

## Terms of Reference - Laurel Creek Citizens working group

### Our mission

The Laurel Creek Citizens working group works in cooperation with the City of Waterloo, Community Services, Environment and Parks Services, providing City-approved community stream stewardship activities and related educational experiences within Waterloo including:

- Stream enhancement activities which improve bank stability, flow and stream health such as planting native vegetation, creek clean-up and stream bank erosion control
- Basic stream habitat assessment
- Educational hands-on aquatic activities at local environmental initiatives



Laurel Creek Citizens' Working Group

### 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. Below is the number of working group members required and their role.

#### Stewardship activities sub-committee:

Chair (1), Secretary (1), Community Outreach (1), Workday Coordinator (1), Members at Large (2) and City staff liaison

#### Educational events sub-committee:

Chair (1), Secretary (1), Community Outreach (1), Education Coordinators (2), Member at Large (1)

### Meetings

The Laurel Creek Citizens working group shall hold up to six (or more, as required) planning meetings during the months of February to October. Meetings will take place at a City of Waterloo facility on the 2<sup>nd</sup> 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.

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### Position responsibilities

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

#### Chair:

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

#### Secretary:

- record and complete meeting notes using provided template within one week after the meeting

#### Community Outreach:

- assist with promotional opportunities following the working group's Communications plan
- prepare annual newsletter using summaries and feedback from the working group

#### Workday Coordinator:

- deliver approved stewardship activities in conjunction with City staff
- for each event, assist with or assign the following tasks to working group members such as greeting and participant sign-in, equipment set up and take down including refreshment area, educating participants on how to plant a tree using the provided step-by-step demonstration
- if the workday has been cancelled, meet on site for 30 minutes after the start time of the activity to inform any participants

#### Education Coordinator:

- oversee the coordination of all approved educational activities at local event initiatives
- for each event, assign a member to coordinate LCCWG involvement in the event which includes assisting with and assigning tasks such as greeting participants, equipment set up/take down and delivery of hands-on activities

#### Member at Large:

- fill in for any position responsibilities or additional tasks, as required
- prepare summary results of each event for promotional use and assist with preparation of the spring newsletter

#### City staff liaison:

- provide guidance regarding timelines and work plan initiatives
- provide administrative support including booking meeting locations, preparing agendas, managing budget, assisting with newsletter editing/printing and grant applications, as required
- provide promotional assistance through City resources
- coordinate 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 minimum one year commitment subject to review with City staff liaison at any time
- if a position vacancy exists, a volunteer recruitment notice will be published on the City website and other sources in January of each year
- all applicants must fully read and understand the Laurel Creek Citizens working group Terms of Reference and Volunteer Position Description
- to be eligible for consideration, interested applicants will contact Volunteer Services with a resume and two references before the deadline
- 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 member

The list below outlines the requirements for being a member 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 or experience in stream ecology and event or program planning
- good organizational skills, written and verbal communication
- willing to work cooperatively in partnership with City staff and other working group members
- fulfill the responsibilities of the position held
- provide written correspondence of resignation to the City staff liaison
- a minimum commitment of one year is required, subject to review with the City staff liaison at any time
- required attendance includes a minimum of 4 meetings and 4 educational or stewardship activities over the course of one year