

Terms of Reference – Pollinator working group

Background

[Bee City Canada](#) is part of a North American movement to encourage First Nations, cities, schools and businesses across Canada to be leaders in supporting the protection, promotion and celebration of pollinator species.

In March 2018, the City of Waterloo was designated a “Bee City” with the goal of inspiring our community to take stewardship action towards creating healthy native pollinator habitat and to develop a greater awareness and appreciation for native pollinators in the community. For more information, visit www.waterloo.ca/BeeCity



Our mandate

The Pollinator working group is a group of adult volunteers that work in collaboration with the City of Waterloo to provide City-approved educational experiences and community stewardship activities relating to native pollinators and their habitat.

Our goal

The role of the Pollinator working group is to oversee Bee City Canada program initiatives in Waterloo, committing annually to the following:

- stewardship: create, improve and maintain native pollinator habitat on municipal parkland through community planting and managing invasive non-native plant species such as Common Buckthorn
- educate the public about native pollinators at local events within Waterloo Region
- celebrate native pollinators during International Pollinator Week (3rd week of June) or at other times

Structure

The Pollinator working group was established in May 2018 upon the designation of the City of Waterloo as a “Bee City”. This volunteer group is designated a Staff working group to carry out specific functions (City of Waterloo Committee Policy, 2007). It consists of up to 12 citizens and a City staff liaison from Environment & Parks Services, Community Services.

Following a Volunteer Position Description, working group members become registered City of Waterloo volunteers that serve a one-year term, renewable upon staff discretion based on enthusiasm, attendance and productivity on the working group.

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Position responsibilities

At the first scheduled meeting of each year, the appointed working group members are elected to a role outlined below by consensus of the working group.

Co-chair (2):

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

Secretary (2):

- using the provided template, briefly summarize and record meeting discussions; submit minutes and an updated action item list to the city staff liaison no later than one week after the meeting

Community Outreach (2):

- Stewardship – follow the City's communications plan to promote stewardship activities
- Education - prepare newsletter and educational tips with information provided by the working group

Education Coordinator (2):

- oversee the coordination of educational, hands-on activities at each educational event
- coordinate our involvement in each event by completing application forms and assisting with and/or assigning tasks to working group members such as organizing and delivering display materials/activities, set up/take down, educating public, delivering hands-on activities

Workday Coordinator (2):

- deliver approved stewardship activities in conjunction with City staff liaison
- for each stewardship activity, assist with or assign the following tasks to working group members: greeting and participant sign-in, equipment set up/take down including refreshment area, demonstrating proper technique for planting / removing invasive plant species, other as required

Member at Large (2):

- assist with preparation of educational materials; photograph events for promotional use
- fill in for any position responsibilities or additional tasks, as required

City of Waterloo staff liaison:

- provide direction and guidance regarding event opportunities, work plan initiatives, timelines
- provide administrative support including booking meeting locations, preparing agendas, managing budget, submitting Bee City Canada annual reports, assisting with grant applications
- upkeep of City's Bee City webpage and provide other promotional assistance through City avenues, manage PWG 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/hand tools and 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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Meetings & community involvement

The Pollinator working group shall hold up to seven (or more, as needed) planning meetings during the year during the months of February to October. **During the COVID-19 pandemic, all scheduled meetings will take place virtually via Zoom** on the 1st 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. Google docs is used for group discussion and sharing information (instruction provided, as needed).

The Pollinator working group will plan their involvement in local community events (within Waterloo Region) where they will offer educational displays to educate youth and adults about native pollinators. The working group will also host stewardship activities in neighbourhood parks in Waterloo. Educational event involvement and stewardship activities generally take place weekday evenings from 5 – 7 p.m. and Saturdays from May to October.

Appointment

- up to twelve (12) adults will be eligible to serve on the Pollinator working group for a one year term, renewable upon staff discretion based on enthusiasm, attendance and productivity
- if a position vacancy exists, a volunteer recruitment notice will be published on the City website and other sources typically during the month of January of each year
- to be eligible for consideration, interested applicants must:
 - read and understand the Terms of Reference and Volunteer Position Description
 - complete a volunteer application form and provide a resume and two references
- Volunteer Services and the City staff liaison will review all applications then carry out interviews, reference checks and recommend appointments

Requirements for a Pollinator Working Group volunteer

The list below outlines the requirements for being a volunteer on the Pollinator working group. Refer to the Volunteer Position Description and Terms of Reference for 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 and/or experience with native pollinators, educating youth and adults, and event or program planning
- good written and verbal communication skills; good organizational skills
- willing to work cooperatively with other working group volunteers and city staff
- able to undergo moderate physical exertion (e.g. carrying display materials, digging, lifting up to 20 pounds)
- fulfills the responsibilities of the position held
- position is a one year term, renewable upon staff discretion based on enthusiasm, attendance and productivity on the working group
- written correspondence of resignation to the City staff liaison is required