Partners in Parks program guide

Program established in 1996
The Partners in Parks program provides an opportunity for the community to make a difference through park enhancement activities in Waterloo.

This program guide will help you get started.

How to reach us

CONTACT INFORMATION

City of Waterloo
Parks, Forestry and Cemetery Services
Waterloo Service Centre
PO Box 337 Station Waterloo
265 Lexington Court, Waterloo ON N2J 4A8

stewardship@waterloo.ca
519-886-2310
TTY 1-866-786-3941
waterloo.ca/stewardship

EMERGENCY AFTER-HOURS

If a serious accident or incident takes place during your volunteer activities immediately call 911.

If you require city staff assistance after hours for securing or cleaning up a site (after 3 p.m. Monday to Friday or on weekends and holidays) call 519-886-2310.
Community action process

From May to October, interested groups or individuals can coordinate a one-time community stewardship activity or a long-term park project in Waterloo. Follow the steps outlined below to implement a park enhancement project in your neighbourhood park.

1. Select a community project of interest

Short-term stewardship activities in a city park

Get involved in your neighbourhood park by organizing a two-hour community stewardship activity with your group between May to October. The city provides all supplies and hand tools. City staff provide an orientation and monitor tasks during each activity, with the exception of community litter cleanup, whereby the group leader assumes this responsibility.

Community stewardship activities take place in a city park and include:

- birdhouse maintenance along the Walter Bean Trail at RIM Park
- community litter clean-up
- manage an invasive plant species along a creek, woodland or other natural area
- mulch woodland trails
- salvage native plants and transplant to stormwater management ponds or approved natural areas

View the information sheets posted on the Partners in Parks webpage for details.

If you’re over 18 and interested in organizing an activity for your group, complete the online application form for short-term stewardship activities a minimum one month in advance.

Each fall, experience planting native trees, shrubs and wildflowers by signing up to participate in a scheduled community planting event.
Long-term park projects

Long-term opportunities for park enhancement involve ongoing maintenance throughout spring to fall for a three to five year renewable term. See project options below.

A Community Group Representative volunteer coordinates and monitors a long-term park project that involves group participants such as:

- adopt a park (includes regular litter cleanup, maintaining existing garden beds, other)
- manage an invasive plant species along a creek, woodland or other natural area
- plant and maintain a native pollinator garden or ornamental garden

An Individual Project Volunteer coordinates their individual park project that does not involve group participants such as:

- maintain large tree plantings in the park through regular watering for two years
- plant and maintain a living fence buffer from rear of your property up to 2m into the park
- purchase and maintain a Little Library or community message board

View the information sheets posted on the Partners in Parks webpage for details.

Contact us to discuss your idea prior to completing the online application form for long-term park projects. For projects involving planting, review additional resources in Appendix A.

Application timelines include:

- March 31 for a spring or summer project (May 1 – August 31)
- May 31 for a fall project (September 1 – October 31)
2. Park project review

City staff from the Parks, Forestry & Cemetery Services team are responsible for the maintenance of the park and will review the proposed request in terms of environmental and community benefit, scope, appropriateness and feasibility. A site visit with city staff and project coordinator volunteers is required to confirm project details and location.

Gain community support and secure materials

We encourage community involvement and input during this phase to ensure the community is in full support of this project idea. After city staff have provided initial feedback, share project details with neighbours surrounding the area and complete the community support list (provided automatically upon completion of the application form).

Below are details on support and resources provided by the city for park projects. Vegetation, amendments and materials for your project can be secured through grant funding or donations.

City staff support and resources for long-term park projects

- Community message boards and Little Libraries:
  - obtain utility locate clearance, and assemble and install the structure in the park

- Community planting of large trees in parks:
  - provide a recommended species list, order and deliver vegetation and tree supplies, utility locate clearance, and provide staff, equipment and planting trailer on day of event

- Garden beds:
  - obtain utility locate clearance and prepare bed involving removal of grass and rotor-tilling
  - annual coarse wood chip mulch delivery during 2nd or 4th week of May or September
  - install a small educational pollinator garden sign for projects involving native wildflowers

- Invasive plant species management:
  - initial event only - orientation, hand tools, removal of plant material from the site

- Living fence buffers:
  - provide a recommended species list (native shrubs only within the 2m buffer)
  - install city demarcation posts at the park property boundary, as required
3. Volunteer registration and orientation

The city staff liaison works with the group leader or project coordinators to implement the short-term stewardship activity or long-term park project.

Project coordinators involved in a long-term park project must review the volunteer position description (Appendix B) and complete the volunteer registration process as well as receive an orientation prior to implementing their approved park project. Your signature on the Partners in Parks agreement confirms your commitment to adhere to the terms and conditions outlined in the program guide and volunteer position description.

Volunteer registration process

For long-term park projects, each project coordinator completes an online volunteer application form and waiver (link and volunteer position description will be provided), and provides two references for positions involving group participants.

Project coordinators must be registered, screened and officially accepted as a City of Waterloo volunteer and receive a mandatory orientation session, prior to performance of the task. While on duty, the City of Waterloo volunteer must wear a city-issued lanyard with ID tag.

Orientation

A mandatory orientation session is provided to group leaders (for community litter cleanup) and long-term park project coordinators, focusing on roles and responsibilities, participant safety and reporting.

Arrange a time with the city staff liaison prior to implementing your project or activity:

- Long-term park project volunteers meet on site at the project location
- New group leaders organizing a community litter cleanup will receive an orientation at the Waterloo Service Centre at a pre-arranged time between the hours of 8:30 a.m. – 4:30 p.m. Monday to Friday
4. Implementing your project

Ensure you follow the guidelines outlined below relating to group participants (if applicable), safety, reporting and municipal by-laws and standards.

Group participants

- activities are most appropriate for participants ages 14 years and up, who are able to undertake moderate physical exertion such as bending, walking, digging, pushing and/or lifting up to 20 lbs (depending on activity type)
- parent or guardian must supervise participants under 18 with suitable age-appropriate tasks
- adults must sign an informed consent agreement prior to participating once per year

Safety

Safety is of primary importance. All participants must understand the required personal protective equipment (PPE) and proper use of acceptable tools (Appendix C) and have an awareness of the potential elements of risk for this activity or project as indicated by the group leader, project coordinator volunteers or city staff in attendance.

We recommend the project coordinator volunteers and group leader have access to a first aid kit and cell phone during the workday or activity.

Elements of risk may include but not limited to:

- **Inclement weather conditions** - suspend activities during severe weather conditions (thunderstorms, heavy rain, high wind, extreme heat/humidity)
- **Potential water-associated risks** – stay clear of waterways (creeks, ponds, lakes)
- **Potential risks in natural areas** including but not limited to, slippery conditions, exposure to stinging insects or plants (e.g. Giant hogweed, poison ivy, stinging nettle), branch or tree failure, uneven ground or other natural area conditions
- **Sharps** are defined as needles, syringes, blades, lancets, broken glass, clinical glass and any other items that could cause a cut, puncture, or abrasion. **Participants are not to pick up any sharps** in addition to wood, metal or items that are heavy, bulky, difficult to grasp or unstable

If you find a **needle** in a park, trail or other public space, contact the city at 519-886-1550 (during business hours) or sharpscleanup@waterloo.ca. For more information, view our [safe needle disposal webpage](mailto:sharpscleanup@waterloo.ca).
Reporting

Within 24 hours after your activity, the group leader (for litter cleanups) or project coordinator submits all completed reporting forms. Forms are provided in your orientation package and additional copies can be requested by emailing: stewardship@waterloo.ca.

A. Informed consent agreement – each adult group participant is required to read and sign a waiver prior to participating in the stewardship activity or park project once per year

B. Photo consent form – share a great photo of your group in action by submitting this form and photo (preferably horizontal orientation, jpg format)

C. Accident / incident report

For minor injuries taking place during a stewardship activity or park project, offer basic first aid assistance to participants as needed (e.g. bandages or disinfectant).

For serious injury, assist the participant in seeking emergency medical care by calling 911. Once the incident is under control, complete and submit an Accident / incident report.

a. Report all accidents and incidents (i.e. injury involving bleeding, pain or any kind of injury to the head, property damage or accidents involving group participants during the activity) by completing the Accident / incident report and submit to the email above

b. If city staff assistance is required for securing or cleaning up the site after hours (after 3 p.m. Monday to Friday or on weekends and holidays), call 519-886-2310.

D. Online community cleanup report – for approved community litter cleanups in a city park

E. Additional: report any incidence of vandalism, damage or graffiti impacting your park project directly to your city staff liaison as soon as possible

5. Modification, renewal and termination

Discuss any required changes to your Partners in Parks project with the city staff liaison (i.e. volunteer resignation, alterations to the project or terminating the agreement). City staff must review and approve any future alterations prior to carrying out the work.

If deemed necessary, the city may modify the scope, alter or discontinue the long-term park project at any time during the agreement, which may involve the city assuming maintenance, downsizing the scale or removing some or all contents of the project if it finds that:

- the terms and conditions of the Partners in Parks agreement are not being met
- project coordinator volunteers and/or group participants are acting contrary to the guidelines of the program and/or policies and standards of the City
- project coordinator volunteers have resigned and there is no community commitment to continue maintaining the project
- undesirable effects are resulting from the project such as increased litter, loitering, vandalism, safety hazards, reduction in aesthetic quality or community disharmony
- the city, at its sole discretion, decides to discontinue the program or the specific project
Partners in Parks project coordinator volunteers must adhere to relevant municipal by-laws and standards including but not limited to the following:

- City of Waterloo’s Parks by-law (COM 2014-077)
- If using the municipal water system to water vegetation, follow the Region of Waterloo’s water conservation by-law;
- Project must meet city park standards throughout the duration of the agreement
- Avoid application of pesticides including “Weed ‘N’ Feed” herbicide on city parkland (refer to the Ontario Ministry of the Environment’s Cosmetic Pesticides Ban, 2009)
- Refrain from using power tools or riding equipment in city parks (exception: an Individual Project Volunteer may mow grass, using their own standard push lawnmower, around vegetation planted within the living fence buffer project)
- Minimize impacts to drainage (e.g. swales), public safety and allow for free and clear access for park users and city maintenance crews
- Park projects involving vegetation, additional features and approved structures become the property of the City of Waterloo and will not be replaced by the city if damaged, vandalized or removed; where possible, prior notification will be given to the project coordinators of proposed removal or alterations required
APPENDICES

A. Planting resources
   i. Planning your planting project step-by-step
   ii. Maintaining your planting project
   iii. Recommended list of native deciduous trees

B. Volunteer position descriptions
   A. Community Group Representative
   B. Individual Project Volunteer

C. PPE and acceptable tools
Planning your planting project step-by-step

Planting and maintaining vegetation within a city park through the Partners in Parks program may include creation of a pollinator garden or living fence buffer. Depending on the current year’s program and funding, planting and maintaining large shade trees within mown areas in parks may be an option during the city’s fall community planting program.

Garden beds and living fence buffers must reflect the aesthetic goals and consistency of the park as well as the gardening and maintenance capabilities of the group.

Follow the steps outlined below to plan your planting project.

1. Determine who owns and maintains the land

Before working on any land, it is important to find out who owns it and to obtain permission. Community stewardship activities and park projects take place within city-owned parks. Use the City of Waterloo’s parks directory online map to find the park name and address.

Newly-developed parks require a two-year post-development warranty period whereby the Developer is responsible for maintenance. Project requests within new parks will be placed on hold until after final inspection is completed and the city assumes maintenance of the park.

2. Gain community support and determine how to secure materials

We encourage community involvement and input during the initial planning stages to ensure the community supports the project idea. Seek capable, committed residents willing to assist with the project and ensure neighbours directly adjacent to the project site are involved.

After city staff have provided initial feedback, share project ideas with neighbours surrounding the area and obtain written support from the Neighbourhood Association and neighbouring residents using the community support list. Direct any public concerns to the city staff liaison before final project approval.

Review the program guide for details on city staff support and resources. Vegetation, amendments and materials for your project can be secured through funding or donations.
Appendix A1. Planting resources

3. Determine suitability of the site and develop a planting plan

Follow the guidelines below for designing your planting plan, ensuring all plant installation and on-going maintenance activities follow the City of Waterloo standards and specifications outlined below.

Consider suitability of the site:

- sun exposure, soil moisture, soil drainage, shelter and prevailing winds
- nearby water source (excludes natural water features such as creeks or ponds)
- accessible to everyone in your community, so as not to exclude park patrons
- site visibility and adequate distance from private property for safety and to prevent vandalism (e.g. garden beds require a minimum distance of 15m from private property)

Inventory existing features in the planting area including:

- property boundaries including fences and city demarcation posts
- permanent structures such as buildings, signage, playgrounds, public trails
- light standards, utility boxes and fire hydrants (1.2m clearance)
- existing vegetation (include width of tree canopy)
- seasonal use of the site such as tobogganing, passive sports, community ice rink
- drainage patterns (ie. swales, poorly drained areas, sloped land)

Design layout

Prepare and submit a sketch of your proposed planting project in addition to the application form. Consider the guidelines below:

- use of a long garden hose can help visualize the shape of a garden bed
- ensure a minimum mowing strip width of 3m around proposed vegetation with curves that are easy to negotiate for city machines
- all vegetation must be planted within a continuous mulched bed to minimize mowing around individual plants with the exception of large trees and living fence buffers (PIP Individual Project Volunteer mows grass between shrubs within the buffer until the plants are established)
- select a low-maintenance design with a recommended maximum size (width x length):
  - garden beds: 2m x 4m
  - living fence buffers: 2m wide x length of private property (rear only)
  - shade tree plantings in parks through city’s fall community planting program: 3m from private property boundary to maintain open space in the park for future amenities; may be situated beside trails, playgrounds or seating areas to provide shade
Vegetation and additional features

Species selection

The City of Waterloo is recognized as a Bee City due to our efforts to support native pollinators and their habitat. We encourage you to choose native plant species to help improve pollinator habitat in Waterloo. Refer to Bee City Canada for program information and resources on designing a pollinator garden and information on native plants.

Follow these guidelines for species selection:

- pollinator gardens - shrubs and wildflowers native to southern Ontario
- ornamental gardens – annuals, hardy perennials, clumping grasses and shrubs that are low maintenance, drought tolerant and salt tolerant (avoid invasive species that spread such as periwinkle, goutweed, Japanese Spurge, non-clumping grasses)
- living fence buffers - native shrubs
- community planting of large trees in parks (Appendix A3. Recommended list of native deciduous tree species)

Spacing and size requirements

Consider mature size of the plant for proper spacing:

- trees: for city’s fall community planting program only; minimum 7m spacing between trees, 3m from playgrounds, 1.5 - 2m spacing from public trails, and 3m from boundary line around park perimeter, depending on specific site conditions; 10-15 gallon pot
- shrubs: 1.5 - 2m spacing; no larger than 3 gallon pot
- perennials: 0.3m (12 inch) spacing, planting in clumps of 5 or more of same species is recommended to attract pollinators

Additional features for garden beds

- coarse wood chips are provided annually during the 2nd and 4th week in May or in September by the city (an online mulch order form will be provided late April to approved projects)
- amendments such as good quality topsoil and compost are acceptable
- large fieldstones or armor stone will be considered
- a small pollinator sign will be installed by the city for native wildflower garden beds
- benches, logs, moveable rock, lighting, bird baths, ornaments are not permitted
- ornamental garden beds that extend private property into the park are not permitted
Maintaining your planting project

Below is a general guideline for various maintenance tasks that may be required for your project.

<table>
<thead>
<tr>
<th>Maintenance task</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watering vegetation</td>
<td>Application of water to vegetation that has been recently planted, or when experiencing drought conditions. The City provides a water bag for first year trees. Water bags should be removed before winter and stored in a dry place. Follow the <a href="https://www.regionofwaterloo.ca/en/services/environment/water-conservation/conservation-byslaw">Region of Waterloo’s outdoor watering schedule</a> if using the municipal water system (e.g. ice rink tap) to water plants (Reference: Region’s Water Conservation Bylaw 07-069).</td>
<td>Water plants frequently (every few days) during the first week after planting, then at least three times per week for the next month. For subsequent years, a long slow soak is best for young trees so the water has time to move deep down into the soil, which encourages deep rooting. Leave a hose to trickle slowly for at least 45 minutes or use about 20 gallons of water, poured slowly. Water about 2-3 feet from the base of the trunk a couple times a month or as needed during drought.</td>
</tr>
<tr>
<td>Litter removal</td>
<td>The removal and disposal of inorganic waste from the project area.</td>
<td>Inspect once a week from spring to late fall and deposit in the park garbage can.</td>
</tr>
<tr>
<td>Mulching</td>
<td>The addition of standard coarse wood chips to a depth of six inches in a shrub bed and two inches in a flower bed, keeping mulch from contacting the bark of woody plants (trees and shrubs).</td>
<td>Annually with a heavy mulching the first season and topped up to control weed growth thereafter, as needed.</td>
</tr>
<tr>
<td>Removal of dead foliage of annuals, perennials and grasses</td>
<td>The removal of dead foliage of annuals, perennials and grasses by hand pulling or pruning shears.</td>
<td>Leaving seed heads, 15” plant stalks and leaves in the fall and waiting until late spring to cut back plants will help protect habitats that pollinators need over winter. Dispose of with your household yard waste collection.</td>
</tr>
<tr>
<td>Maintenance task</td>
<td>Description</td>
<td>Frequency</td>
</tr>
<tr>
<td>------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Weed removal     | The removal of undesirable weeds by hand pulling with a shovel or trowel to uproot the total root.  
Avoid application of cosmetic pesticides including “Weed ‘N’ Feed” herbicide on city parkland (refer to MOE’s [Cosmetic Pesticides Ban](https://example.com), 2009).                                                                 | Inspect regularly from spring to late fall. Remove undesirable weeds as needed and dispose of with your household yard waste collection. Keep weeds under control so that they don’t get out of hand. |
| Pruning shrubs   | The removal of diseased, dead or broken branches or thinning out of shrubs using pruning shears.                                                                                                                                                                                                                                               | Shrubs may be pruned once a year according to their flowering sequence:  
- shrubs which produce flower buds *before* spring should not be pruned until *after* they flower (e.g. lilac)  
- shrubs which flower on the new growth of the plant can be pruned before they flower in the spring (i.e. honeysuckle)  |
| Turf maintenance surrounding the planting area | Mow turf around vegetation within the living fence buffer using own standard push lawnmower (sharp reel mower or rotary mower).                                                                                                                                                                                                             | Mow on a regular basis throughout the growing season before turf reaches 4 ¾” (12cm) in height and trim no shorter than 3” – 3.5” for healthy turf.                                                                                       |
| Vandalism or damage | Remove or repair minor damage to vegetation within the garden bed or buffer using pruning shears or spade shovels.                                                                                                                                                                                                                                      | Repair minor damage immediately and report significant vandalism within 72 hours.  
Trees on public property (including parks, greenspaces, trails) are the city’s responsibility to protect and maintain. To report damage or request maintenance call 519-886-2310.                                      |
Appendix A3. Recommended list of native deciduous tree species
Partners in Parks program - Community planting of large trees in parks

The City of Waterloo is recognized as a Bee City due to our efforts to support native pollinators and their habitat. We do this through education and community stewardship on municipal parkland. Visit Bee City Canada to learn more about the program and for resources such as gardening tips and a list of native plant nurseries.

Below is a list of recommended native tree species for our community planting program involving the planting of large trees in parks. Select some early spring flowering trees as they provide food sources in April to May when wildflowers are not in bloom. Pollinators like bees, butterflies and larvae (caterpillars), flies and birds are best adapted to our local native plants so choose some of their favorite trees including basswood, birch, cherry, maple, oak, poplar, willow and serviceberry as outlined below.

<table>
<thead>
<tr>
<th>Common name</th>
<th>Genus</th>
<th>Moisture</th>
<th>Sun</th>
<th>Approximate height (ft)</th>
<th>Bloom time</th>
<th>Attracts pollinators</th>
<th>Other interesting features</th>
</tr>
</thead>
<tbody>
<tr>
<td>American plum</td>
<td>Prunus americana</td>
<td>well drained</td>
<td>sun</td>
<td>20-25</td>
<td>spring</td>
<td>birds, butterfly larvae, other pollinators</td>
<td>Foliage – yellow to red; edible fruit</td>
</tr>
<tr>
<td>American basswood</td>
<td>Tilia americana</td>
<td>dry, moist</td>
<td>full sun</td>
<td>70</td>
<td>Mid June - August</td>
<td>Bees (bumble bees, sweat bees), many caterpillars feed on leaves such as tiger swallowtail butterfly</td>
<td>Fragrant yellow flowers</td>
</tr>
<tr>
<td>Birch, River</td>
<td>Betula occidentalis or nigra</td>
<td>moist</td>
<td>partial shade to full sun</td>
<td>60</td>
<td>late spring</td>
<td>Eastern Tiger Swallowtail butterfly, birds, other pollinators</td>
<td>Riparian habitat, interesting bark Large spreading tree with fall colour and interesting bark</td>
</tr>
<tr>
<td>Birch, Yellow</td>
<td>Betula lutea or alleghaniensis</td>
<td>moist</td>
<td>partial shade to full sun</td>
<td>60</td>
<td>late spring</td>
<td>Eastern Tiger Swallowtail butterfly, birds, other pollinators</td>
<td>Riparian habitat, interesting bark Large spreading tree with fall colour and interesting bark</td>
</tr>
</tbody>
</table>
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<tr>
<th>Common name</th>
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<th>Attracts pollinators</th>
<th>Other interesting features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black cherry</td>
<td><em>Prunus serotina</em></td>
<td>moist-dry</td>
<td>full sun</td>
<td>60</td>
<td>late spring</td>
<td>larval host for many butterflies/moths</td>
<td>Racemes of white flowers; good fall colour</td>
</tr>
<tr>
<td>Bitternut hickory</td>
<td><em>Carya cordiformis</em></td>
<td>mesic, wet</td>
<td>sun</td>
<td>60-75</td>
<td>spring</td>
<td>Hickory Hairstreak, other pollinators</td>
<td>Produces flattened spherical nuts</td>
</tr>
<tr>
<td>Common hackberry</td>
<td><em>Celtis occidentalis</em></td>
<td>dry, mesic, wet</td>
<td>full sun</td>
<td>50</td>
<td>spring</td>
<td>butterflies, other pollinators</td>
<td>Tough shade tree, interesting bark</td>
</tr>
<tr>
<td>Eastern Redbud</td>
<td><em>Cercis canadensis</em></td>
<td>mesic</td>
<td>partial shade to full sun</td>
<td>30</td>
<td>April – mid May</td>
<td>Orchard mason bee, leaf-cutter bees use leaves to line nests</td>
<td>Very showy pink flowers; prefers sheltered areas</td>
</tr>
<tr>
<td>Honeylocust</td>
<td><em>Gleditsia triacanthos</em></td>
<td>dry, mesic, wet</td>
<td>full sun</td>
<td>40-45</td>
<td>spring</td>
<td>butterflies, other pollinators</td>
<td>Delicate, ferny appearance</td>
</tr>
<tr>
<td>Maple, Red</td>
<td><em>Acer rubrum</em></td>
<td>dry, mesic, wet</td>
<td>full sun</td>
<td>50</td>
<td>early spring</td>
<td>bees and other pollinators</td>
<td>Good shade tree; brilliant fall foliage</td>
</tr>
<tr>
<td>Maple, Sugar</td>
<td><em>Acer saccharum</em></td>
<td>dry, mesic, wet</td>
<td>full sun</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oak, Red</td>
<td><em>Quercus rubra</em></td>
<td>dry - mesic</td>
<td>full sun</td>
<td>70</td>
<td>May - June</td>
<td>Bees; leaves feed caterpillars such as hairstreak butterfly, tussock moths, saddleback, etc</td>
<td>Red – fast growing White – dark red fall foliage Bur – corky twigs</td>
</tr>
<tr>
<td>Oak, White</td>
<td><em>Quercus alba</em></td>
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<tr>
<td>Oak, Burr</td>
<td><em>Quercus macrocarpa</em></td>
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<td></td>
</tr>
<tr>
<td>Serviceberry, Downy</td>
<td><em>Amelanchier arborea</em></td>
<td>dry - mesic</td>
<td>partial shade to full sun</td>
<td>20</td>
<td>April – mid May</td>
<td>Bees (mining bee, sweat bees), birds and other pollinators</td>
<td>Large showy flowers, excellent fall colours</td>
</tr>
<tr>
<td>Smooth</td>
<td><em>Amelanchier laevis</em></td>
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VOLUNTEER POSITION DESCRIPTION *

Volunteer Position: Community Group Representative, Partners in Parks program
Reporting To: Stewardship Coordinator, 519-886-2310 x30296

Objective
This volunteer role is the link between the City’s Partners in Parks program and group participants whereby two Community Group Representatives from different households, sign a PIP Agreement and assume responsibility for coordinating and monitoring project work in a safe and responsible manner, consistent with the policies and guidelines outlined in the Partners in Parks program guide.

Responsibilities
- volunteers must abide by all rules and regulations from the Region of Waterloo, Public Health re: COVID 19
- follow City of Waterloo Safety First guidelines
- adhere to the guidelines outlined in the Partners in Parks program guide and Safe Work guidelines
- schedule and monitor regular workdays throughout the growing season, using participant’s tools
- complete project tasks, ensuring they are completed safely and of the highest standard *note: this position is not responsible for the supervision of others, including youth or vulnerable persons
- recruit adult group participants capable of undergoing moderate physical exertion and ensure self and group participants:
  - understand the required skills, potential risks and proper use of acceptable tools and are wearing protective personal equipment during the workday
  - have read, understood and signed the PIP Informed Consent Agreement for self and any youth (under age 18) in their care, prior to undertaking project work and return completed forms for each participant

Time, Place and Commitment
- public parkland within Waterloo, during the months of May to October
- commitment of a five year renewable term or the duration of the park project

Training and Orientation
- participate in a mandatory orientation session with City staff liaison and any additional Health and Safety Training

Qualifications
- dependable adult able to undertake a leadership role, ensuring a safe and positive experience for group participants
- able to undertake moderate physical exertion such as walking, bending, walking, digging, pushing, lifting up to 20 pounds, as required
- willing to work cooperatively with City staff and group participants involved in the project
Benefits

- contributes to the health, safety and aesthetics of Waterloo's greenspaces and quality of life
- fosters community awareness and stewardship of Waterloo's greenspaces
- provides a meaningful way to contribute to the natural environment
- builds a sense of community

Screening Requirements

- written support from your community Neighbourhood Association or project participants within the neighbourhood willing to commit to assisting with project (see List of Community Support)
- completion of application form, interview and two satisfactory references and project approval by city staff
VOLUNTEER POSITION DESCRIPTION

Volunteer Position: Individual Project Volunteer, Partners in Parks program
Reporting To: Stewardship Coordinator, 519-886-2310 x30296

Objective
The Partners in Parks (PIP) program provides an opportunity for park enhancement that involves ongoing maintenance throughout spring to fall for a three to five year renewable term. Long-term park projects, that do not involve group participants, may include:

- purchase and maintain a Little Library or community message board
- maintain large tree community plantings in parks involving regular watering
- plant and maintain a living fence buffer from rear of your property into the park

The Individual Project Volunteer signs a PIP Agreement and assumes responsibility for carrying out project work in a safe and responsible manner, consistent with guidelines outlined in the Partners in Parks program guide.

Responsibilities
- abide by all rules and regulations from the Region of Waterloo, Public Health re: COVID 19
- follow City of Waterloo Safety First guidelines
- adhere to the guidelines outlined in the Partners in Parks program guide and safe work guidelines
- understand the required skills, potential risks and proper use of acceptable tools, wear protective personal equipment when carrying out project work
- complete project tasks, safely and to the highest standard
- discuss any changes to PIP project with City staff liaison, prior to carrying out

Time, Place and Commitment
- in a city park, during the months of May to October

Training and Orientation
- participate in a mandatory orientation session with City staff liaison and complete any additional health and safety training

Qualifications
- adult able to responsibly and reliably complete the project work for the duration of PIP Agreement
- able to undertake moderate physical exertion such as walking, bending, digging, pushing, lifting up to 20 pounds, as required
- willing to work cooperatively with City staff liaison throughout the duration of the project

Benefits
- contributes to the health, safety and aesthetics of Waterloo’s greenspaces, fostering stewardship

Screening Requirements
- completion of application form and project approval by city
Appendix C. PPE and acceptable tools

PPE and acceptable tools

General safety guidelines

- ensure all group participants are wearing Personal Protective Equipment (PPE) required for the task and each adult has signed an Informed Consent Agreement once per year
- ensure that proper instruction on hand tool safety is offered to all group participants to minimize hazards and prevent injuries
- inspect all tools carefully prior to use and avoid using damaged or dull tools
- practice safe handling and storage of hand tools while on site (i.e. keep the site uncluttered with tools out of traffic areas and position tools with the sharp, pointed end down to avoid being stepped on or tripped over)
- practice safe lifting and bending techniques such as bend at the knees, keep the load as close to the body as possible and keep the twisting of the torso to a minimum if turning to one side
- avoid handling loads that are heavy, bulky, difficult to grasp or unstable

Personal Protective Equipment (PPE)

- closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents (it is recommended to wear safety footwear approved by Canadian Centre for Occupational Health and Safety)
- cloth gloves to protect participants from being exposed to the hazard of injury from contact of skin with a sharp or jagged object
- appropriate outerwear such as long pants, hats, sunglasses, as required
- any additional PPE which may be advisable or appropriate for the conditions such as ear and eye protection (e.g. for living fence buffers that require mowing grass)

Tool safety talk

Below is a list of acceptable tools that may be required for your Partners in Parks project. Using the safety tips below, the Community Group Representative, group leader or city staff liaison will provide an overview of the proper use of hand tools to all group participants prior to the activity.

The City is not responsible for any lost or damaged supplies or tools provided by project participants. Any borrowed tools supplied by the City must be returned upon completion of the park project.
Appendix C. PPE and acceptable tools

Acceptable tools

Hand-held power tools
Registered city volunteers and group participants are not permitted to use hand-held power tools through this program with the exception of the Individual Project Volunteer’s own push lawn mower required for living fence buffer projects.

Safety tip: refer to the safe work guidelines for planting and maintenance projects

Spade shovels
Spades have an angled blade at the end of the handle and are designed for digging and loosening soil. Using the heel or ball of the foot, press your foot down on the blade vertically, with your weight over the spade. Pull up and loosen the soil.

Travel: carry spade with point facing forward, close to your side

Safety tip: watch behind you, keeping away from others and avoid kicking or jumping on the blade

Garden trowels
Trowels are small versions of spade shovels and are used for hand-digging flowerbeds, window planters or potting plants. While working on your knees, with one hand on the handle, push the blade into the soil and shift the material to its desired location.

Flat or scoop shovels
You can identify a flat shovel by its short handle and square flattened blade, intended for scooping and lifting material such as wood chips. With two hands on the handle, bend and lift with your knees, working from as low position as possible. Push the blade into the material horizontally, letting it fall onto the blade. Shift the material to its desired location.

Travel: carry shovels close to your side

Safety tip: watch behind you, keeping away from others and avoid twisting at the waist

Pruning shears
Pruning shears are used for pruning woody vegetation such as shrubs up to a thickness of 3/4 inches in diameter. Open the locking device and hold handles with one hand, opening and closing the blade to cut straight across the grain of the wood, leaving the least amount of woody surface open to infection.

Travel: carry pruning shears at your side in closed position, with locking device on

Safety tip: do not exceed the cutting capacity of tool, wear safety glasses to protect eyes, keep your free hand away from the cutting surface
Appendix C. PPE and acceptable tools

Flat head rake or leaf rake
Flat head rakes are designed to spread out materials such as wood chips or topsoil, while leaf rakes gather light material such as fallen leaves. To operate, hold the handle with two hands then swing the rake away from you and roll the material towards you, keeping your back straight and using your arms and legs.

**Travel:** carry rake with the prongs pointed away from you, down at your side

**Safety tip:** be aware of what is behind you, keeping well away from others

Wheelbarrows
Wheelbarrows help transport materials such as wood chips or topsoil from one location to another.

**Safety tip:** Ensure the tire pressure is adequate before using, avoid moving too heavy of a load and avoid carrying anything besides suitable materials required for your project (i.e. no people)

Garbage nippers
Garbage nippers are used for picking up litter from a standing position to avoid constantly bending over. Hold the nipper in one hand and squeeze the handle which will result in the tool’s fingers clasping together, allowing you to pick up litter easily. Place litter in a garbage bag or bucket held in the other hand.

**Travel:** carry nipper down at your side

**Safety tip:** avoid hand-made tools with nail on end; wear safety glasses to protect eyes from branches if reaching into shrubbery

Watering devices
Participants may use watering cans, buckets or garden hoses to water newly planted vegetation. If using water from an ice rink hydrant in the park, ensure the hydrant is maintained in a locked position when not in use. Immediately report any leaks, deficiencies or operational concerns to parks staff (parkservices@waterloo.ca) and return the key upon project completion.