidates of the decision.

Selection Criteria

Applicants are evaluated based on:

- Active participation in and contributions made to the local poetry and literary community.
- Experience working collaboratively and engaging effectively with youth.
- Clear project idea(s) that align with the Youth Community Poet role.
- Confident and skilled at presenting your work to an audience.

Other Requirements

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

Insurance

The Community Youth 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 Youth 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 Youth Poet Program, or for assistance with your submission, please contact the [Community Arts Programmer](#)

