

Community Poets Program Selection Committee Guidelines



Purpose

The purpose of the Selection Committee is to oversee a fair, inclusive, and competitive process to recommend candidates for the roles of **Community Poet** and **Youth Community Poet** as part of the District of Saanich's *Community Poets Program*.

These positions aim to celebrate the positive impact of poetry, spoken word, and the literary arts, while fostering community connection through initiatives that:

- Celebrate the people and places of Saanich through original literary works and creative engagement;
- Inspire participation and deepen community connection through accessible and inclusive programming; and
- Elevate the visibility and value of poetry, spoken word, and the literary arts across Saanich communities.

The Community Poet and Youth Community Poet will collaborate with municipal staff to develop a community-focused plan that includes participation in public events, civic celebrations, and other forms of creative activation. These roles are grounded in artistic excellence, public engagement, and a commitment to reflecting the diversity and vibrancy of Saanich through the literary arts.

For more information about the Community Poets Program, please visit: saanich.ca/communitypoet

Committee Roles and Term

The committee will consist of up to **three members**, including:

- Literary professionals, poets, spoken word artists, or representatives of community organizations
- A staff coordinator

Qualifications and Skills

- Experience or expertise in the literary arts, including poetry, spoken word, or related disciplines.
- Background in community and/or youth engagement, including involvement in educational settings or mentorship
- Ability to provide thoughtful, objective, and constructive feedback on literary work.
- Experience serving on selection committees, juries, or advisory panels is considered an asset.

Responsibilities

- Provide fair, objective, and informed assessments of all applications.
- Participate in all required meetings, reviews, and interviews.
- Uphold confidentiality and adhere to the Committee's Code of Conduct.
- Contribute respectfully to discussions and final recommendations.
- Offer feedback to strengthen future program cycles.

Process

The Selection Committee will first convene for an online orientation to review the evaluation process. Following this, members will conduct an independent assessment of all submissions. Based on the initial evaluations, a shortlist of the highest-scoring applicants will be invited to participate in individual interviews with the Selection Committee. After the interviews, the Committee will make final recommendations for the 2026–2027 Community Poet and the 2026 Community Youth Poet.

1. Online Orientation

Attend an orientation session providing an overview of the selection process and next steps.
(Approx. 1 hour)

2. Independent Application Review

Members independently evaluate and score each application according to the established criteria, with an opportunity to provide qualitative input. Scores are submitted by email, and a shortlist of candidates is created. (Approx. 3–5 hours)

3. Individual Interview Meeting

Participate in interviews with shortlisted applicants, during which candidates will share their work and vision for the role. Following this, the committee will assess applicants' artistic presentation and make recommendations for the incoming poet and youth poet positions. (Approx. 3–5 hours)

4. Program Feedback

Provide input and feedback on the Community Poets Program and selection process to inform future program development.

Code of Conduct

Committee members are expected to:

- Communicate respectfully and courteously when sharing ideas, making decisions, and reviewing application materials;
- Adhere to all guidelines related to conflict of interest, intellectual property, information privacy, and confidentiality.

Confidentiality

All materials submitted to the Community Poets Program will be treated as confidential. Ideas presented are recognized as the intellectual property of the applicant and will not be reproduced or adapted for any purpose other than evaluation and analysis by staff and the Selection Committee.

The District of Saanich will not release this information to the public except as required under the *Freedom of Information and Protection of Privacy Act (BC)*.

Questions about the collection of personal information may be directed to foi@saanich.ca

Conflict of Interest

If a conflict of interest is declared, the member must abstain from discussion or decision-making related to that specific application.

Selection Criteria

Each application will be evaluated individually based on the following criteria:

1. **Community Involvement** – Demonstrated involvement in and contributions to the local literary arts community.
2. **Collaboration and Engagement** (Community Poet only) – Proven ability to engage and collaborate with the literary community, staff, volunteers, and the broader public, as demonstrated through past work, presentation skills.
3. **Artistic Merit** – Quality, range, and impact of the applicant's body of work.
4. **Project Vision and Feasibility** – A clear, innovative, and achievable project idea that demonstrates strong planning skills, supported by past experience.

Commitment to Diversity and Inclusion

The District of Saanich encourages applications from individuals with diverse backgrounds and lived experiences. We celebrate diversity and strive for this program to reflect the full range of voices, perspectives, and experiences that make up our community.

Territorial Acknowledgement

The District of Saanich lies within the territories of the lək'wəŋən peoples represented today as Songhees and Esquimalt Nations, and the W̱SÁNEĆ peoples, represented today by the W̱JOLEŁP (Tsartlip), BOKEĆEN (Pauquachin), STÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations. The First Peoples have been here since time immemorial and their history in this area is long and rich. The District of Saanich is proud that our name is derived from the W̱SÁNEĆ peoples. Saanich Council is committed to taking a leadership role in the process of healing wounds of the past and becoming a more just, fair and caring society.

Contact Information

Staff from the Community Services Division will schedule and oversee committee meetings and prepare all related materials. For questions, please contact:

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