

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:

- Education: create awareness about native plants and pollinators through development of educational materials and educating the public at community events within Waterloo Region.
- Stewardship: create, improve and maintain pollinator habitat on municipal parkland through community planting and managing invasive non-native plants, and other related activities.

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 on the working group include chair, secretary, workday coordinator, education coordinator, community outreach and members at large. The city staff liaison provides direction and support with event involvement and work plan initiatives. This includes technical support for events and 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 and commitment

Monthly meetings are held on the 2nd Thursday of the month from 6 to 8 p.m. and take place in person at a City of Waterloo facility. These meetings are not open to public participation as they involve planning the working group’s involvement in local events and developing educational materials.

Working group volunteers attend a minimum of one community event and one park stewardship activity per month. Annually, we host and participate in local community events within Waterloo Region, typically on weekends. We plan and deliver educational displays and interactive hands-on activities to educate children and adults about native plants and pollinators. The working group also hosts park stewardship activities, held typically on the 1st Thursday evening of the month from 4 to 6 p.m. and occasional Saturdays from 10 a.m. to 12 p.m. and at other times, as required.

Appointment

If a position vacancy exists, a volunteer recruitment notice will be published on the city website and other sources typically in 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 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 by informal consensus of the working group. Google Drive is used for preparing and sharing information.

Co-chair (2):

- Facilitate meetings which include following an agenda and establishing action items, ensuring meetings are on schedule and topic, and managing discussions and decisions by the group.

Secretary (2):

- Using the provided templates, record key discussion points and action items from the meeting. Update an action item list, a quick tool that is reviewed at each meeting to ensure tasks are completed. Complete the minutes and action item list within one week after the meeting.

Community outreach (2):

- Follow the City's communications plan to help promote our stewardship activities and events, involving preparing content and sharing approved promotions externally.
- Bee City e-newsletter: assist with preparation of articles and lead a review team to ensure accurate content in each issue.

Education coordinator (2):

- Plan and deliver educational experiences for youth and adults at local events with assistance from city staff; collaborate with team members to develop new initiatives that align with our Bee City objectives.
- For each community event, assist with or assign tasks to working group volunteers such as advanced preparation of display materials and hands-on activities, and day of event set up and take down of event supplies, educating children and adults about native plants and pollinators.

Workday coordinator (2):

- Plan and deliver approved park stewardship activities with assistance from city staff.
- Assist with or assign tasks to working group volunteers such as greeting and signing-in participants, assisting with set up / take down of equipment and supplies, demonstrating proper techniques for carrying out the activity, and educating participants about project initiatives.

Member at large (2):

- Assist with the preparation of educational materials (e.g. Bee City e-newsletter articles), photograph events and fill in for any position responsibilities or additional tasks, as required.

City staff liaison roles and responsibilities

Provide direction and technical and administrative support with all events and stewardship initiatives.

- Provide technical support such as arranging and scheduling all City services, utility locate clearance, purchasing supplies, 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.