

Pollinator Working Group - Terms of Reference

Background

[Bee City Canada](#) recognizes and supports communities and organizations that are taking steps to protect and promote pollinators. In March 2018, the City of Waterloo was designated a “Bee City” by Bee City Canada with the goal of inspiring our community to take stewardship action by creating pollinator habitat on municipal land and to create awareness about native pollinators and habitat.

Our goal

The role of the City of Waterloo’s Pollinator Working Group is to support Bee City Canada program initiatives in Waterloo, which includes educating about pollinators and encouraging stewardship action.

- Education: create awareness about native pollinators and habitat through development of educational materials and hosting or participating in local events, workshops or info sessions within Waterloo Region.
- Stewardship: create, improve and maintain pollinator habitat on municipal parkland through community planting and managing invasive non-native plant species.

Structure

Established in May 2018, the Pollinator Working Group consists of up to 12 adults and a city staff liaison from Parks, Forestry and Cemetery Services. Volunteer roles include chair, secretary, workday coordinator, education coordinator, community outreach and member at large. The city staff liaison provides direction and guidance regarding event opportunities and work plan initiatives, technical support for park stewardship activities, administrative support, and assistance with city promotions and design work.

The long-term plan and objectives of this staff working group will be reviewed by city staff every 5 years or as required. Dissolution of the working group may be triggered if Bee City Canada designation no longer exists, tasks or mandate have been completed or following a program review process.

Meetings & community involvement

Monthly meetings are held on the 1st Thursday of the month from 6:00 to 8:00 p.m. and generally take place within a city facility but may be held virtually via Microsoft Teams at the discretion of the city staff liaison. These meetings involve planning our involvement in community events and are not open to public participation.

The working group hosts or participates in community events, workshops and information sessions within Waterloo Region where they offer educational displays and hands-on activities to educate youth and adults about native pollinators and habitat. The working group host community stewardship activities within parks in Waterloo, held weekday evenings from 4:00 to 6:00 p.m. or Saturday morning or afternoon. Volunteers assist at a minimum of one event or stewardship activity per month.

Appointment

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 or February.

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 if selected for an interview, provide two references

Volunteer Services and the city staff liaison will review all applications, carry out interviews and reference checks, and recommend appointments.

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Volunteer roles and responsibilities

At the first scheduled meeting of each year, the appointed volunteers are elected to a role outlined below by informal consensus of the working group. Google Drive is used for planning and sharing information. Volunteers also assist at a minimum of one event or stewardship activity per month on weekends or weekday evenings.

Co-chair (2):

- Facilitate meetings which include following an agenda, setting project timelines, managing discussions and decisions based on majority vote, ensuring meetings are on schedule and topic.

Secretary (2):

- Using the provided template, briefly record meeting minutes and update an action item list, which is completed within one week after the meeting.

Community outreach (2):

- Education focus: assist with preparation and final review of Bee City e-newsletter content, hand-outs and other educational materials including hands-on activities for events.
- Stewardship focus: follow the City's communications plan to promote our stewardship activities.

Education coordinator (2):

- Coordinate our involvement in local events, workshops, and info sessions with city staff liaison.
- For each event, assist with or assign tasks to working group volunteers such as preparing and delivering display materials and hands-on activities, set up and take down of event supplies, educating the public and delivering our hands-on activities.

Workday coordinator (2):

- Deliver and lead approved park stewardship activities with the city staff liaison.
- For each stewardship activity, assist with or assign tasks to working group volunteers such as greet and sign-in participants, assist with set up and take down of equipment and supplies, demonstrate proper techniques for planting and removing invasive plant species, educate participants about pollinators and other tasks, as required.

Member at large (2):

- Assist with the preparation of educational materials, photograph pollinators, plants and our events, and fill in for any position responsibilities or additional tasks, as required.

City staff liaison roles and responsibilities:

- Provide direction and guidance regarding event opportunities and work plan initiatives.
- Provide technical support for park stewardship activities including arranging and scheduling all City services (equipment, staff), utility locate clearance, purchasing vegetation and materials, orientation and monitoring project tasks during activities.
- Provide administrative support including booking meeting locations, preparing agendas, managing budget, submitting Bee City Canada annual reports, assisting with grant applications.
- Obtain City communications and design assistance such as promoting our events through city avenues, Bee City e-newsletter distribution and designing promotional and educational materials.