

Terms of Reference

Name: City of Kawartha Lakes Environmental Advisory Committee

Date Established by Council: March 24, 2015
(Terms of Reference revised June 23, 2026)

Mission:

The Environmental Advisory Committee for the City of Kawartha Lakes (CKLEAC) is established to support and advise Council in implementing the environmental goals and policies of the City of Kawartha Lakes.

The mission for this Committee includes:

- the maintenance, and where necessary, improvement of water quality and quantity;
- the maintenance, and where necessary, improvement of air quality;
- the reduction in the amount of waste and its impact on the environment;
- the protection, conservation, and enhancement of natural systems; and,
- the reduction of the City's greenhouse gases.

The mission will be achieved by this Committee through:

- the implementation of the Kawartha Lakes Healthy Environment Plan and the Integrated Community Sustainability Plan, including;
 - public education initiatives;
 - environmental projects;
 - monitoring outcomes; and,
- the involvement with other environmental issues or initiatives.

Roles and Responsibilities:

It is the responsibility of all appointed Members to comply with:

- the City Code of Conduct for Committee Members;
- the City Procedural By-law;
- Other applicable City by-laws and policies;
- Municipal Act;
- Municipal Freedom of Information and Protection of Privacy Act; and,
- Municipal Conflict of Interest Act.

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording Secretary and absent himself or herself from meetings for the duration of the discussion and voting, if any, with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Committee:

- (a) To make recommendations to Council on various issues related to the Committee's mandate;
- (b) To advise and make recommendations to Council on strategy, policies, by-laws and procedures to achieve Council's goals relating to the Committee's mandate;
- (c) To develop and recommend to Council the promotion of public education programs on local related issues and related to the Committee's mandate;
- (d) To review other governmental reports/programs and advise/make recommendations to Council of any impacts of those reports for the City and any action that should be considered by Council;
- (e) To prepare an annual written report to Council by the end of Q1 each calendar year to outline the Committee's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget; and
- (f) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Committee's established scope of work as defined in the Terms of Reference.

Composition:

The Committee shall be comprised of a maximum of 12 Members consisting of up to 9 Members of the public and 1 Council representative all of whom will have full authority to debate and vote, including one (1) Member from Sir Sandford Fleming College and one (1) member from Kawartha Region Conservation Authority. The Committee shall consist of a minimum of 6 Members. Committee Members will be appointed by Council in accordance with established policy.

Appointment of Officers:

The Committee shall, at its first meeting in each year, elect from its Membership a Chair and Vice-Chair. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee Members are considered volunteer positions.

Working Teams:

The Committee shall be permitted to facilitate the operation of the Pollinator Action Team. The Pollinator Action Team shall work to fulfill their mandate, as outlined within the Terms of Reference for the Pollinator Action Team, attached hereto as Appendix A.

The Committee shall be permitted to facilitate the operation of the Bird Friendly Kawartha Lakes Team. The Bird Friendly Kawartha Lakes Team shall work to fulfill their mandates, as outlined within the Terms of Reference for the Bird Friendly Kawartha Lakes Team, attached hereto as Appendix B.

Term of Appointment:

Unless exempted by legislation, Members will be appointed for a term of four years with terms expiring at the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

Resources:

The Development Services Department will provide support in the form of advice, day-to-day liaison with the Committee, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The liaison department will also assist in the preparation and

submission of budget recommendations/grant submissions, if needed and attend meetings of the Committee/Board.

A member of Staff shall be designated as Recording Secretary by the liaison Department. The Recording Secretary shall prepare and publish agendas, attend all formal business Committee Meetings for the purpose of taking Minutes, and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

Location of Meetings:

The location of the meetings will be set by the Committee and must be held in an accessible City facility.

Meetings:

The Committee shall hold a minimum of 4 meetings in each calendar year, which are open to public attendance. The Chair, through the liaison Department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to Members of the Committee and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the Members of the Committee. No meeting shall proceed without quorum.

At the first meeting of each year, an Orientation Session shall be held for all new Members.

Procedures:

Procedures for the formal business meetings of the Committee shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Electronic Participation:

The following procedural rules are established for electronic participation meetings:

1. City Council, Local Board or Committee members may participate in an open session by electronic participation and be counted for the purpose of establishing quorum.
2. In the case of an interruption in the communication link to the member(s) participating electronically, the meeting will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s).
3. A Member participating by Electronic Means shall inform the Chair about their intentions to leave the meeting either on a temporary or permanent basis.
4. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
5. If a member loses electronic connection temporarily to the meeting, that member shall be treated as if they left the physical room of a traditional meeting and the time noted by the City Clerk or Recording Secretary.
6. All votes shall be by show of hands or by verbal consent (yes or no).
7. That subject to direction from the Head of Council or Chair to the City Clerk or Recording Secretary, the meeting will proceed without deputations. Written correspondence received from the public may be circulated to Council members prior to the start of the meeting electronically;
8. For public notice purposes, the location of the meeting published on the agenda shall be the physical location of the City Clerk or Recording Secretary during the meeting; If the location of the City Clerk can not be open to the public, the City Clerk shall provide notice to the electronic location of where the meeting can be viewed;
9. Members shall be provided instruction by the City Clerk, Recording Secretary, Chief Administrative Officer, or their delegate how to access the meeting by means of electronic participation.
10. A recording of the open session of the meeting shall be preserved for a period of time determined by the Records Retention by-law for the public record.
11. All electronic meetings will be available on Livestreaming or other video technology.

*Enacted through By-law 2020-056, July 28, 2020

Closed Meetings:

The Committee shall be permitted to hold Closed Meetings for the consideration of nominations for the Bee A Hero Awards Program and for the consideration of nominations for the Environmental Hero Award Program. Closed meetings will be held pursuant to the requirements of Section 239(2)(b) of the Municipal Act, 2001.

Agendas and Minutes:

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members.

Minutes of all formal business meetings of the Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of Staff and/or Council will be brought to the attention of the Development Services Department at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all Members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

Reports:

If there are recommendations of the City of Kawartha Lakes Environmental Advisory Committee that fall outside of this report, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Committee Chair to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its Members, which shall include all working group or sub-committee Members. The applicable insurance policies extend to Committee Members while in the performance of his/her duties and to

those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide, via the liaison department an annual updated listing of all Members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee Members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario (“WSIB”) and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members, disrupting the work of the Committee, or other legal issues. The process for expulsion of a Committee member is outlined in the City’s **Council Committee, Board and Task Force Policy**.

Terms of Reference:

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk’s Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison department through a report to Council.

At the discretion of Council the Committee may be dissolved by resolution of Council.

Appendix A – Pollinator Action Team Terms of Reference



Appendix A

Appendix B – Bird Friendly Kawartha Lakes Action Team Terms of Reference



Appendix B

Terms of Reference

Name: Pollinator Action Team

Date Established by Council: June 23, 2026-

Background:

The Pollinator Action Team has been established to fulfill the following mandate as a liaison through the City of Kawartha Lakes Environmental Advisory Committee and the Development Services Division:

- Habitat Creation and Management
- Education and Engagement
- Pollinator Week Celebrations

Mission:

The Pollinator Action Team is established to protect and promote pollinators and pollinator habitat within the City of Kawartha Lakes in order to maintain the City's designation as a Bee City under Bee City Canada.

Roles and Responsibilities:

It is the responsibility of all appointed volunteers to comply with:

- The City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual volunteer has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Team will abide by any terms and conditions which may be set out by the City's Council and the CAO's Office, Auditor and/or Insurer for any activities relating to the

Team's business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Team:

1. Habitat Creation and Management:

- a. Habitat Planning and Creation (including but not limited to):
 - i. Plan and create native plant pollinator gardens (Bobcaygeon Wilderness Park Pollinator Patch, Broad Street Pollinator Garden, upcoming Victoria Manor Native Pollinator Gardens)
 - ii. Create edible gardens, orchards, and food forests (assists with Granola Community Gardens)
 - iii. Create Habitat networks (CKL Pollinator Pathway)
 - iv. Naturalize large Habitat areas (Fenelon Retired Cell Naturalization, Windy Ridge Conservation Area project)
 - v. Dedicate resources to native plant propagation (Seed Library, Fall native seed collection)
- b. Habitat Management Practices (including but not limited to):
 - i. Integrated Vegetation Management projects
 - ii. Set standards and recommendations for urban development
 - iii. Restrict urban beekeeping
 - iv. Work to delay yard waste collection
 - v. Create a pollinator habitat map (CKL online interactive Pollinator Pathway Mapping system)
 - vi. Work to update bylaws to improve and protect pollinator habitat
 - vii. Provide pollinator-friendly garden consultations (Reaboro Nature Trail, Fleming College Pollinator Gardens)
 - viii. Ongoing habitat management (required maintenance at Broad Street Native Pollinator Garden and Victoria Manor Native Gardens)
- c. Empowering and Incentivizing Residents to Create Habitat (including but not limited to):
 - i. Native plant giveaways (100 native plant giveaway)
 - ii. Seed Libraries (Seed Libraries)
 - iii. Native seed giveaways (native seed packet giveaways)

- iv. Garden consultations (by request, at community events such as Settlers' Day, Fleming EcoFest, World Migratory Bird Day at Ken Reid Conservation Area, and at Monarch Butterfly Festival)

2. Education and Engagement:

- a. Media, Education and Materials (including but not limited to):
 - i. Promote pollinator conservation through media outlets (Facebook Page)
 - ii. Provide educational and awareness materials (information booth educational materials, plants lists, posters, postcards)
 - iii. Signage to educate residents
 - iv. Educate youth through schools, clubs and camps (assisted Langton Public School, Dunsford District Elementary School, and St. Mary Catholic Elementary School in achieving Bee School status; educational outreach with 1st Lindsay Girl Guides and 6th Lindsay Brownies, and kindergarten presentations within CKL)
 - v. Provide educational workshops (Bee Hotel workshops, Native Seed Collection workshops, and Seed Bomb workshops)
 - vi. Specialised Consultations (expert advice provided to Fleming College during our partnership on their Native Bee Hotel study)
- b. Engagement Events and Activities (including but not limited to):
 - i. Feature pollinator talks and workshops (online workshops, garden clubs, East Central Farm Shows, school presentations, Monarch Butterfly Festival, World Migratory Bird Day at Ken Reid Conservation Area, Fleming EcoFest, Settlers' Day in Bobcaygeon)
 - ii. Pollinator exhibits and day events (Kids Art Contest artwork, Biking for Pollinator, prospective film screenings)
 - iii. Pollinator Habitat Tours (Native Plant Garden Tour, prospective Native Garden Walking Tour, prospective educational talks at Broad Street Native Pollinator Garden)
 - iv. Encourage Community Science (promote various municipal, provincial and national community Science programs, CKL Pollinator Pathway Map and sign program)
 - v. Partner with food festivals, restaurants, and bars to promote pollinators (CKL celebration of World Bee Day)
 - vi. Online sharing of workshops, educational material, event promotions via Facebook and webpage (within CKL website)

3. Pollinator Week Celebration:

- a. Actions to Promote Pollinator Week (including but not limited to):
 - i. Press releases promoting Pollinator Week and community events or activities
 - ii. Social Media presence (highlighting pollinators species, activities, events, past Bee a Hero Garden Challenge Kick-off and Kids Art Contests)
- b. Actions to Celebrate Pollinator Week (including but not limited to):
 - i. Recognise community efforts (Bee a Hero Garden Challenge, Kids Art Contest, promote Fleming College Bee Hotel Study, support Youth World Junior Beekeepers entrants from CKL, any other community efforts)
 - ii. Create public artwork (Kids Art Contest, future photography contests)
 - iii. Pollinator themed giveaways (past native nursery prizes to Bee A Hero Garden Challenge winners, certificate giveaways, Pollinator Pathway Map lawn signs for participants, Nature-themed sponsored prizes for Kids Art Contest, 100 Native Plant Giveaway)
 - iv. Promote community action plans (published and online supports for a healthy native pollinator garden, sharing of action plans)

Composition:

Members of the City of Kawartha Lakes Environmental Advisory Committee may sit on this Team, however, no more than 50% of the Committee may join so as not to achieve quorum for a Committee meeting. There shall be no maximum number of volunteer members, all volunteer members shall be appointed by Council.

Term of Appointment:

Unless exempted by legislation, volunteers will be appointed for a term of a maximum of four years with terms expiring at the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by the liaison Department.

Resources:

Development Services and, in particular, the Planning Officer, Environmental Policy, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, and initial assistance in

their implementation to the degree resources are available, as well as attend meetings of the Team.

The Planning Division, Community Services Department, Clerk's Office, Victoria Manor, and Corporate Services Department will provide support through Council approved roles and responsibilities of each department including but not limited to the creation and enforcement of Council approved by-laws and policies, maintenance of digital resources and marketing, and engagement in projects occurring on City property.

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to appointed volunteers. The applicable insurance policies extend to volunteers while in the performance of their duties and to those activities authorized by the City of Kawartha Lakes and Council. Volunteers must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

Volunteers are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

Any volunteer may be removed at the discretion of Council with consultation from the Liaison Department for reasons including, but not limited to, representing the City of Kawartha Lakes inappropriately and not in keeping with the expectations of the Bee City Canada Program.

Terms of Reference:

The liaison Department shall ensure that a current Terms of Reference for the Team has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion,

change the Terms of Reference for this Team at any time. Any changes proposed to these Terms of Reference by the Team, via the City of Kawartha Lakes Environmental Advisory Committee, shall be recommended to Council via the liaison Department through a report to Council.

At the discretion of Council, the Team may be dissolved by resolution of Council.

Terms of Reference

Name: Bird Friendly Kawartha Lakes Team

Date Established by Council: June 23, 2026

Background:

The Bird Friendly Kawartha Lakes Team has been established to fulfill the following mandate as a liaison through the City of Kawartha Lakes Environmental Advisory Committee and the Development Services Division:

- Addressing and mitigating key threats to birds
- Protecting and restoring natural habitat
- Conducting community outreach and education initiatives

Mission:

The Bird Friendly Kawartha Lakes Team is established to protect, restore, and advocate for the conservation of local bird populations and their habitats within the City of Kawartha Lakes in order to maintain the City's designation as a Bird Friendly City under Nature Canada.

Roles and Responsibilities:

It is the responsibility of all appointed volunteers to comply with:

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual volunteer has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Team will abide by any terms and conditions which may be set out by the City's Council and the CAO's Office, Auditor and/or Insurer for any activities relating to the

Team's business in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Team:

1. Mandatory Criteria:

- a. Establishment of a Bird Team
 - i. Formally establish the Bird Friendly Kawartha Lakes Team and have members appointed by Council
- b. Indigenous Peoples, Land and Inclusion
 - i. Consult with Emily Turner (Economic Development Officer, Heritage Planning) on strategies for strengthening relationships with the Williams Treaties First Nations
- c. Formal Municipal Support
 - i. Request City Council to pass a resolution each year reaffirming its support for the certification program
 - ii. When the resolution goes to Council, give a presentation at the Committee of the Whole meeting outlining the progress made and explaining the value of inclusion in the program
- d. World Migratory Bird Day
 - i. Prepare an announcement to be made by the Mayor at the Committee of the Whole meeting before World Migratory Bird Day
 - ii. Request that the City turn off City building lights on World Migratory Bird Day
 - iii. Continue to organize bird education and conservation events to be hosted by library branches
- e. Program Visibility
 - i. Continue to post on social media and give multiple presentations to groups (e.g., Port 32, Optimist Club, and Lindsay and Kinmount library branches)
 - ii. Regularly update the Bird Friendly Kawartha Lakes page on the City's website
- f. Renewal
 - i. Apply for renewal of the certification, with the goal of demonstrating enough progress to advance to a higher level of certification

2. Threat Reduction:

- a. Window Collisions – Existing and Proposed Municipal Buildings
 - i. Complete "Bird Friendly Audits" that will include assessment of risks of bird-window collisions for 8 municipal buildings
 - ii. Apply for Nature Canada grant and make a Special Budget Request for the 2027 budget to cover the costs of the audits and the cost of the window treatments

- b. Window Collisions – Education of Property Owners
 - i. Develop and distribute educational materials for homeowners, businesses and institutions on affordable bird-safe window treatments
 - ii. Share information through City communications channels, libraries, community presentations, and the Bird Friendly Kawartha Lakes webpage
- c. Pesticide Use
 - i. Advocate for the reduced use of insecticides and herbicides on municipal and private lands through the adoption of integrated pest management practices
- d. Habitat Disturbance
 - i. Work with municipal staff and community partners to promote responsible pet ownership and reduce disturbance to birds in sensitive nesting and stopover areas through public education and signage where appropriate
- e. Other Possible Actions
 - i. Create programs to reduce the impacts of owned and unowned/feral cats on the local bird populations
 - ii. Create and implement a strategy with the City to reduce and mitigate light pollution, and educate the public on the impacts of light pollution on birds
 - iii. Work with the City to create regulatory or non-regulatory measures to reduce plastic waste generated and plastic pollution
 - iv. Create measures to reduce bird collisions with vehicles (e.g., lower speed limits though important bird habitat, encouraging active transportation)

3. Habitat Protection, Restoration, and Climate Resiliency:

- a. Protection of Natural Areas
 - i. Provide input into Official Plan reviews, environmental planning initiatives and development proposals to support protection and enhancement of wetlands, woodlands, grasslands and wildlife corridors important to birds
- b. Climate Change Resilience
 - i. Provide input as the City's Climate Change Strategy is developed (e.g., Recommend wetland creation to absorb and retain floodwater, and planting trees to create shade and lower surface air temperature)
- c. Snag Protection
 - i. Advocate for a City policy of leaving snags standing in cases where public safety is not jeopardized
- d. Protection of Trees
 - i. Continue to support and advise on strengthening tree protection policies, such as tree cutting bylaws, for public and private lands and increasing urban forest cover

- e. Native Flora – Municipal Lands
 - i. Advocate for planting of native flora in new developments (e.g., along Jennings Creek in Lindsay)
 - ii. Promote demonstration bird and pollinator habitat gardens on municipal lands, libraries, community centres and parks to showcase best practices in native plant landscaping
- f. Native Flora – Private Property
 - i. Work with the Pollinator Action Team to encourage native plant habitat on private property (e.g., Possibly identifying properties that exemplify best practices and organizing a tour open to the public)
- g. Stopover and Nesting Habitat
 - i. Focus on the Chimney Swift for identifying and monitoring roosting sites, reporting new sites to Ontario SwiftWatch
 - ii. Participate in the National Chimney Swift Roost Survey
 - iii. Host a workshop on swifts that will include info on how members of the public can ensure chimneys are preserved and contribute observations to Ontario SwiftWatch
 - iv. Work with property owners and municipal staff to encourage preservation of existing Chimney Swift habitat where safety considerations permit
 - v. Participate in the annual Singing Ground Survey for the American Woodcock
- h. Other Possible Actions
 - i. Work with the City to create an official strategy to protect and restore the biological diversity in its parks and natural areas
 - ii. Assist the City in the creation of a habitat management strategy or by-laws aimed at increasing the number of trees and area of the urban forest canopy
 - iii. Encourage the City to adopt measures prohibiting the management of vegetation on municipal lands during breeding season

4. Community Outreach and Education:

- a. Children and Youth Education
 - i. Run the 'Bird Friendly Hero' program to classes in Scott Young Public School and Jack Callaghan Public School (schools adjacent to the Trans Canada Trail)
 - ii. Investigate possibility of a "Schoolyard Bird Blitz" for a Trillium Lakelands District School Board school
- b. Communicating Best Practices to Help Birds
 - i. Work with Kawartha Conservation and Entente Education Canada (formerly Retired Teachers of Ontario) to organize a minimum of 5 workshops, each to include information on threats to birds and actions residents can take to reduce those threats
- c. Public Installations for Education
 - i. Work with municipal partners to install interpretive signage at birding locations, Chimney Swift roost sites, native plant

- demonstration gardens and other publicly accessible locations to increase awareness of bird conservation issues
- d. Accessible Bird-Watching Locations
 - i. Identify, promote and enhance accessible bird-watching locations throughout Kawartha Lakes, including sites connected to trail systems and locations featuring educational signage or interpretive materials
- e. Other Possible Actions
 - i. Support Fleming College in its ongoing efforts to reduce threats to birds or establish habitats that benefit birds
 - ii. Recognize local businesses that are bird friendly (e.g., sell or offer bird friendly coffee, no single use plastics, treat their windows with feather-friendly markers, etc.) and encourage other businesses to become more bird friendly
 - iii. Create or participate in programs for residents to monitor birds within the City (e.g., Christmas Bird Count, Great Backyard Bird Count, Project FeederWatch, Marsh Monitoring, SwiftWatch, or Global Bird Rescue)

Composition:

Members of the City of Kawartha Lakes Environmental Advisory Committee may sit on this Team, however, no more than 50% of the Committee may join so as not to achieve quorum for a Committee meeting. There shall be no maximum number of volunteer members, all volunteer members shall be appointed by Council. Membership can consist of, but is not limited to naturalist groups, birding clubs, environmental organizations, non-profits, municipal representatives including staffers and council, Indigenous groups, businesses, educational institutions, researchers, and individual community members.

Term of Appointment:

Unless exempted by legislation, volunteers will be appointed for a term of a maximum of four years with terms expiring at the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by the liaison Department.

Resources:

Development Services and, in particular, the Planning Officer, Environmental Policy, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, and initial assistance in their implementation to the degree resources are available, as well as attend meetings of the Team.

The Planning Division, Community Services Department, Public Works Department, and Corporate Services Department will provide support through Council approved roles and responsibilities of each department including but not limited to the creation and enforcement of Council approved by-laws and policies, maintenance of digital resources and marketing, and engagement in projects occurring on City property.

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to appointed volunteers. The applicable insurance policies extend to volunteers while in the performance of their duties and to those activities authorized by the City of Kawartha Lakes and Council. Volunteers must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

Volunteers are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

Any volunteer may be removed at the discretion of Council with consultation from the Liaison Department for reasons including, but not limited to, representing the City of Kawartha Lakes inappropriately and not in keeping with the expectations of the Bird Friendly City Program.

Terms of Reference:

The liaison Department shall ensure that a current Terms of Reference for the Team has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Team at any time. Any changes proposed to these Terms of Reference by the Team, via the City of Kawartha

Lakes Environmental Advisory Committee, shall be recommended to Council via the liaison Department through a report to Council.

At the discretion of Council, the Team may be dissolved by resolution of Council.