



Partners in Parks program

Short-term stewardship activity: Community planting

The City of Waterloo works with community groups and organizations to co-ordinate small fall planting events within neighborhood parks. The information outlined below will help you plan your community planting event from start to finish.

Responsibilities

City of Waterloo and Group Leader work together to organize event approvals, timing and planting site within the park. Responsibilities include:

- City of Waterloo orders vegetation, obtains utility locate clearance, delivers wood chip mulch and provides required equipment, hand tools and staff assistance on the day of the event. Notices are provided to homeowners adjacent to the planting area to ensure they are informed of the proposed activity.
- Group Leader engages community involvement and ensures participants are wearing personal protective equipment (outlined below), have read, understood and signed the Informed Consent Agreement and are directly supervised with suitable project tasks. Transportation to the activity site is the sole responsibility of the participants.



Group participants

- Group Leader must be 18 years of age or older to coordinate an event with City staff
- minimum group size of 20-25 participants for a 2-3 hour event
- appropriate for all ages since small manageable plant material and hand tools are used
- moderate physical activity is required such as bending, lifting and walking in natural areas on uneven terrain

Direct supervision

Group Leader directly supervises group participants during the activity. Parent or guardian of any under-age-18 participant must sign the Informed Consent Agreement for the minors' participation and supervise them with suitable project tasks.

Orientation

City of Waterloo will provide instruction, a tool safety talk and monitor the activity to ensure tasks are completed safely and of the highest standard.



Partners in Parks program

Short-term stewardship activity: Community planting

Time and place

- Waterloo’s public parkland within existing natural areas around waterways, woodland edges and meadows based on the City’s Natural Heritage Strategy or in priority areas
- a 2-3 hour event in September and October
- weekday evening from 5 p.m. – 7:30 p.m. / Saturday morning (9 a.m. - 12 p.m.) / Saturday afternoon (1 p.m. - 3 p.m.) or for small school groups - Monday to Friday between 9 a.m. to 3 p.m. during school year; no statutory holidays

Planting details

Small community planting events

- City of Waterloo will provide 50+ small potted trees/shrubs (1-2 gallon, less than one metre tall) for up to three community planting events on a first come, first serve basis, depending on funding availability and the current year’s program
- complete the Community Action form before June 1st to organize a fall planting event

Sponsored planting events

- corporate groups may consider providing a donation or sponsoring their own event; projects costs include vegetation and deliveries, on-going maintenance for 2 years, signage recognition (if desired and upon approval)
- vegetation size: must be manageable for participants, maximum 10 gallon pot for trees
- written requests are required no later than May 1st for a fall planting event

Personal protective equipment

All group participants shall wear:

- closed-toe footwear which must be fully laced to provide full support and to prevent accidents
- clothing appropriate for outdoor weather and natural area conditions including long pants, hats, sunglasses, as well as sunscreen, insect repellent and bottled water, as required
- cloth gloves, supplied by the City, where participants 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 and supplies

cloth gloves	short-handled and flat shovels	garden rakes
wheelbarrows	bins/buckets	