

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.

Our mission

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
- Educate and celebrate native pollinators at local events within the Kitchener-Waterloo area during International Pollinator Week (3rd week of June) or at other times

Structure

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

Following a Volunteer Position Description, working group members become registered City of Waterloo volunteers that may serve a minimum one year term, subject to review at any time. A summary of the roles and responsibilities of each Pollinator Working Group member and City staff liaison is outlined below.

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Position responsibilities

At the first scheduled meeting of each year, the appointed Pollinator Working Group members will be elected to a role outlined below by consensus.

Co-chair (2):

- facilitate meetings which includes following the agenda, managing discussions, setting deadlines for completion of projects and ensuring meetings remain on schedule and topic
- oversee all aspects of event planning and execution in close collaboration with members and City staff liaison

Secretary (2):

- record and send completed meeting notes using the provided template to the City Staff Liaison within one week after each meeting

Community Outreach (2):

- prepare an annual report and newsletter using summaries and feedback from members
- assist with promotional opportunities following the City's Communications plan
- prepare content for educational or promotional materials that will be designed by City Marketing & Communications

Education Coordinator (2):

- oversee the coordination of all approved activities from start to finish in close collaboration with members and City staff liaison
- for each event, coordinate the working group's involvement which includes assisting with and assigning tasks such as greeting participants, obtaining display and activity materials, equipment set up/take down and preparation and delivery of hands-on educational activities

Member at Large (4):

- assist with preparation of the annual report and/or educational and promotional materials
- photograph events and provide selected photos to the City staff liaison for promotional use
- fill in for any position responsibilities or additional tasks, as required

City staff liaison:

- provide guidance regarding opportunities, timelines and work plan initiatives
- provide administrative support including booking meeting locations, preparing agendas, managing budget, upkeep of City's Bee City webpage, submitting annual reports to Bee City Canada and other tasks as required
- provide promotional assistance through City resources
- provide technical support for stewardship activities including but not limited to, 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 six (or more, as needed) planning meetings during the year. Meetings will take place at a City of Waterloo facility 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 Pollinator Working Group in order to conduct business.

The Pollinator Working Group will plan their involvement in local community events where they will offer educational displays to educate youth and adults about native pollinators or may host a stewardship activity in a public park in Waterloo. These events generally take place on the occasional evening or weekend at various locations in Kitchener-Waterloo area (educational event) or at a neighbourhood park in Waterloo (e.g. community planting).

Appointment

- up to twelve (12) adults will be eligible to serve on the Pollinator Working Group for a minimum one year commitment, subject to review at any time
- when a position vacancy exists, a volunteer recruitment notice will be published on the City website and other sources in January of each year
- all applicants must fully read and understand the Terms of Reference and Volunteer Position Description
- to be eligible for consideration, interested applicants will contact Volunteer Services with a resume and two references before the deadline
- Volunteer Services and the City staff liaison will review all applications then carry out interviews, reference checks and recommend appointments

Member requirements

The list below outlines the requirements for being a member on the Pollinator Working Group. Refer to the Volunteer Position Description for more details.

- must be 18 years of age or older
- preference will be given to those living, working or studying in the Kitchener-Waterloo area
- keen interest in and/or experience with native pollinators
- direct experience and/or interest in educating youth/adults and/or event planning
- have good organizational skills and written/verbal communication skills
- able to undergo moderate physical exertion (e.g. carrying display materials, digging, lifting up to 20 pounds)
- fulfills the responsibilities of the position held
- commits to a minimum of one year on the Pollinator Working Group, subject to review at any time and provides written correspondence of resignation to the City staff liaison
- willing to work cooperatively with City staff liaison and Working Group members