

Committee Work Plan Tool

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| Committee Name: | Pollinator Action Committee |
| Work plan for Year: | 2023 |
| Approved by Council: | |

| Goal | Measurement Stages | Timeline | Measurement for Success |
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| Broad Street Pollinator Garden Educational Pollinator Garden | Phase 1: Seed Trays/ Planting | February | Plants for garden to be prepped by P.A.C. members by May. |
| | Phase 2: Excavation and haulage; soil and mulch delivery; site preparation. | End of February | Secure contract with Ed Powell. |
| | | March (early) | Schedule CKL to locate property (Kimara). |
| | | Late April - early May | Landscaping team to perform excavation and removal of waste. Soil and mulch to be delivered and prepared. |
| | Phase 3: Wood chip delivery. | Late April - early May | Wood chip donation delivery from Kearns Tree Services. |
| | | Late April - early May | P.A.C. members to spread wood chips in designated pathway. |
| | Phase 4: Plant installation. | A.S.A.P. | Order required outstanding plants from Grow Wild Nursery. |
| | | May (mid - late) | P.A.C. members to plant chosen flora. |
| | Photography and media presentation. | Ongoing throughout project. | P.A.C. members to photograph ongoing project work to present on social media and CKL Bee City page. |

| Goal | Measurement Stages | Timeline | Measurement for Success |
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| <p>Earth Day:</p> <p>100 Pollinator Plant Giveaway</p> | <p>Contact Junaid and make arrangements for plant pick-up.</p> <p>Arrange a pick-up location in C.K.L.</p> <p>Pick-up plants</p> <p>Plant Giveaway</p> | <p>February (mid to end)</p> <p>March</p> <p>Week of April 17th</p> <p>April 22nd</p> | <p>Liaise with Junaid Kahn of Pollinator Partnership Canada</p> <p>Liaise with C.K.L. staff to establish an appropriate location for plant pick-up.</p> <p>Pick up plants in Peterborough (Christine).</p> <p>Two P.A.C. members to be on site to greet community members and perform giveaway (1-2 hour timeslot).</p> |
| <p>CKL Pollinator Pathway Project Event:</p> <p>4th Annual Bee a Hero Garden Challenge.</p> | <p>Order new Pollinator Pathway Signs.</p> <p>Engage environmental organizations and garden clubs in COKL</p> <p>Liaise with staff</p> <p>On Communications</p> <p>Assess applications</p> <p>Present winners to COW</p> <p>Presentation sent to Bee City Canada</p> <p>Log registrant information and update data sets for mapping.</p> | <p>March</p> <p>Early April</p> <p>Early April</p> <p>Early September</p> <p>Late October</p> <p>Ongoing</p> | <p>Source previous sign media and print shop information from Susan Blayey (Christine).</p> <p>Earth Day Launch; send out one pager to groups.</p> <p>Meet with Councillor Warren.</p> <p>Social media, advertising feedback.</p> <p>Number of contestants; judging.</p> <p>Winners appear at C.O.W.</p> <p>Liaise with CKL staff to route registrant information appropriately and facilitate ongoing maintenance of mapping data.</p> |

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| 3rd Annual Biking for Pollinators Event Grow native pollinator plants, expand the CKL Pollinator Pathway and enhance citizen engagement. | Liaise with Bike Clubs and city staff on trails and timing. Social Media Notification Produce seed bombs Biking Event Date | May (early) Summer August September | Pick a day and trail to "bomb" (Deborah). Advertise and post on social media P.A.C. members to produce seed bombs. Cyclist throw bombs. Check previous years site for growth. |
| Lawn Garden Walking Tour Educational awareness on sustainable lawn gardens/lawn alternatives. | Approach potential exhibitor households. Produce pamphlet, distribute to municipal offices and libraries. Walking Tour Social Media Boost | May (early) May (mid - late) Summer | Door knocking to engage prospective garden hosts. Generate list of participants. Design layout. Source a printer. Distribute pamphlets. Summer long do-it-yourself walking tour. |
| Native Seed Processing Webinar Host Pollinator Partnership Canada (Junaid Kahn). | Liaise with Junaid Kahn Social Media Webinar | March Fall (late) Winter (early) | Set a date and time for online workshop to take place (likely late Fall/early Winter). Social media kick-off; notification to community. Host webinar. |
| Education and Outreach | Social Media Engagement Visit schools Seed Packet Giveaways (Libraries) | Ongoing T.B.D. Ongoing | Share educational information. Bee City Kawartha Lakes educational outreach presentations. Refer to Bee City Canada programming if/when we are unable to do direct presentations. Contact head of libraries to establish where more packets are needed. P.A.C. members o assemble packets as required. |

| Goal | Measurement Stages | Timeline | Measurement for Success |
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| Bee City Kawartha Lakes Signage | Prepare signs | T.B.D. if budget allows. | Create a design. Source a competitive sign maker. |
| | Post signs in high engagement areas (city boundaries) | | Liaise with CKL to determine best site locations, number of signs needed. |

Committee Work Plan Tool

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| Committee Name: | Bird City Subcommittee (Jamie Morris, Deb Pearson, Barry Snider) |
| Work Plan for Year: | 2023 |
| Approved by Council: | |

| Goal | Measurement Stages | Timeline | Indicators of Success |
|--|---|-----------------|------------------------------|
| 1. Form Bird City Team | <ol style="list-style-type: none"> 1. Review Nature Canada and Peterborough Bird Team Info 2. Prepare list of organizations to include representation from 3. Contact each organization with invitation and info | February | Team members confirmed |
| 2. Organize initial meeting | <ol style="list-style-type: none"> 1. Doodle poll to set day/time. 2. Prepare agenda for meeting. 3. Send ZOOM/ Google Meet link | March | Meeting held |
| 3. Obtain Council Endorsement | <ol style="list-style-type: none"> 1. Arrange for presentation by Team member(s) at a Committee of the Whole. 2. Advise on content of presentation | May | Council endorsement |
| 4. Assist in completion of application to Nature Canada | <ol style="list-style-type: none"> 1. Once Team has completed assessment take stock of additional work required and recommendations that might go to Council 2. Assist where possible in that additional work. | October | Completed application |

| Committee Work Plan Tool | |
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| Committee Name: | Transportation Subcommittee (Ginny Colling, Jamie Morris, Deb Pearson, David Ryrie, Pat Warren) |
| Work Plan for Year: | 2023 |
| Approved by Council: | |

| Goal | Measurement Stages | Timeline | Indicators of Success |
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| <p>1. Recommend emission reduction targets, monitoring strategies, and reporting requirements.</p> | <ol style="list-style-type: none"> 1. Review current HEP targets, strategies, and reporting requirements 2. Research municipal, provincial, and federal targets and monitoring strategies, and recommendations from various bodies; 3. Consult with City’s Environmental Manager, and considering CKL context, select most appropriate targets. 4. Prepare report for Council/ City consideration. | <p>Steps 1 and 2 by May</p> <p>Step 3 in May/June</p> <p>Report prepared by Sept. (for possible adoption by next Council)</p> | <p>Data assembled</p> <p>Completed report</p> |

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| <p>2. Make recommendations for update of Transportation section of Healthy Environment Plan.</p> <p>(Note: from HEP: "The first renewal of the HEP should occur in 2023, following the 2022 municipal election."</p> | <ol style="list-style-type: none"> 1. Review current plan and look for gaps, etc. 2. Draft a revised version for consideration. | <p>June</p> | <p>Completed document</p> |
| <p>3. Pedestrian-friendly communities and promote walking</p> | <ol style="list-style-type: none"> 1. Continue to contribute to AT Master Plan Development (Suggestions to be conveyed by Pat Warren, EAC and Council rep, on the ATMP) 2. Provide comments on sidewalks, multi-use pathways, etc. in plans for new housing developments (Tribute, Flato, etc.) 3, Make recommendations for traffic lights that prioritize pedestrians. 4. Review municipal zoning to permit mixed use walkable neighbourhoods. 5. Review the potential to eliminate parking minimums. | <p>ongoing to December</p> | |

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| A Bike-Friendly City and promote cycling | <ol style="list-style-type: none"> 1. Continue to contribute to AT Master Plan Development (Suggestions to be conveyed by Pat Warren, EAC and Council rep on the ATMP) 2. Follow-up with Kawartha Cycling/ Parks Dept. and Library on installation of bicycling infrastructure in Queen's Square (CHEST fund grant already attained) 3. Support Bike-share installation and promotion (assisting Chamber of Commerce) 4. Organize "Walk and Bike to School" events at schools in Lindsay/ Bobcaygeon/ Fenelon Falls to coincide with fall International Walk to School Day 5. Provide comments on bike lanes, multi-use pathways, etc. in plans for new housing developments (Tribute, Flato, etc.) 6. Advocate for bike lanes on key existing streets within urban settlements (especially during reconstructions). | <ol style="list-style-type: none"> 1. To Dec. 2023 2. March contact 3. April 4. May 5. Contact in May; events to run in early October | <ol style="list-style-type: none"> 1. Process to be completed by Dec. 2022. 2. Contact made in March and spring installation 3. Bike-share in place 4. Policy proposed to Council 5. Events held at multiple schools 6. Comments submitted. |
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| Electric Vehicles Education and Promotion | <ol style="list-style-type: none"> 1. Build on success of 2022 EVs on Kent with a 2023 event, if possible to be held alongside Classics on Kent (July 16th). (First step will be to contact Classics on Kent organizers). 2. Now that Bobcaygeon has charging station, investigate grants that might be available for other communities. 3. Arrange to have an organization apply for CHEST grant in fall. | Summer 2023 | <ol style="list-style-type: none"> 1. Completed event. 2. Possible grants identified. |
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