



# Partners in Parks Program

## Community Parks Week – COMMUNITY PLANTING ACTIVITY

Celebrate our greenspaces during **Community Parks Week** by planting a tree!

Various community groups/Neighbourhood Associations work in partnership with the City of Waterloo to coordinate small planting events within naturalized areas on public parkland during the month of October.

To organize a community planting event within your neighbourhood park, review the CPW Planting Event Information below. Next, complete the PIP Community Action Form, *due no later than September 1st of each year.*



### Activity Description – COMMUNITY PLANTING:

Community participants experience planting trees and shrubs during a one-time activity on public parkland. Existing naturalization areas include around waterways, storm water management ponds, woodland edges, meadows, and priority areas as indicated in the report titled “*Naturalization in Waterloo – A consolidation of existing policies, programs & procedures*” (2008).

### Responsibilities:

The Group Leader and City of Waterloo staff work together to determine project location, timing, and appropriate species and placement within the naturalization area.

The **City of Waterloo** coordinates the vegetation, utility locate clearance, required equipment, wood chip mulch delivery and orientation on the day of the event. Homeowners within close proximity to the planting site will be informed of the proposed project prior to the activity.

The **Group Leader** is responsible for adhering to the procedures, policies and guidelines outlined in the PIP Program – Community Guide. The Group Leader will engage community involvement and media coverage, if desired. The Group Leader will ensure participants are wearing Personal Protective Equipment, have read and signed the *Informed Consent Agreement*, and are directly supervised. Transportation to the activity site is the sole responsibility of the participants. The community group is encouraged to water the vegetation regularly for one season after planting as this is a valuable component for plant survival.

### For more information, contact:

City of Waterloo – Partners in Parks Program, 265 Lexington Crt WATERLOO ON N2J 4A8  
TEL: 519-747-8643; FAX: 519-886-5788; Email: [stewardship@waterloo.ca](mailto:stewardship@waterloo.ca)



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### Time and Place:

- Approved naturalization or priority areas on public parkland in Waterloo
- Small community planting events (October)
- Evenings directly after 4:00pm or Saturday between 9:00am - 3:00pm (no statutory holidays)
- For schools: between 9:00am-3:30pm Monday to Friday

### Group Participants:

- Group Leader must be 18 years of age or older to coordinate the activity
- Appropriate for all ages, as small plant material and minimal tools are used
- Minimum group size = 15 participants

### Direct Supervision:

- Parent/guardian of any under-age-18 participant must sign the **PIP Informed Consent Agreement** for their child's participation and supervise minors with suitable project tasks

### Orientation:

- City of Waterloo staff will provide a tree planting demonstration and tool safety talk

### Planting Details:

- Quantity: Minimum of 50 native trees and shrubs
- Vegetation Size: Maximum size of 3 gallon pot and 6 feet tall
- Funding: Donations, sponsorship or obtaining grant funding for plant material is required for projects greater than 50 trees/shrubs
- Site preparation: Utility locate clearance required (3 weeks prior to date of activity)

WHAT TO WEAR? Personal Protective Equipment (PPE):	Acceptable Tools/Supplies:
<ul style="list-style-type: none"> <li>• <b>Protective Footwear</b> – all participants shall wear closed-toe footwear which must be fully laced to provide full support and to prevent accidents</li> <li>• <b>Protective Clothing</b> – all participants shall wear clothing appropriate for outdoor weather and natural area conditions including long pants; and hats, sunglasses, sunscreen, insect repellent, bottled water (as required)</li> <li>• <b>Protective Gloves</b> – all participants shall wear cloth gloves, supplied by the City, where they may be exposed to the hazard of injury from contact of skin with a sharp or jagged object which may puncture, cut or abrade the skin</li> </ul>	<ul style="list-style-type: none"> <li>• Cloth gloves</li> <li>• Shovels, short-handle</li> <li>• Recycle bins / buckets</li> <li>• Wheelbarrows</li> <li>• Spiral tree wraps</li> <li>• Wood chip mulch</li> <li>• Garden and fan rakes</li> <li>• Push broom</li> <li>• Hand-held pruners</li> <li>• First aid kit</li> <li>• Reporting forms – Map, Incident Report, Informed Consent, Stewardship Report</li> </ul>

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