

## Appendix B – Environmental Advisory Committee 2024 Work Plan

<b>Committee Work Plan Tool</b>	
<b>Committee Name:</b>	<b>Pollinator Action Committee</b> (Pat Warren, Deborah Pearson, Judy Kennedy, Kimara Molloy, Annette Payne, Brian Paradoski, Bella Drummond, Rebecca Wood, Arlene Wood, Christine Szabados)
<b>Work plan for Year:</b>	2024
<b>Approved by Council:</b>	

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<b>Sign-over of CKL Pollinator Pathway map from Christine Szabados to CKL</b>	Update data sheets to reflect most recent updates.	Complete	Review data sets; update new registrants; remove personal information from datasets; add GPS coordinates for new entries. Update KMZ/KML file sets and send to James Hood.
	Establish new questionnaire for Survey 123. Eliminate need for manual processing and create self sufficient online system.	Ongoing	Review and streamline current questionnaire to best comply with parameters of Survey 123. Present data in Excel Spreadsheet to be efficiently uploaded into CKL system. Send complete package to James Hoods' team.

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<p><b>Webinar Series:</b></p> <p><b>Part 2: The Basics of Native Seed Starting</b></p>	<p>Liaise with Samantha Medeiros of Pollinator Partnership Canada</p> <p>Announcements and engagement</p> <p>Trial webinar</p> <p>Webinar</p>	<p>Ongoing</p> <p>Now</p> <p>TBD</p> <p>February 12</p>	<p>Discussion and preparation of educational material for presentation.</p> <p>Save the date; online promotion and community calendar update. Online registration. Mass email notification to participants in Part 1: Basics of Native Seed Saving</p> <p>Run through final webinar presentation.</p> <p>Distribute location details.</p> <p>Christine Szabados to welcome audience and introduce Ms. Madieros. Ms. Madeira to lead land acknowledgement and presentation. Presentation to be followed by a brief Question and Answer/Discussion Period.</p>
<p><b>Broad Street Pollinator Garden Maintenance</b></p>	<p>Mulch and Wood chips</p>	<p>February - March</p>	<p>Get quotes from suppliers and approval from EAC.</p>

Goal	Measurement Stages	Timeline	Measurement for Success
	<p>Maintenance</p> <p>Purchase annual flowers.</p>	<p>May-June</p> <p>May - June</p>	<p>PAC members to spread mulch/wood chip after delivery.</p> <p>Get quotes/approval. PAC members to plant new flora.</p>
<b>Lindsay Airport Native Pollinator Patch</b>	<p>Proposal</p> <p>Acquire native wildflower seed (bulk order to be shared with Seed Library and Fenelon Dump Cell)</p>	<p>February- March</p> <p>April/May</p>	<p>Prepare proposal.</p> <p>Present proposal to Lindsay Airport management. Determine whether to move forward with this project.</p>
<p><b>Retired Fenelon Landfill Cell</b></p> <p>Measure success of naturalization process and maintenance.</p>	<p>Contact CKL</p> <p>Maintenance</p>	<p>February</p> <p>May</p>	<p>Liaise with David Kerr, Manager of Environmental Services and Kayla Pantaleo, a Regulatory Compliance Officer. Request permission to visit the site after the spring snowmelt to perform maintenance and measure the success of naturalization in the cell.</p> <p>Assess growth naturalization success. Weed-whack and rake areas that have underperformed; seed</p>

Goal	Measurement Stages	Timeline	Measurement for Success
			with additional wildflower seeds.
<b>Native Seed Library Official Opening at Ballyduff Trail</b>	Advertise  Purchase outstanding seeds stock.  Stock Library  Grand Opening of prototype Seed Library at Ballyduff Trail	March  April/May  April/May  TBD	Create a poster to promote event of social media and in local media.  Purchase native wildflower seeds. Pack and label envelopes.  Stock Library with native pollinators friendly species varieties and vegetable seeds; both collected and purchased seeds.  Official opening. Speech by Christine Szabados and Rebecca Wood.

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
			Refreshments? PAC information booth?
<b>Kawartha Settlers' Village: Settlers' Day</b>	Register Booth  Settlers' Day	June (TBA)	Register information booth.  Set-up information booth. PAC members to present educational outreach to community members. Annual seed bombs workshops onsite.

Goal	Measurement Stages	Timeline	Measurement for Success
<p><b>Pollinator Week</b></p> <p><b>5th Annual Bee a Hero Contest Kick-off</b></p> <p>CKL Pollinator Pathway Project Event</p>	<p>Prepare event poster for media distribution.</p> <p>Announcements and engagement.</p> <p>Officially “open” contest.</p> <p>Close Contest</p> <p>Assess applications</p>	<p>June 17-June 23</p> <p>March</p> <p>April/May</p> <p>June 17</p> <p>August 31</p>	<p>Create an informative poster to promote the event in media and on social media.</p> <p>Contact local media; engage local Garden clubs and Environmental Organizations.</p> <p>Announce official opening of contest on CKL Bee City website and social media. Registration for contest and Pollinator Pathway Map online at CKL Bee City website.</p> <p>Officially close contest in social media and on CKL Bee City website. Number of contestants; judging.</p> <p>Once winners have been named, purchase</p>

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<p><b>2nd Annual Kids' Colouring Contest</b></p> <p>Educational Engagement</p>	Purchase Prizes	October	<p>appropriate number of \$50 gift certificates. Create an official "award certificate voucher" for winners.</p> <p>Present winners at COW.</p>
	Present Winners	TBD	<p>Establish this year's theme topic. Generate colouring pages to reflect theme.</p>
	Colouring sheets	February- March	<p>Secure a sponsor for 2 prizes (pizzeria or toy store).</p>
	Sponsorship	February- March	<p>Contact school boards to request they distribute contest instructions and colouring sheet templates to student body.</p>
	Announcements	May 9	<p>Announcements on Social media and in local media.</p>

Goal	Measurement Stages	Timeline	Measurement for Success
	<p data-bbox="472 520 678 556">Event Kick-Off</p> <p data-bbox="472 730 670 766">Event Closure</p> <p data-bbox="472 1014 578 1050">Awards</p> <p data-bbox="472 1367 673 1402">Online Gallery</p>	<p data-bbox="837 590 943 625">May 23</p> <p data-bbox="837 800 951 835">June 23</p> <p data-bbox="837 1083 951 1119">June 25</p> <p data-bbox="837 1440 959 1476">Ongoing</p>	<p data-bbox="1105 310 1442 388">Contest officially opens. Social media kick-off.</p> <p data-bbox="1105 499 1479 661">Contest officially closes. Social media announcements. Random draw for winner.</p> <p data-bbox="1105 772 1471 934">Contact winners; online announcements to follow, once all award winners have been informed.</p> <p data-bbox="1105 1045 1479 1476">Showcase artwork online. All entrants are winners in our opinion; each entrant's artwork will be proudly posted on Bee City Kawartha Lakes' Facebook page and appear as our feature cover photo for approximately one week.</p>



<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<p><b>Lawn Garden Walking Tour</b></p> <p>Educational awareness on sustainable lawn gardens/lawn alternatives.</p>	<p>Contact Homeowners</p> <p>Create Guide</p> <p>Print and Distribute Guide</p>	<p>March/April</p> <p>April/May</p> <p>April/May</p>	<p>Present ideas about self-guided walking tour benefits to the community. Seek permission to include homes on printed walking tour guide.</p> <p>Create Walking Tour Guide:</p> <p>When - all Summer! Where: map reference of streets to visit. Why: benefits of natural habitat to pollinators.</p> <p>Print Guide - 200 copies(?).</p> <p>Make available at City Hall and Lindsay Library.</p>
<p><b>4th Annual Biking for Pollinators</b></p> <p>Grow native pollinator plants, expand the CKL Pollinator Pathway and enhance citizen engagement.</p>	<p>Seed Bombs</p>	<p>August</p>	<p>Prepare seed bombs using only native pollinator friendly species. Seed bomb preparation to cover this event and to provide stock for Monarch Festival.</p> <p>Members of Lindsay Cycling Club to distribute</p>

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
	Distribution	Sept- October	seed bombs. Site to be determined.
	Social Media	September-October	Post photos from event.
<b>Monarch Festival</b>  Educational awareness of endangered species Monarch Butterfly Conservation. Community engagement.	Register Information Booth	Summer	Cost of \$50-\$100 to register a table.
	Social Media	September	Establish September as "Monarch Month"; boost event, share educational information. Promote children's colouring contest on social media.
	Monarch Festival	September 22	PAC members to set up information booth. Seed bomb event for children; workshop for participants. Monarch specific information packages to be made available to public. Demos on milkweed seed collection and processing. Support for children's colouring contest.

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<b>Ongoing Education and Outreach</b>	New Bee School?	2024	Contact LCVI Environmental Club - provide support. Establish pollinators garden or the like.
	Presentation to Janetville Girl Guides	TBD	Interactive presentation on Pollinators by PAC member.

<b>Committee Work Plan Tool</b>	
<b>Committee Name:</b>	<b>CKLEAC Transportation Subcommittee</b> (Ginny Colling, Jamie Morris, Deb Pearson, David Ryles, Pat Warren)
<b>Work plan for Year:</b>	2024
<b>Approved by Council:</b>	

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

Goal	Measurement Stages	Timeline	Measurement for Success
	4. Prepare report for Council/ City consideration.		
<p><b>2. Make recommendations for update of Transportation section of Healthy Environment Plan.</b></p> <p><b>(Note: from HEP: "The first renewal of the HEP should occur in 2023, following the 2022 municipal election.")</b></p>	<p>1. Review current plan and look for gaps, etc.</p> <p>2. Draft a revised version for consideration.</p>	June	Completed document
<p><b>3. Pedestrian-friendly communities and promote walking</b></p>	<p>1. Continue to contribute to AT Master Plan Development (Suggestions to be conveyed by Pat Warren, EAC and Council rep on the ATMP)</p> <p>2. Provide comments on sidewalks, multi-use</p>	Ongoing	

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
	pathways, etc. in plans for new housing developments (Tribute, Flato, etc.)		
<b>4. A Bike-Friendly City and promote cycling</b>	<ol style="list-style-type: none"> <li>1. Organize “Walk and Bike to School” events at schools in Lindsay/ Bobcaygeon/ Fenelon Falls to coincide with fall International Walk to School Day</li>   <li>2. Provide comments on bike lanes, multi-use pathways, etc. in plans for new housing developments (Tribute, Flato, etc.)</li>   <li>3. Embedding bike-friendly infrastructure design standards into policy</li> </ol>		1. Complete event.

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Measurement for Success</b>
<b>5. Electric Vehicles Education and Promotion</b>	<ol style="list-style-type: none"> <li>1. Build on success of 2023 "Environmental Fair (Featuring EVs on Kent) with a 2024 event in Bobcaygeon in summer.</li>   <li>2. Now that Bobcaygeon has charging station, investigate grants that might be available for other communities.</li> </ol>	June-August 2023	<ol style="list-style-type: none"> <li>1. Completed event.</li>   <li>2. Grants identified.</li> </ol>
<b>6. Intercity bus connections</b>	<ol style="list-style-type: none"> <li>1. Encourage staff and council to pursue intercity bus service from CKL to Peterborough and Oshawa/GTA</li> </ol>		

<b>Committee Work Plan Tool</b>	
<b>Committee Name:</b>	<b>Bird City Subcommittee</b> (Jamie Morris, Deb Pearson, Barry Snider)
<b>Work Plan for Year:</b>	2024
<b>Approved by Council:</b>	

<b>Goal</b>	<b>Measurement Stages</b>	<b>Timeline</b>	<b>Indicators of Success</b>
<b>1. Complete and submit application for Bird Friendly City certification from Nature Canada</b>	<ol style="list-style-type: none"> <li>1. Collect information from City departments (with assistance of Planning department)</li> <li>2. Collect information from coalition partners (Kawartha Conservation, Fleming College, Kawartha Land Trust, etc.)</li> <li>3. Discuss rough draft with Nature Canada</li> <li>4. Submit application</li> </ol>	February  (application deadline is March 1st, 2024)	Application completed and submitted by deadline
<b>2. Bird Safety Audit and Window Treatments for one municipal building.</b>	<ol style="list-style-type: none"> <li>1. Request EAC Funding</li> <li>2. With assistance of Planning contact</li> </ol>	April-May	Completed audit and window treatments



	<p>Building and Property</p> <ol style="list-style-type: none"> <li>3. Approach library about choice of Bobcaygeon Library branch</li> <li>4. Contract expert to do audit/ installation</li> </ol>		
<p><b>3. CKL Bird-of-the-Year Contest (to be run in cooperation with the City's Communications department)</b></p>	<ol style="list-style-type: none"> <li>1. Consult with CKL Communications Dept</li> <li>2. Using City of Peterborough contest as model, run survey on Jump In site</li> <li>3. Prepare short list; promote and have voting on short list</li> <li>4. Announce winner</li> </ol>	<ol style="list-style-type: none"> <li>1. January for consultation</li> <li>2. April - survey on Jump in site</li> <li>3. Fall - voting for short list</li> </ol>	<p>Selection of a Bird-of-the-Year</p>
<p><b>4. Amalgamation of the Bird Friendly Peterborough Website with Bird Friendly Kawartha Lakes</b></p>	<ol style="list-style-type: none"> <li>1. Approval from Bird Friendly Peterborough</li> <li>2. Obtain funding from CKLEAC</li> <li>3. Media specialist complete work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Approval from BFP in January</li> <li>2. Feb. - funding</li> <li>3. Amalgamation complete by April</li> </ol>	<p>Revised website with Bird Friendly KL info incorporated.</p>

<p><b>5. Monitor and make recommendations on two-year Stray and Feral Cat Pilot Program (program began January 2023)</b></p>	<ol style="list-style-type: none"> <li>1. Consultation with Bylaw Enforcement and Humane Society Kawartha Lakes and collection of information and year 1 data.</li> <li>2. Consult and collect data again at end of year 2.</li> <li>3. Prepare analysis and recommendations</li> <li>4. Take recommendations to CKLEAC for approval before submitting to Council</li> </ol>	<ol style="list-style-type: none"> <li>1. January for consultation</li> <li>2. Dec. and Jan. 2024 for collection of year 2 data</li> <li>3. Jan. 2024 analysis and recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1. Set of recommendations</li> </ol>
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<p><b>6. Request mayoral proclamation for May 11 World Migratory Bird Day (WMBD) and support WMBD activities</b></p> <p><b>Theme for this year's WMBD</b></p>	<ol style="list-style-type: none"> <li>1. CKLEAC Chair to make request for proclamation</li> <li>2. Request CKLEAC WMBD funding.</li> <li>3. Support Frost campus event and work with Pollinator group on education around bird and insect conservation</li> </ol>	<p>Request made in February</p>	<ol style="list-style-type: none"> <li>1. Mayoral proclamation</li> <li>2. WMBD events</li> <li>3.</li> </ol>
<p><b>6. Healthy Environment Plan Recommendations (Plan is due for revision)</b></p>	<ol style="list-style-type: none"> <li>1. Go through plan and look for areas where bird conservation measures could be strengthened or added.</li> <li>2. With input from Bird Team, prepare set of recommendations.</li> <li>3. Submit to EAC for approval</li> </ol>	<p>Begin in March; complete by September</p>	