

Terms of Reference - Laurel Creek Citizens working group

Our mission

The Laurel Creek Citizens working group is a group of adult volunteers that work in collaboration with the City of Waterloo, Community Services, Environment and Parks Services, to provide City-approved educational experiences and community stewardship activities relating to local waterways and riparian habitat. Areas of focus include:

- Stream enhancement activities which improve bank stability, flow and stream health such as planting native vegetation, stream clean-up and managing invasive non-native plant species along waterways
- Basic stream habitat assessment
- Offer educational hands-on aquatic activities geared to youth and adults at local environmental initiatives within Waterloo Region

Structure

The Laurel Creek Citizens Committee was established in 1990. In 2007, this committee was designated as a staff working group to carry out specific functions (City of Waterloo Committee Policy, 2007).

Following a volunteer position description, working group members become registered City of Waterloo volunteers that may serve a minimum of one year, subject to review at any time.

Structure of the Laurel Creek Citizens (LCC) working group:

- A City of Waterloo staff liaison will provide expertise, organizational assistance and technical support for all approved activities
- LCC working group members will take the lead in coordinating sanctioned educational hands-on aquatic activities for the public at local event initiatives

Two sub-committees will be formed at the beginning of each year to assist with planning and delivering the stewardship and educational activities. A break-out session during monthly planning meetings will provide an opportunity for each sub-committee to discuss business and bring ideas back to the whole.

Meetings & community involvement

The Laurel Creek Citizens working group shall hold up to seven (or more, as required) planning meetings during the months of February to October. **During the COVID-19 pandemic, all scheduled meetings will take place virtually via Zoom** on the 2nd Thursday of the month from 6 p.m. to 8 p.m. The quorum for a meeting shall be 50% in attendance of the current working group in order to conduct business. Google docs is used for group discussion and sharing information (instruction provided, as needed).

The Laurel Creek Citizens working group will plan their involvement in local community events (within Waterloo Region) where they will offer educational displays to educate youth and adults about local waterways and stream habitat. The working group will also host stewardship activities in neighbourhood parks in Waterloo. Educational event involvement and stewardship activities generally take place weekday evenings from 5 – 7 p.m. and Saturdays from May to October.

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Position responsibilities

At the first scheduled meeting of each year, the appointed Laurel Creek Citizens (LCC) working group members will be elected to a role outlined below by consensus of the working group.

Co-chair (2):

- facilitate meetings which includes following the agenda, managing discussions, setting deadlines for project completion, and ensuring meetings remain on schedule and topic

Secretary (2):

- using the provided template, briefly summarize and record meeting discussions; submit minutes and an updated action item list to the city staff liaison no later than one week after the meeting

Community Outreach (2):

- Stewardship - follow the working group's Communications plan to promote stewardship activities
- Education - prepare newsletter and educational tips with information provided by the working group

Education Coordinator (2):

- oversee the coordination of educational, hands-on activities at each educational event
- coordinate our involvement in each event by completing application forms and assisting with and/or assigning tasks to working group members such as organizing and delivering display materials/activities, set up/take down, educating public, delivering hands-on activities

Workday Coordinator (2):

- deliver approved stewardship activities in conjunction with city staff
- for each stewardship activity, assist with or assign the following tasks to working group members: greeting and participant sign-in, equipment set up/take down including refreshment area, demonstrating proper technique for planting / removing invasive plant species, other as required

Member at Large (2):

- assist with preparation of educational materials; photograph events for promotional use
- fill in for any position responsibilities or additional tasks, as required

City of Waterloo staff liaison:

- provide direction and guidance regarding event opportunities, work plan initiatives, timelines
- provide administrative support including booking meeting locations, preparing agendas, managing budget, newsletter printing and assisting with grant applications, as required
- upkeep of LCCWG webpage and provide promotional assistance through City avenues, and manage LCC contact list and send out email reminders of upcoming workdays
- provide technical support for stewardship activities including arranging and scheduling all City services such as equipment and hand tools, required staff, utility locate clearance, purchasing vegetation and materials, orientation and monitoring project tasks during activity, cancelling the stewardship activity due to inclement weather

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Appointment

- up to twelve (12) adults will be eligible to serve on the working group for a one year term, renewable upon staff discretion based on enthusiasm, attendance and productivity
- if a position vacancy exists, a volunteer recruitment notice will be published on the City of Waterloo website and other sources typically during the month of January of each year
- to be eligible for consideration, interested applicants must:
 - read and understand the Pollinator working group's Terms of Reference and Volunteer Position Description
 - complete a volunteer application form and provide a resume and two references
- Volunteer Services and the City staff liaison will review all applications, carry out interviews and reference checks and recommend appointments

Requirements for a Laurel Creek Citizens working group volunteer

The list below outlines the requirements for being a volunteer on the LCC working group. Refer to the Volunteer Position Description for more details.

- must be 18 years of age or older
- preference will be given to those living, working or studying in the Kitchener-Waterloo area
- have an interest and/or experience in stream ecology, educating youth and adults, and event or program planning
- good written and verbal communication skills; good organizational skills
- willing to work cooperatively with other working group members and city staff
- fulfill the responsibilities of the position held
- position is a one-year term, renewable upon staff discretion based on enthusiasm, attendance and productivity on the working group
- written correspondence of resignation to the city staff liaison is required



Laurel Creek Citizens' Working Group