The City of Waterloo and Neighbourhood Associations or neighbourhood groups work together to host small community planting events within neighborhood parks in September or October as a means to enhance the urban forest.

Our 2022 program will involve a maximum of five community planting projects. Each project involves the planting of up to 15 trees in one or two parks within the neighbourhood association boundary. Five Neighbourhood Associations or neighbourhood groups will involve the community from start to finish, especially residents backing onto the park, to ensure a community desired project and effort. Follow the PIP Community Action Process to initiate your community planting project (see reverse).

During the planting event, the City of Waterloo will supply the trees, supplies and all hand tools; provide a tree planting demo and monitor each activity. The neighbourhood commits to watering the trees for two seasons after planting to ensure tree survival.

Project criteria
- parks with a nearby water source (e.g. ice rink hydrant or other)
- parks that have had significant tree removal or low tree canopy cover (i.e. minimal shade)

Vegetation and planting details
- species: native deciduous trees as outlined on our recommended tree list (see PIP guide)
- size: shade trees (10-15 gallon), ordered and delivered by City
- location: near playgrounds, seating areas and public trails for shade, and/or around the park boundary, extending 3m out from property line
- spacing: minimum spacing between trees (7m), and from playgrounds (3m) and public trails (1.5 - 2m), depending on specific site conditions

Time and place
- location: planting will take place within passive mown areas in city parks in Waterloo
- event: a one or two hour community planting event during Saturday morning (9 - 11 a.m.) or Saturday afternoon (1 - 3 p.m.) in September or October
RESPONSIBILITIES
Upon project approval, two project coordinators per project register as a City volunteer, receive a brief orientation and sign a Partners in Parks agreement to confirm their commitment to:

- hosting a community planting event in a neighbourhood park with support from the City
- scheduling and monitoring community workdays involving regular watering of the vegetation (every two weeks from May – September for two years after planting), following the guidelines outlined on the City’s Trees and yards webpage
- reporting vandalism and/or damage to the trees immediately to the City

Refer to the PIP Volunteer Position Description for more details on your role and responsibilities.

COMMUNITY ACTION PROCESS
A brief outline of the community action process is outlined below (for more details refer to the program guide on the Partners in Parks webpage):

1. **Expression of interest:** Review this community planting information sheet, select one or two parks that meet the criteria then communicate with the neighbourhood to gage interest. Two adult project coordinators will complete the 2022 Community planting project application form no later than May 31.

2. **Park project review:** If your project has been selected, project coordinators involve the neighbourhood in confirming a planting plan and species list. All residents living adjacent to the park must complete the community support list (automatically sent upon submission of application form) to ensure any concerns are addressed.

3. **Volunteer registration and orientation:** Project coordinators complete the online volunteer application form, sign a Partners in Parks agreement and return the community support list during the orientation / site visit to confirm their commitment to coordinating the project.

4. **Implementation:** City of Waterloo and project coordinators work together to organize the event including a site visit to confirm location in the park and selecting an event date/time.
   - City approves the location, obtains utility locate clearance, orders and delivers supplies (vegetation, tree stakes, water bags, wood chip mulch) and all hand tools; provides day of event welcome and instruction, tree planting demo and monitors the activity
   - Project coordinators facilitate community engagement and commitment to the project:
     - group participants live within the neighbourhood; moderate physical activity is required such as digging, bending, pushing wheelbarrows or lifting up to 20lbs
     - on the day of the event, greet participants, and ensure participants are wearing personal protective equipment, have read and signed the PIP Informed Consent Agreement and are directly supervised with suitable tasks
     - coordinate future community workdays for watering the trees for two years