



Partners in Parks Program Community Guide

For Community Vegetable Gardens

A program of the City of Waterloo
Public Works Services - Environment and Parks Services
(Program established in 1996)

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Please be advised that City standards, policies, procedures and/or the contents of this Community Guide may be revised at any time at the discretion of the City of Waterloo.

Council Report # PWS2008-02

March 3, 2008

PARTNERS IN PARK PROGRAM COMMUNITY GUIDE

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Moved by Councillor Vieth, seconded by Mayor Halloran:

“That PWS2008-02 be approved and that the Council of the City of Waterloo:

- 1) receive the **Partners in Parks (PIP) Program - Community Guide** as information; and
- 2) approve the use of new documentation and process for the PIP Program:

A) Long-term Projects (five year term):

Community Group Representatives are provided with a risk-assessed Volunteer Position Description which makes reference to their role and responsibilities for their approved long-term project on public parkland. Upon completion of a City of Waterloo Volunteer Application Form, they will be screened and registered as City of Waterloo volunteers.

A Partners in Parks Agreement will be signed by the Community Group Representatives and the Public Works Services General Manager or staff designate prior to carrying out the approved project.

All group participants will read and sign an Informed Consent Agreement prior to participating in the project on an annual basis throughout the term of the agreement.

B) Short-term Stewardship Activities (one-time event or less than one year term):

All group participants, including the Group Leader, will sign an Informed Consent Agreement prior to carrying out the one-time event, whereby they assume any associated risk involved in their own or child’s participation.”

Carried Unanimously

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Introduction

Established in 1996, the Corporation of the City of Waterloo's (the "City") **Partners in Parks Program** provides a creative opportunity for the community to be involved in their neighbourhood greenspace through short-term stewardship activities or long-term projects. These community- driven improvement projects are carried out throughout April to October on public parkland. The recent development of Community Vegetable Gardens has been a welcome addition to the communities.

The Partners in Parks Program - Community Guide was created as a tool for the community, outlining detailed steps on how to initiate and implement a stewardship activity/project on parkland. Designed to support community initiatives, this program assists with various resources, tools and technical advice.

Since its inception, hundreds of community residents have carried out various improvement projects within their neighbourhood park. This provides many benefits to the community including:

- * Contributes to the health, safety, and aesthetics of Waterloo's greenspaces and quality of life
- * Fosters education, awareness, understanding and action within Waterloo's greenspaces
- * Provides fresh, local and affordable food for the community
- * Provides a personal contribution to our living environment
- * Builds a sense of community spirit and facilitates partnerships
- * Provides access to supplies, tools and technical advice for community projects

Planting and maintaining a community vegetable garden on passive parkland within your neighbourhood in Waterloo is one option through the Partners in Parks Program. Two Community Garden Representatives with City Staff assistance, may plan, install and maintain a community vegetable garden within their neighbourhood park for a five-year renewable term, as agreed upon by the City of Waterloo. A minimum of five to ten gardeners must be committed to participate and make the garden a success.

This long-term project involves initial design and creation of a garden bed, planting the garden, and on-going maintenance throughout the growing season. The vegetable garden must reflect the objectives of the group as well as the maintenance capabilities of the group who create it. Group participants require basic gardening skills and knowledge and must be able to undertake moderate physical exertion.

ROLES

Two Community Garden Representatives will be from different households residing in the project area and will work together with the City Staff Liaison to determine specific details including project location, timing of activities, requirements, and creation of a design plan. Both Community Garden Representatives will fill out a **City Volunteer Application form**.

City of Waterloo's Role: City Staff will aid in locating the most feasible parkland area based on the necessary criteria needed to have a successful garden. Upon project approval, the City of Waterloo, based on their discretion, will assist with informing residents with the approved design plan and project details. Once all details of the garden have been finalized, then prepping for the garden can begin including:

- Obtain utility locate clearance prior to digging
- Conduct the initial bed preparation including removing the existing sod, roto-tilling and adding soil as required.

Note: The City will grant and assist with gardens on a first come first serve basis and based on available funding.

RESOURCES

Community Garden Council (CGC) of Waterloo Region is a group of individuals dedicated to helping community gardens grow and prosper. They are a wealth of information and will inform you about available amenities and resources such as mulch, compost and water tanks through several external organizations at minimal costs. It is important that a member from your group is on the mailing list of the Community Garden Council to receive information about opportunities available for your garden.

CGC Email: cgwr-network-bounces@together4health.ca.

CGC Website: <http://together4health.ca/workgroups/waterloo-region-community-garden-council>.

Potential Funding Sources:

- **Community Environmental Fund 2013- Region of Waterloo:**

Website: www.regionofwaterloo.ca/sustainability

Email: sustainability@regionofwaterloo.ca

Phone: 519-675-4757 ext. 3081

- **Community Grants- City of Waterloo**

Website: www.waterloo.ca/en/living/communitygrants.asp

City Policies and Guidelines:

Refer to the policies and guidelines (page 13) which includes **Safety, Emergency Procedures, Consent, Equipment, Bylaws and Policies** while planning and maintaining your Partners in Parks project on city property.

STEPS TO INITIATE, IMPLEMENT and MAINTAIN YOUR GARDEN

Overview

A. Getting Started (Detailed information located on page 9 – 11)

1. Fill out the required paperwork outlined under Step One: Expression of Interest (page 7)
2. Determine if you are living in a neighbourhood that is an affiliated group with the City or has a Neighbourhood Association.
3. Determine location of garden with City Staff based on the following:
 - available parkland
 - available water source
 - access to residents
4. Determine if you have enough interested citizens to create and maintain a garden.
5. Design your garden according to City of Waterloo standards, i.e. size of garden will be determined by size/availability of parkland, current / future park uses.

B. How to Finance your Garden

1. Apply for funding/grants for gardens and supplies.
2. Fundraise through your Neighbourhood Association.
3. Seek information and resources from Community Garden Council.

C. How to Maintain your Garden

1. Maintain your garden according to City of Waterloo standards, i.e. keep site neat and tidy, and remove litter and yard waste.
2. Each group will be responsible for acquiring all of their own tools and supplies.
3. Schedule regular work parties with the group.
4. Problem-solve issues as they arise.
5. Seek information and resources from Community Garden Council for garden requirements, i.e. obtaining bark mulch, garden tips and workshops.

COMMUNITY ACTION PROCESS- Paperwork

Follow the step by step process to carry out your project. This involves expressing interest in your project by completing the required forms, project review by City Staff, followed by implementation, reporting and monitoring.

Step One: Expression of Interest

After reviewing the **Partners in Parks Program - Community Guide** for an understanding of the program, policies and guidelines, two **Community Garden Representatives** will express interest in their proposed project by submission of the **Community Action Form** (*Appendix A*) and attach a **garden design** to scale. It is important that the Community Group Representatives obtain input from all neighbours residing within close proximity of the project area and enlist support of the Neighbourhood Association (if applicable) at the start of the project. This will ensure that your project proposal is a community-desired project and effort.

The **Community Garden Representatives** are responsible for planning and implementing the project and ensuring all garden participants are properly equipped, trained on safety and potential risks, and monitored during the activity. The Community Garden Representatives must register as a City of Waterloo Volunteer by completing a **Volunteer Application Form** (available upon request) after reviewing the **Volunteer Position Description** (*Appendix B*).

Step Two: Project Review

A Review Team made up of City Staff responsible for the maintenance of the greenspace, will review the proposed project request in terms of environmental and community benefits, scope, appropriateness, and feasibility. The City may refuse to grant a request to carry out a project if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard or dispute, or be in conflict with City policies and objectives.

If the community project requires communicating with the neighbourhood, as determined by the City Review Team, staff will guide the community group by assisting with one or more of the following:

- a) Preparing & distributing project information to residents within a reasonable distance of the project site, based on the City's discretion.
- b) Preparing and holding an informal public information session or "walkabout", to encourage community discussion and input.

Step Three: Implementation

Upon approval, the City Staff Liaison will work in partnership with the Community Garden Representatives to co-ordinate details of the approved PIP project.

The Community Garden Reps will review the **Operating Terms** (*Appendix F*) of this agreement, and read and sign the **Partners in Parks Agreement** (*Appendix E*). This confirms your commitment to adhering to the roles and responsibilities, and policies and guidelines as outlined in the **Volunteer Position Description** (*Appendix B*) and **Community Guide** for the duration of the term of the agreement. An Orientation Training Session may be provided to the Community Garden Representatives prior to initiating approved projects.

Step Four: Reporting

The following reports will be provided to City Staff by the Garden Representative as soon as possible:

1. **Informed Consent Agreement (Appendix C)**- All group participants are required to **read and sign** the **Informed Consent Agreement** prior to carrying out the activity and must sign an Informed Consent Agreement once per year during the term of the **Partners in Parks Agreement**.
2. **Incident Reports** – If any minor or serious injury takes place during your activity/project, completion of an **Incident Report** is required. This form will be provided with your supplies/materials. (See “Policies and Guidelines – Safety - Emergency Procedures”;p 13-14, for further details).
3. **Stewardship Activity Report (Appendix D)** – tracks your progress by summarizing the results of your project. An annual report, prepared by the City Staff Liaison, will summarize all PIP Stewardship Activities/Projects of the current year, based on your submitted results.

Step Five: Monitoring

The City Staff Liaison and the Community Garden Representatives monitor the long-term project, ensuring it is meeting City standards, is satisfactory to the neighbouring residents, and will respond to any project successes or shortcomings. This involves communication on an annual basis.

CHECKLIST

Ensure the following forms have been completed and returned to the City of Waterloo according to the timeline below:

FORMS REQUIRED:	APPENDICES:	TIMELINE:
<ul style="list-style-type: none"> • Community Action Form • Volunteer Application Form • Informed Consent • Partners in Parks Agreement • Stewardship Activity Report 	<ul style="list-style-type: none"> • Appendix A • Upon Request (1st review Volunteer Position Description – Appendix B) • Appendix C • Appendix E • Appendix D 	<ul style="list-style-type: none"> • To initiate project • To initiate project • Prior to project activity • Prior to project activity • Completed at end of growing season

PLANNING YOUR PROJECT- Step by Step

The following steps offer guidelines ranging from:

How to determine the type of garden that is the most appropriate for your group to where the garden will be located on city parkland?

Who will be involved with the garden and what are the goals of the group?

Does your group have any funding resources?

Examine all the factors that could influence the success of your project by reviewing the steps below:

STEP ONE: Determine that the desired land is City parkland

Before working on any land, it is important to find out who owns it and to obtain the proper permission. Contact City Staff to determine if it is City, the name of the parkland and if the chosen location is passive parkland with no current or intended future use. Surveying of the area by City Staff may be required if boundary lines are questionable.

NOTE: All newly developed parks require a two year post-development warranty period, whereby the Developer is responsible for maintenance of the parkland. Any PIP Long-term project requests within new parks must be placed on hold until after the final inspection is completed and the City assumes maintenance of the park.

STEP TWO: Who will be involved?

A key to project success is involving neighbours in the initial stages of planning in order to obtain their support and input. Questions to ask include:

- “Who is directly affected by anything we do in this area?”
- Are there neighbours properties that back onto the area?
- “Can I recruit a number of capable, committed residents to assist with the project?”
- Written support from your Neighbourhood Association and/or neighbouring residents who are willing to assist with the creation and on-going maintenance of the garden bed is required (see *Appendix A. Community Action Form*).

STEP THREE: Determine suitability of the site

- Sun exposure, soil moisture, soil drainage, shelter and prevailing winds
- Nearby water source (excluding any natural water feature such as a creek, wetland or pond)
- Accessibility to everyone in your community, so as not to exclude park patrons
- Site visibility and adequate distance from private property for safety and to prevent vandalism (recommend 15 metres (50 feet))

STEP FOUR: Inventory existing features

- Seasonal use of the site (sports, toboggan run, snow clearing for ice rink, etc.)
- Property boundaries including fences
- Turf areas (mown grass)
- Overhead and underground utilities
- Utility boxes and fire hydrants (all vegetation must remain 1.2 m / 4ft away)
- Permanent structures such as buildings
- Existing vegetation (include width of tree canopy)
- Existing footpaths or public trails
- Existing drainage patterns (i.e. Swales, poorly drained areas, sloped land)

STEP FIVE: Develop a plan of action

Consider the timing of the project from start to finish: set project goals, discussions with neighbourhood, fundraising, construction, and development of an on-going maintenance schedule.

TIMING

The Community Garden Representative is encouraged to complete the necessary documentation to initiate the project, three months in advance of beginning the proposed project.

Project Initiation:	Proposal Deadline:	Bed Preparation:	Planting & Maintenance:
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Spring	January 31 st	April/May	May to October
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Fall	August 31 st	October/November	May to October (next year)
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FUNDING

Does your group have access to funding from your Neighbourhood Association or are you prepared to apply for funding grants from various organizations.

- Determine funding sources for garden sign, tools, lumber, seeds and amendments
- Utilize the Community Garden Council as an information guide and access to resources

GARDEN DESIGN: Specifics

Garden Project Guidelines

Review the following guidelines for designing your garden, ensuring all garden installation and on-going maintenance activities follow the City of Waterloo standards and specifications outlined below.

Garden Design Considerations

Design and construction of the community garden must adhere to City standards for size, location, type of garden, amenities, structures and plant material:

- Garden size dependent on # of participants and available passive parkland
- Approximate size of individual or shared plots to be determined by group
- Amenities such as: accessible walkways, garden fencing, composters will be considered
- Amendments such as good quality topsoil and compost are acceptable

Type of Community Garden

Select a garden style that will meet your groups' needs:

1. **First standard:** Minimum size of garden is 10 plots with a maximum number of plots to be determined based on park area and neighbourhood generated interest and commitment;
2. **Second standard:** Shared use community garden not divided into plots with size determined on park area and neighbourhood generated interest and commitment;
3. **Third standard:** Raised garden beds or garden boxes;
4. **Fourth standard:** Combination of the above standards or other types not listed.

Design Layout

City Staff will assist with the layout based on the surrounding park area, some helpful tips include:

- Use of a long garden hose helps to visualize the planting bed
- Ensure a minimum mowing strip width of 2.4m - 3.0m (8- 10 feet) around all garden beds located in manicured areas, with curves that are easy to negotiate for City machines

Maintenance Tasks Include but not limited to:

- Planting and maintenance of vegetables and approved plant material
- Weeding of garden on a regular basis
- Litter and organic waste removal as required
- Mulching pathways and edge of garden as required to help control weeds
- Vandalism/damage to be repaired immediately

MODIFICATION, RENEWAL AND TERMINATION

Throughout the term of the agreement, any changes to the **Partners in Parks Agreement** must be reported to the City Staff Liaison such as changes to contact information or resignation of a Community Garden Representative. The Long-term PIP Project may be modified in scope or altered in any manner at the discretion of the City, at any time during the term of the agreement.

Renewing/Modifying your Partners in Parks Agreement:

- I. Review contact information of Community Garden Representatives and list of committed residents to ensure information is current and there is commitment to continue the project
- II. To alter the agreement, such as extending a garden bed or adding additional vegetation or features, requires following the process outlined below:
 - Site visit with Community Garden Representative(s) and City Staff Liaison to discuss proposal for project additions or changes
 - Discussion with City Review Team to ensure impacts to maintenance operations are minimized
 - If approved, an amendment will be made to the original planting plan and included with your Partners in Parks Agreement
 - Utility locate clearance before additions or expansions to planting plan can be implemented, if project requires digging
- III. Upon the ending date of the term of the agreement, a review of the success of the project will determine if renewal for the same duration with the same terms and conditions will occur, provided the project has been carried out to the satisfaction of the City.

Termination of the Partners in Parks Project:

If deemed necessary, the City may alter or discontinue the Long-term PIP Project at any time during the agreement, which may involve the City assuming maintenance of the project, down- sizing the scale of the project, or removing some or all contents of the project if it finds that:

- the Community Garden Representatives and/or participants are not meeting the terms and conditions of the approved project and agreement
- the Community Garden Representatives and/or participants are acting contrary to the guidelines of the program and/or policies of the City
- the Community Garden Representatives have moved out of the area and residents residing in the project area are not willing to commit to the responsibilities for the remaining term of the agreement
- undesirable effects such as increased litter, loitering, vandalism, or community disharmony are resulting from the project
- the project is proving to be counter-productive to the program's objective or at the City's sole discretion decides not to continue the program or particular project

Policies and Guidelines

Ensure you follow the Policies and Guidelines outlined below with respect to participants, safety, equipment, media contact, photography, and Municipal by-laws and standards.

CITY OF WATERLOO VOLUNTEERS AND GROUP PARTICIPANTS

A **City of Waterloo Volunteer** is anyone who, without compensation or expectation of compensation beyond agreed-upon reimbursement, performs a task at the direction of and on behalf of the City. A Volunteer must be officially accepted and registered by the City prior to performance of the task.

All **Community Garden Representatives** must be officially accepted and enrolled by the City prior to the performance of the task. While on duty, the City of Waterloo Volunteer must wear an issued City lanyard with ID tag.

Any **Contractor**, hired by the Community Garden Representative, to carry out work on public land on behalf of the City, must comply with the requirements of the Occupational Health and Safety Act and is required to follow the steps outlined in the Contractor Program (Health & Safety Policy, 2007).

Group participants are required to read, understand and sign a waiver of liability and assumption of risk (*Appendix C Informed Consent Agreement*), providing consent for their own or child's participation in the Partners in Parks Program.

SAFETY

Safety is of primary importance in all City decisions related to the Partners in Parks Program. Only groups and individuals determined by the City to be responsible and to exhibit, in good faith, the desire and the ability to achieve the program objectives within the parameters of this program will be allowed to carry out their project.

Awareness of the elements of risk includes but is not limited to:

- **Inclement Conditions** - suspend activities when weather conditions become inclement (fog, heavy rain, high wind, electrical storms, smog, extreme heat/humidity etc.).
- **Potential Water-Associated Risks** – stay clear of waterways (creeks, wetlands, ponds)
- **Potential Risks in Natural Areas** – slippery conditions, exposure to plants such as poison ivy or stinging nettle, stinging insects, branch/tree failure, and uneven ground
- **Underground utility cables** – for projects requiring digging, ensure you have a copy of the utility locate clearance with you on site prior to planting
- **SHARPS** defined as needles, syringes, blades, lancets, clinical glass (glass possibly contaminated with blood, bodily fluids or chemicals) and any other items that could cause a cut, puncture, or abrasion. PARTICIPANTS ARE NOT TO PICK UP ANY SHARPS including broken glass, wood, metal, or items that are heavy, bulky, difficult to grasp or unstable.

When a SHARP is discovered, the Community Garden Representative will flag the site with flagging tape and report its location immediately to the City Staff Liaison.

If a participant has been in contact with a SHARP or injured in any way during the PIP activity, follow the emergency procedures indicated below.

EMERGENCY PROCEDURES

1. Apply or offer basic first aid assistance to participants, as needed (e.g. bandages or disinfectant). For serious injury, advise or assist injured participants in seeking emergency medical care by calling 911.
2. The Community Group Representative / Individual Project Volunteer or Group Leader will complete an *Incident Report* (provided with supplies) for **all** accidents involving injury, including minor injuries such as bee stings and cuts.

“**Close calls**” are to be communicated to the City Staff Liaison on the *Stewardship Activity Report (Appendix D)*.

Minor injuries require completion of the *Incident Report*, submitted to contacts below on the first Business Day after your activity.

Serious injuries requiring Emergency Medical Service (EMS) and/or hospitalization require completion of the *Incident Report*, faxed *immediately* to the contacts below:

Fax completed Incident Reports to:

1. Waterloo Municipalities Insurance Pool @ FAX 519-741-2960
2. City of Waterloo, Adopt-A-Road Program @ FAX 519-886-5788

Emergencies requiring City staff assistance (securing/cleaning up a site): Service Centre @ 519-886-2310 (NOTE: During evenings or weekends, your call will be directed to Dispatch, and the appropriate on-call City staff.)

Safety Considerations – BEFORE your activity/project:

- **V i s i t** site ahead of time. Assess the site and minimize potential risks.
- **W o r k** with the City Staff Liaison to determine what supplies/tools will be required for your activity and provide a tool safety talk to participants (*Appendix G. Acceptable Tools*).
- **E n s u r e** all group participants read and sign the **Informed Consent Agreement** (*Appendix C*) prior to participating in the activity
- **E n s u r e** all group participants are wearing Personal Protective Equipment (PPE) and where required, any regulation approved safety equipment (safety vests, pylons, ear/eye protection) provided by the City.

Safety Considerations – DURING your activity/project:

- **A l w a y s** work in pairs, where possible
- **A v o i d** exposure to potential risks and report any hazardous materials (SHARPS or large items of refuse) on the **Stewardship Activity Report** (*Appendix D*)
- **B r i n g** a First Aid Kit along to your activity in case of minor injuries and a cell phone and map indicating directions to the nearest hospital

EQUIPMENT

The City is not responsible for any lost or damaged supplies/tools provided by the Community Garden Representatives/Individual Project Volunteer or group participants. Any borrowed tools (e.g. safety vests, garbage nippers) supplied by the City must be returned to the Service Centre upon completion of the project.

Power Equipment – Registered volunteers or group participants are not permitted to use any power tools on public parkland with the exception of residents' push lawnmowers, unless preauthorized in writing by the City. Please note that the Ministry of Education requires that students under the age of 18 years must *not* operate a vehicle or use power tools.

Personal Protective Equipment (PPE) - All participants in the Partners in Parks Program shall wear Personal Protective Equipment (PPE) as indicated below.

Personal Protective Equipment (PPE):

- **Protective Footwear** – all participants shall wear closed-toe footwear which must be fully laced to provide full support to prevent accidents
- **Protective Outerwear** – all participants shall wear appropriate outerwear for outdoor weather and natural area conditions including long pants; in addition to hat, sunglasses, sunscreen, bug repellent (as required)
- **Protective Gloves** – all participants shall wear cloth or leather gloves, 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

The City will provide safety equipment including regulation approved safety vests, pylons and ear/eye protection if required for your Partners in Parks activity/project.

MEDIA CONTACT

Media representatives interested in featuring your volunteer Partners in Parks activity may approach group participants. Participants and registered volunteers are not authorized to represent the City during a media interview; however, you are welcome to speak on behalf of your Partners in Parks initiative experience. Please forward media requests for a City representative to the appropriate City Staff Liaison.

PERMISSION TO USE PHOTOGRAPHS

As part of the City of Waterloo's Partners in Parks Program, photos may be taken of you and/or your child participating in a stewardship activity/project by a photographer employed by the City of Waterloo or a Community Group Representative. The City may use these photographs in future promotional materials including advertising, brochures, publications, video productions, and other uses.

Group participants: Your permission is required on the **Informed Consent Agreement** (*Appendix B*) for City representatives (staff or volunteer) to use photos of you and/or your minor (under-age-18) when participating in the Partners in Parks Program.

Community Garden Representative: Your signature for **Photographic Release** on the City of Waterloo **Volunteer Application Form** indicates that you have already provided your consent for City representatives (staff or volunteer) to use photos of you when participating in the Partners in Parks Program, and that you have waived your right to any fee or compensation for either the photographic sitting or the use or reproduction of the resulting photograph in any medium.

MUNICIPAL BY-LAWS AND STANDARDS

Community Group Representatives must adhere to relevant **Municipal By-laws and Standards** including, but not limited to the following:

- Parks By-law #03-059
- Water Restrictions By-law #90-62: Refer to section on lawns and garden watering, using the municipal water system
- Encroachment Policy (2006)

- Project must meet City park standards throughout the duration of the agreement
- Application of pesticides, herbicides, or insecticides may **not** be applied on any City public land
- Refrain from using power tools or riding equipment (exceptions: standard p u s h lawnmowers for registered volunteers) (See *Appendix G. Acceptable Tools*)
- Minimize impacts to drainage, turf maintenance, snow removal, and other maintenance
- Minimize impacts to public safety and allow for free and clear access for park users and City maintenance crews No impact to other park amenities and activities
- Vegetation and additional features will not be replaced by the City if damaged, vandalized or removed in any way
- The land and all its contents remain as public parkland

APPENDICES

- A. Community Action Form
- B. Volunteer Position Description
- C. Informed Consent Agreement (includes – Photo Consent)
- D. Stewardship Activity Report
- E. Partners In Parks Agreement
- F. Operating Terms
- G. Acceptable Tools



Partners in Parks Program

Community Action Form

~ Long-term Projects ~



LONG-TERM PIP PROJECTS include Planting & Maintenance of a Community Vegetable Garden. To initiate your project, the Community Garden Representatives complete the *Community Action Form* below in addition to the *Volunteer Application Form* and submit to the address below. Thank you for your interest in the Partners in Parks Program!

A. CONTACT INFORMATION - Tell us about YOU:

Please attach: Volunteer Application Form (provided upon request)

B. PROJECT DETAILS - Tell us about the PROJECT you would like to coordinate:

Long-term PIP Project:
Name of Public Parkland:
Project Goals/Objectives:

C. ENVIRONMENTAL/COMMUNITY BENEFITS - Check all that apply to your project:

<input type="checkbox"/> provides fresh affordable local food	<input type="checkbox"/> creating community awareness and stewardship within our greenspaces
<input type="checkbox"/> grow food for individuals and groups*	<input type="checkbox"/> connect people with nature
<input type="checkbox"/> improves biodiversity, creating habitat for wildlife	<input type="checkbox"/> build welcoming, safer communities
<input type="checkbox"/> improves the natural aesthetics of the greenspace	<input type="checkbox"/> other

*City of Waterloo Strategic Plan (current) and Environmental Strategic Plan (2010) Initiatives

D. LIST OF NEIGHBOURHOOD SUPPORT

It is important that the Community Garden Representatives obtain input from all neighbours residing within close proximity of the proposed project area during the planning stages, to ensure the project is a community-desired project and effort. Upon approval, the City of Waterloo, based on their discretion, will assist with informing residents with the approved design plan and project details.

By signing below, I have read and understand the proposed PIP project on parkland (see attached design proposal), which will be coordinated by Community Garden Representatives (insert names):

_____ and _____.

Any concerns regarding this project may be directed to the City of Waterloo, Public Works Services, Park Technologist 519-886-2310.

NAME (print):	ADDRESS:	PHONE #:	Signature

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, telephone (519) 886-1550.

E. LIST OF PROJECT PARTICIPANTS

Include interested participants residing within your neighbourhood that are committed and capable of assisting with on-going maintenance of your Partners in Parks Project (*excluding* Community Garden Representatives).

By signing up below, I have read and understand the proposed PIP project on parkland (see attached design proposal), and I would like to participate in this project which will be coordinated by Community Garden Representatives:

PARTICIPANT NAME (print):	ADDRESS:	PHONE #:	COMMITMENT (# of years):

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, telephone (519) 886-1550.

F. REQUIRED INFORMATION

Please complete this page for carrying out a Long-term Planting and Maintenance of a Community Vegetable Garden Project. This will provide us with additional information about the site and your proposed design.

Site characteristics:

- Drainage: Well-drained Adequate Poorly-drained
- Sun exposure: Full sun Part shade Full shade
- Soil type: Loam Clay Sand
- Wind exposure: Sheltered Exposed
- Other

Existing vegetation and/or structures in the planting area (eg. Utility box):

Proposed garden type: shared use community garden or individual plots:

Additional features (e.g. accessible walkways, food grade water tank, soil amendments, native perennial plant material):

Design layout: Dimensions of proposed planting area in metres (width x length) =

Please attach:

- Design layout of proposed planting area, drawn to scale, including additional features mentioned above
- Written support from Neighbourhood Association (if applicable)

Position: Community Garden Representative Co-Leader, Partners in Parks (PIP) Program

City Staff Liaison:	Rhonda Larsh, Parks Services	519-747-8606
Volunteer Services Contact:	Mary Thorpe (Manager) / Wendy MacIntosh	519-888-6488

Objective:

- With another citizen volunteer from your neighbourhood, co-lead in creating and long-term maintaining a community vegetable garden on Waterloo City parkland, per an approved Partners in Parks agreement (PIP)

Roles and Responsibilities:

- Find and work closely with a reliable, equally-committed co-leader volunteer from your neighbourhood (but not the same household), to seek permission to establish and maintain a productive community vegetable garden on city parkland in your neighbourhood
- Survey those living near the proposed community vegetable garden site and obtain written support from your Neighbourhood Association, if applicable, to verify interest/approval for a garden on the site
- Recruit capable, committed project participants within your neighbourhood
- Sign and adhere to the procedures, policies and guidelines in the Partners in Parks Community Guide
- Schedule, coordinate, and monitor participation in, community garden project work days, as required
- Ensure that adult participants each sign a PIP Informed Consent Agreement, prior to undertaking any project work each year
- Ensure the parent/guardian of any under-age-18 participant has signed the PIP Informed Consent Agreement for their child, and agrees to supervise their child's participation in suitable project tasks
- Ensure you and the project participants understand the required skills and potential risks for all tasks
- Oversee or facilitate the annual preparation, planting and maintenance of the community garden bed
- On group project workdays, monitor the project work, ensuring tasks are completed safely and well
- Pick-up or return any required paperwork or borrowed tools relating to the garden or project workdays
- As needed, find sponsors or fundraise to cover any garden-related costs

Time / Place / Commitment:

- On city parkland within Waterloo, April to October, for the length of the PIP agreement (3-5 years)
- Schedule and oversee group workdays during the gardening season each year, as needed or required

Training and Orientation:

- The Community Garden Representative Co-Leader will undergo a training session highlighting project requirements with emphasis on required skills, Personal Protective Equipment (PPE), acceptable tools and safety, and potential risks. Community Garden reps. will, in turn, share this information with project participants

Qualifications:

- Able to undertake a leadership role, to ensure a safe and positive gardening experience
- Able to safely undertake moderate physical exertion in varying outdoor conditions
- Willing and able to work cooperatively with the neighbours, participant gardeners and with City Staff
- Written support from your Neighborhood Association or from neighbours committed to participating

Benefits:

- Contributes to the health, safety and aesthetics of Waterloo greenspaces and quality of life
- Fosters partnerships; creates environmental awareness, stewardship and community pride
- Help to provide local fresh and healthy food at a low-cost for those who participate

Screening Requirements:

- Registration as a City of Waterloo Volunteer
- Satisfactory interview and reference check

Additional Information:

Partners in Parks provides opportunity for community-driven improvement projects within public parkland.



Partners in Parks Program

INFORMED CONSENT AGREEMENT



~ WAIVER OF LIABILITY AND ASSUMPTION OF RISK ~

Since 1996, the City of Waterloo's **PARTNERS IN PARKS PROGRAM** has provided opportunities for participants to get involved in Waterloo's greenspaces through various short-term stewardship activities (mulching public trails, litter clean-up, stream enhancement, planting vegetation) and long-term projects (creating and maintaining community vegetable gardens, garden beds or vegetated buffers, invasive plant species management of garlic mustard, turf maintenance and special projects).

All participants must wear Personal Protective Equipment and be informed of the acceptable tools and elements of risk, prior to participating in any Partners in Parks activity/project.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- a) **Protective Footwear** – all participants shall wear closed-toe footwear which must be fully laced to provide full support and to prevent accidents
- b) **Protective Outerwear** – all participants shall wear appropriate outerwear for outdoor weather and/or natural area conditions including long pants; in addition to ear/eye protection, hats, sunglasses, sunscreen, bug repellent (as required); and regulation approved safety vests when working on highway lands (ie. street boulevards, cu-de-sac islands)
- c) **Protective Gloves** – all participants shall wear cloth or leather gloves, 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

ACCEPTABLE TOOLS: Review Appendix G in the Partners in Parks Program - Community Guide (2007).

ELEMENTS OF RISK:

Educational and stewardship activity programs, such as the **PARTNERS IN PARKS PROGRAM**, involve certain elements of risk. Types of injuries may be minor or serious and may result from one's own actions, or the actions or inactions of others, or a combination of both.

These risks include, but are not limited to:

1. The risks associated with travel to and from the location where duties will be performed including transportation by public or private motor vehicle, bus, train or other alternate transportation system.
2. Any manner of injury resulting from use or misuse of equipment/tools required to perform duties.
3. The risks associated with natural areas including slippery conditions, exposure to plants such as poison ivy and stinging nettle, stinging insects, branch/tree failure, and uneven ground.
4. Inherent hazards which may exist on site including SHARPS which can cause a cut, puncture, or abrasion. Participants are NOT to pick up any SHARPS including broken glass, wood, metal, large/heavy items.

APPENDIX C

Please read and complete the following carefully as it affects your legal rights.

In consideration for The Corporation of the City of Waterloo ("The City") allowing me to participate in the PARTNERS IN PARKS PROGRAM, I fully understand and agree to the following:

1. **Assumption of Risk:** That participating/performing in the PARTNERS IN PARKS PROGRAM at any time may involve personal risk of damage or injury and I agree to assume all such risk and release the City of Waterloo and its employees and agents from all claims for damage or injury (including death) to my child or myself that might result from participation in the activity/project.
2. **Responsibility:** That no remuneration, salary, wage or payment or any employee benefits from the City whatsoever will be received and I will not be covered by the City of Waterloo's Workplace and Safety Insurance Coverage and Benefits.
3. **Supervision:** Supervision of participants under the age of 18 during this activity/project is the responsibility of the parent/guardian as indicated by their signature below.
4. **Safety Guidelines:** I understand the Personal Protective Equipment required, proper use of acceptable tools, and elements of risk for this activity/project, as indicated by the Community Group Representative or City of Waterloo.
5. **Media:** Media representatives interested in featuring your Partners in Parks activity/project may approach group participants. Participants and registered City of Waterloo volunteers are not authorized to represent the City of Waterloo during a media interview; however, you may speak on behalf of your Partners in Parks initiative experience.
6. **Photography:** Photographs may be taken of you and/or your child participating in the PARTNERS IN PARKS PROGRAM by a photographer employed by the City of Waterloo and/or the Community Group Representative. The City of Waterloo may be interested in using these photographs in future promotional materials including advertising, brochures, publications, video production, and other uses.
 - YES, I do** hereby grant permission to The City to use photographs of myself or my child in print and electronic media without further considerations.
 - NO, I do not** grant permission to The City to use photographs of myself or my child in print and electronic media.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE WAIVER OF LIABILITY AND ASSUMPTION OF RISK IN ITS ENTIRETY AND HEREBY CONSENT TO PARTICIPATE OR ALLOW MY CHILD TO PARTICIPATE IN THE PARTNERS IN PARKS PROGRAM ACKNOWLEDGING ALL OF THE FOREGOING.

Participant Name (print): _____ Age (if under the age of 18): _____

Important Health Information and Allergies (if any): _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

Participant Signature: _____ Date: _____

If you are a minor (under the age of 18), your parent/guardian must sign on your behalf:

Parent/Guardian Signature: _____ Date: _____

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, telephone (519) 886-1550.

APPENDIX D



Partners in Parks Program

STEWARDSHIP ACTIVITY REPORT



Tracking Your Progress

The Stewardship Activity Report, which summarizes your achievements, provides us with important statistics and feedback on the Partners in Parks Program. The Community Garden Representative is responsible for completing the report and submitting to the address below at the end of each season.

ACTIVITY DETAILS:

PIP Stewardship Project/Activity:			
Garden Representative Name # 1		Phone Number:	
Garden Representative Name # 2		Phone Number	
Name of Public Parkland: Name of Garden:			
Dates of Group Activities: <small>M/D/YYYY</small>			
# Participants:		# Hours:	
Size/Type of community garden:			
# Number of individual plots:			
# Type of Vegetation planted:			
Other results:			
Indicate any injuries or problems experienced during the activity:			
General comments or suggestions on how to improve this program:			

Please email, fax or mail the completed form to:
 City of Waterloo, 265 Lexington Crt WATERLOO ON N2J 4A8
 TEL: 519-886-2310; FAX: 519-886-5788; Email: stewardship@city.waterloo.on.ca

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, telephone (519) 886-1550



Partners in Parks Program

Partners in Parks Agreement



Community Vegetable Gardens

To be involved in The Corporation of the City of Waterloo’s **Partners in Parks Program**, I understand that I, as the **Community Garden Representative**, will adhere to the roles and responsibilities, policies and guidelines as outlined in the **Volunteer Position Description** and the **Partners in Parks Program – Community Guide** for the duration of the term of the Partners in Parks, (PIP) agreement as stated below.

The Community Garden Representative has submitted a request and wishes to establish and maintain a Community Garden to be known as the _____ Community Vegetable Garden (herein referred to as the "Garden"), (hereinafter, the "Garden Area") and showing part of the Property;

“Community Garden” is defined as a place where people come together to grow fruits, vegetables, herbs and/or flowers on a non-commercial basis.

The “City” is the registered owner of the property known at or in the vicinity of [street name/address] Waterloo (the "Property");

PROJECT DETAILS:

Long-term Partners in Parks Project Type:	Community Vegetable Garden
Name of Public Parkland:	
Name of Community Vegetable Garden:	
PIP Agreement ID:	PIP# 2013-
<p>Specific Details of Project:</p> <p>Design and Implementation of garden information here</p> <p>KEY ACTIVITIES</p> <p>The Community Garden Representatives will be responsible for the following activities for a five year renewable term:</p> <ul style="list-style-type: none"> • Seek approval signatures from property owners living adjacent to the parkland of the garden; • Planting and maintenance of the Garden exclusively within the Garden Area, as per City specifications and standards; • Shall supply at its expense all equipment and materials required to maintain the Garden through fund raising or other avenues; • Liase with the Community Garden Network Council for garden needs such as soil amendments and coordinate delivery of all garden amendments. (Note: Deliveries must be in accordance with the Park Access Permit program as outlined in Parks Bylaw # 03-059); • Organize gardeners to establish and maintain the Garden as per the approved design (Appendix A. Community Action Form). (Note. Garden plots must be allotted in a fair and equitable manner and the Garden must operate in harmony with other activities in the park and/or area; • Ensure that the produce from the Garden is either used personally by the participants, or to raise funds for their organization, or donated to a recognized charitable organization and that it is not disposed of for personal gain; • Seek approval for any fences, structures or storage facilities, permanent or temporary; 	



Partners in Parks Program

Partners in Parks Agreement



Community Vegetable Gardens

- Seek approval for water containers if required for the Garden. (Water Containers/rain barrels must be approved in accordance with the Public Health Inspection Management, Regional Municipality of Waterloo, guidelines i.e. new tanks or food grade tanks, which may contain non-potable, non-toxic water;
- Shall leave the Garden in a tidy condition at all times, including grass cutting and trimming and make all arrangements for waste management and disposal for the Garden;
- Dispose of any yard waste in suitable containers and remove from the site according to the Region of Waterloo Yard Waste Collection Schedule;
- Repair vandalism, and/or damage and remove excessive litter immediately;
- Schedule and monitor regular workdays throughout the growing season, using participants tools (Appendix G. Acceptable Tools);
- Shall keep the City advised as to the progress and any concerns relating to the Garden and submit City stewardship reports, an updated list of contacts and/or members of the Garden and plans for the coming year by March 31 of each year of this agreement.

The City shall facilitate and support the Community Garden in the following ways:

- Assist with communicating to any adjacent property owners the final design and intent of the project,
- Complete project implementation by assisting with design, location and conducting installation of garden;
- Assist with maintenance, on a first come first serve basis, at its sole discretion, and on a case by case basis, such as water delivery, organic waste removal and rototilling.

Term of Agreement:	Date 2013 to Date 2017
Is this a Renewal?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Reference #
Community Garden Representative #1:	Name:
Full Address:	Phone Number:
Signature:	Date:
Community Garden Representative #2:	Name:
Full Address:	Phone Number:
Signature:	Date:
City of Waterloo - Public Works Services General Manager or Designate:	Name:
Signature:	Date:



Partners in Parks Program

Partners in Parks Agreement



Community Vegetable Gardens

1. RULES AND REGULATIONS:

The Community Garden Representative shall abide by the Parks Bylaw #03-059. The Community Garden will be available to the public daily in accordance with Park hours. If anyone is found in violation of the Parks Bylaw they will be prosecuted in accordance with the bylaw. If anyone is in violation of the Rules and Regulations of the Community Garden, they will be asked to leave the property for the remainder of the day. If repeated violation occurs, the individual will be officially banned from the garden.

- (a) The Community Garden Representative shall not do or permit to be done on the City Property anything that is in contravene of the Parks By-law # 03-059 including but not limited to:
- (i) constitute a nuisance;
 - (ii) cause damage to the City Property;
 - (iii) cause injury or annoyance to the occupants of neighbouring properties;
 - (iv) make void or voidable any insurance upon the City Property; or
 - (v) constitute a breach of any by-law, statute, order or regulation of any municipal, provincial or other competent authority relating to the City Property;
 - (vi) shall not use insecticides, herbicides or pesticides on parkland

2. LIABILITY FOR DAMAGE TO PROPERTY

The City is not responsible for any damage to or loss of the Community Garden Representative or any Community Garden member's equipment or tools. The City is not responsible for any damage, theft or vandalism to the garden and its' amenities.

3. LIMITATION

Nothing herein contained shall be construed as giving the Community Garden Representative more than the permission to enter the City Property to establish and maintain the Garden.

4. ASSIGNMENT

The Community Garden Representative shall not assign this PIP Agreement nor any rights hereunder.

5. TERMINATION

The City or the Community Garden Representative may terminate this PIP Agreement immediately on thirty (30) days written notice to the other party. In the event of a breach of the terms of this Agreement, the City may immediately terminate this Agreement.

All notices and other documents, except insurance documents, which are sent by registered or regular mail, shall be deemed to have been received on the fifth (5th) business day after mailing. Any insurance documents that the City may require at its discretion shall be deemed to be received on acknowledgment of their receipt by the City.

6. ENTIRE PIP AGREEMENT

This PIP Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiation and discussions with respect to the subject matter hereof whether oral or written. No supplement, modification, amendment or waiver of this PIP Agreement shall be binding unless executed in writing by both parties.

7. PIP AGREEMENT BINDING

This Agreement shall ensure to the benefit of and be binding on the parties hereto and their respective successors and permitted assigns.

8. NON-WAIVER

The failure of the City to exercise any right, power, or option given hereunder, or to insist upon the strict compliance with the terms and conditions hereof by the PIP shall not constitute a waiver of the terms and conditions of this PIP Agreement with respect to any other or subsequent breach thereof or default hereunder, nor a waiver by the City of its right at any time thereafter to require strict compliance with all terms and conditions hereof.

9. SEVERABILITY

The parties acknowledge and agree that if any covenant, obligation, agreement, term or condition of this PIP Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each covenant, obligation, agreement, term and condition of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.



Partners in Parks Program

~ ACCEPTABLE TOOLS ~



Ensuring that proper instruction on hand tool safety is provided to all participants involved in your Partners in Parks project will minimize hazards and prevent injuries. Using the cue cards below, the Community Garden Representative or City of Waterloo Staff will provide an overview of the proper use of acceptable tools required for your activity/project to all participants.

GENERAL SAFETY GUIDELINES

- ✓ Inspect all tools carefully prior to using and avoid using damaged or dull tools
- ✓ Ensure all participants are wearing the Personal Protective Equipment (PPE) required for the task
- ✓ Practice safe handling and storage of hand tools while on site (ie. keep the site uncluttered with tools out of the traffic areas and stored with the sharp, pointed end down to avoid being stepped on or tripped over)
- ✓ Practice safe lifting and bending techniques – bend at the knees, keep the load close to the body as possible, keep the twisting of the torso to a minimum if turning to one side
- ✓ Avoid handling loads that are heavy, bulky, difficult to grasp or unstable

TOOL SAFETY TALK

Below are the acceptable tools that may be required for your Partners in Parks Stewardship Project on parkland. Educate all participants on the tool name, tool handling and safety precautions.

NOTE: Registered volunteers and group participants **are not permitted to use any power equipment**, including their own, on public parkland. Hand-operated push mowers, required for Turf Maintenance PIP Projects, are the exception (See details in Program Guide).



Partners in Parks Program

~ ACCEPTABLE TOOLS ~



WHEELBARROWS

Wheelbarrows are used to transport materials from one destination to another such as wood chips or soil. Ensure the tire pressure is adequate before using.

Safety tip:

- Avoid moving too heavy a load
- Avoid carrying anything in the wheelbarrow besides materials required for your project (ie. no people!)

TROWELS

Trowels, similar to shovels, are used for hand-digging in flowerbeds. While working on your knees, with one hand on the handle, push the blade into the soil. Shift the material to its desired location.

Travel: Carry trowels close to your side.

FLAT SHOVELS

Flat shovels are designed for lifting and shifting, rather than digging. With two hands on the handle, bend and lift with your knees, working from as low position as possible. Push the blade into the material, letting it fall onto the blade. Shift the material to its desired location.

Travel: Carry shovels close to your side.

Safety tip:

- Watch behind you, keeping away from others
- Avoid kicking or jumping on the shovel
- Avoid twisting at the waist

SPADE SHOVELS

Spades are designed for digging and loosening soil. Using the heel or ball of the foot, press your foot down on the blade, with your weight over the spade. Pull up and loosen the soil.

Travel: Carry spade with point facing forward, close to your side.

Safety tip:

- Watch behind you, keeping away from others
- Avoid kicking or jumping on the spade



Partners in Parks Program



~ ACCEPTABLE TOOLS ~

FLAT HEAD (HARD) OR LEAF (FAN) RAKE

Rakes can be used to spread out materials such as wood chips or topsoil. Holding the handle with two hands, stand at an angle to the material you will be raking. Swing the rake away from you and roll the material towards you, keeping your back straight and using your arms and legs.

Travel: Carry rake with the prongs pointed away from you, down at your side.

Safety tip: Watch behind you, keeping well away from others

GARBAGE NIPPERS

Garbage nippers are used for picking up litter from a standing position, to avoid constantly bending over. Hold the nipper in one hand and squeeze the handle, which will result in the tool's fingers clasp together, allowing you to pick up the litter easily. Place in garbage bag or bucket held in the other hand.

Travel: Carry nipper down at your side.

Safety tip: Wear safety goggles to protect eyes from branches, if reaching into shrubbery

PRUNING SHEARS

Pruning shears are used for pruning woody vegetation such as shrubs up to a thickness of 3/4 inches in diameter. Open the locking device and hold handles with one hand, opening and closing the blade to cut straight across the grain of the wood, leaving the least amount of woody surface open to infection.

Travel: Carry pruning shears at your side in closed position, with locking device on.

Safety tip:

- Do not exceed cutting capacity of tool
- Wear safety goggles to protect eyes from branches

GARDEN CULTIVATORS

Garden cultivators are versatile tools for working the soil. They can be used to amend soil with fertilizers or mulch, loosen the soil for aeration, or uproot weeds. pull the cultivator toward you. The soil will loosen as the prongs rake or roll through the earth

Travel: Carry rake with the prongs pointed away from you, down at your side.

Safety tip: Watch behind you, keeping well away from others