

Partners in Parks program

Community planting in neighbourhood parks (2021 program)



The City of Waterloo and Neighbourhood Associations or neighbourhood groups work together to host small community planting events within neighborhood parks on or around [National Forest Week](#) in September or October as a means to enhance the urban forest.

Our 2021 program will involve a maximum of five community planting events involving a total of 75 native deciduous trees (up to 15 trees per neighbourhood park). 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.

Upon project approval, project coordinators will commit to the project by completing volunteer registration, sign an agreement and coordinate the community workdays to host the initial planting followed by regular watering of the vegetation for 1-2 years after planting. The City of Waterloo will supply the trees, water bags tree stakes and the required Forestry staff, equipment, hand tools and planting demo during each event.



Project criteria

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

Vegetation and planting details

- species: native deciduous trees as outlined on our recommended tree list
- size: shade trees (10-16 gallon), ordered and delivered by City
- location: near playgrounds, seating areas and trails for shade, and around the park boundary (3m 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: two hour community planting event during Saturday morning (9-11 a.m.) or Saturday afternoon (1-3 p.m.) in September or October

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RESPONSIBILITIES

Partners in Parks Individual Project Volunteers (18 years+) 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
- schedule and monitor community workdays involving regular watering of the vegetation (every two weeks from May – September for 1-2 years after planting), following the guidelines outlined on the City's [Trees and yards webpage](#)
- inform the City of any vandalism and/or damage to the trees immediately

Refer to the 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 [Partners in Parks program guide](#) on the Partners in Parks webpage):

1. **Expression of interest:** Review this community planting information sheet, select a park that meets the criteria then communicate with the neighbourhood to gauge interest. Two project coordinators, on behalf of the Neighbourhood Association or neighbourhood group completes the 2021 Community planting project online application form.
2. **Park project review:** If your project has been selected, project coordinators involve the neighbourhood in coming up with an agreed upon planting plan. All residents living adjacent to the park must complete the community support list to ensure any concerns are addressed.
3. **Volunteer registration and orientation:** Project coordinators complete the online volunteer application form and sign a Partners in Parks agreement 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 project 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:
 - Ensure 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 1-2 years