Partners in Parks program
Short-term stewardship activity: Community planting

The City of Waterloo works with neighbourhood groups and organizations to co-ordinate fall community planting events within existing natural areas in 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 on determining scope, site selection and timing. Upon project approval, responsibilities include:

- City of Waterloo orders vegetation, obtains utility locate clearance, delivers wood chip mulch; on the day of the event, supplies the required staff, equipment, hand tools and refreshments, provides orientation and monitors the activity.
- Group Leader engages community involvement and informs the neighbourhood through Neighbourhood Association social media or delivering notices to homeowners adjacent to the park; on the day of the event, the Group Leader greets participants and ensures they are wearing personal protective equipment, have signed the Informed Consent 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 15-25 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 digging, bending, pushing wheelbarrows, lifting and walking in natural areas on uneven terrain

Direct supervision
Group Leader ensures group participants under-age-18 are directly supervised by their parent or guardian who signs the Informed Consent for their minors’ participation and supervises 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.
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Time and place
• Waterloo’s public parkland within existing natural areas around waterways (stormwater management ponds, creeks), woodland edges and meadows based on priority areas
• a 2-3 hour event during September – October (consider National Forest Week)
• weekday evening from 5 p.m. – 7 p.m. / Saturday morning (9 a.m. - 12 p.m.) / Saturday afternoon (1 p.m. - 3 p.m.) or for small school classes - Monday to Friday between 9 a.m. to 3 p.m. during the school year; no statutory holidays

Planting details
Community planting events
• City of Waterloo will provide 50+ small potted trees/shrubs (1 gallon, less than one metre tall) for up to three community planting events, depending on funding availability and the current year’s program; these events are open to public participation
• complete the Community Action form before June 1st to organize a fall planting event

Sponsored planting events
• corporate organizations may considering providing a donation or sponsor their own event in a city park; project costs include vegetation and additional supplies (e.g. water bags, tree stakes), on-going maintenance for 2 years (watering), 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 | tree guards, stakes, water bags |