



CONSERVATION AUTHORITIES ACT AMENDMENTS TRANSITION PLAN

TRANSITION PERIOD

The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements.

Phase 1 of the transition period is October 7, 2021 – February 28, 2022 and has two deliverables. The first is developing a Transition Plan which includes a timeline and work plan. The Transition Plan is required to be submitted to the member municipalities and Ministry of Environment, Conservation and Parks (MECP) by December 31, 2021. The second is the Inventory of Programs and Services, which is to be completed and provided to member municipalities and MECP by February 28, 2022.

Phase 2 of the transition period includes developing and finalizing Memorandums of Understanding (MOU) or agreements between conservation authorities and member municipalities in accordance with any regulations governing municipal programs and services. These agreements must be completed by January 1, 2024.

This document focuses on the creation of the Transition Plan.

REGULATORY PROCESS REQUIREMENTS FOR THE TRANSITION PLAN

To be completed by the deadline of December 31, 2021, the Transition Plan must include a work plan and timeline for the authority to meet the requirements for the first and second phases of the transition period. A copy of this transition plan must be sent to each participating municipality in the authority's area of jurisdiction and to the Ministry of Environment, Conservation and Parks. The Transition Plan must be published onto the authority's website or made available to the public by other means (as per Section 3 of the regulation: [Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act](#)).

The Transition Plan is to include the consultation process on the inventory of all the Authority's programs and services and the steps to be taken to enter into MOUs/agreements where municipal levy is required to fund non-mandatory programs and services.

WORK PLAN, TIMELINE AND CONSULTATIONS

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services:

Category 1: Mandatory programs and services where municipal levy could be used without any agreement.

Category 2: Non-mandatory programs and services at the request of a municipality with municipal funding through a MOU or agreement.

Category 3: This category includes other non-mandatory programs and services a CA determines are advisable. These may use municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

The majority of the work plan efforts will focus on developing financial scenarios and MOUs/agreements. Conservation authority staff will be engaged in this work through communication and consultation with municipalities (staff and council). It is proposed that the CA Board of Directors will review draft documents prior to circulation to municipalities for approval.

The October 2022 municipal election has a significant effect on the Transition Plan schedule. The Ausable Bayfield Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the MOU/agreements. The same premise is used with the ABCA board of directors which may have a turn-over in membership following the election. However, Conservation Authority staff can do background work, draft financial scenarios and prepare the framework of agreements in 2022.

Although each conservation authority has its own budget processes and timelines, we will make efforts to coordinate with neighbouring conservation authorities that share a municipality.

Ausable Bayfield Conservation Authority Participating Municipalities

Adelaide Metcalfe, Bluewater, Central Huron, Huron East, Lambton Shores, Lucan Biddulph, Middlesex Centre, North Middlesex, Perth South, South Huron, Warwick, West Perth

PART 1: TRANSITION PLAN AND INVENTORY OF CURRENT PROGRAMS AND SERVICES

| Task | Date |
|--|---------------|
| <i>Phase 1: October 2021 - February 2022</i> | |
| <u>Transition Plan</u> | |
| Develop work plan timeline | Oct '21 |
| Discuss with neighbouring CAs | Nov '21 |
| Develop Transition Plan draft | Oct - Nov '21 |
| Present Draft Transition Plan to Board of Directors | Nov. 18 '21 |
| Provide Transition Plan to municipalities | Dec '21 |
| Provide Transition Plan to MECP | Dec. 31 ' 21 |
| Transition Plan on Website | Dec. 31 ' 21 |
| Establish communication with municipal staff | Nov '21 |
| Municipality determines lead staff person | Nov '21 |
| <u>Inventory of Programs and Services</u> | |
| Discuss with neighbouring CAs | Nov '21 |
| Develop inventory of current programs & services draft | Nov '21 |
| Present draft inventory to BOD | Dec. 16 '21 |
| Provide Inventory to Municipalities | Jan '22 |
| Provide Inventory to MECP | Feb. 28 '22 |
| Inventory on Website | Feb. 28 '22 |

PHASE 2: MOUS/AGREEMENTS

| Task | Date |
|---|--------------------|
| <i>Phase 2: February 2022 -December 2023</i> | |
| Draft inventory with categories 1, 2 and 3 | Feb '22 |
| Amend existing municipal agreements for any “municipal services” | March - May '22 |
| Consult with municipalities on inventory | July - Aug '22 |
| Create draft MOU/agreements for "other programs and services" requiring levy | Sept '22 - Jan '23 |
| Draft six-year financial forecast 2023-2028 | July - Aug '22 |
| Develop 2024 financial scenario | Sept '22 - Jan '23 |
| Attribute levy into mandatory and non-mandatory service areas | Sept '22 - Jan '23 |
| Apportion levy based on previous MVCA for inclusion in the draft MOU/agreements | Sept '22 - Jan '23 |
| Bring draft MOU/agreements with cost apportionment scenario to BOD | Feb '23 |
| Consult with municipal staff on draft MOU/agreements | March '23 |
| Revise MOU/agreements as necessary | Mar - Apr '23 |
| Return to BOD with revised financial plan/MOU/agreements (if necessary) | May '23 |
| Consult with municipal staff on revised MOU/agreements (if necessary) | July - Aug '23 |
| Finalize draft MOU/agreements at staff level | Apr - June '23 |
| Resolution from BOD to circulate MOU/agreements to municipalities | May - July '23 |
| Circulate MOU/agreements to municipalities | June - Aug '23 |
| Attend municipal council meetings as requested | Jan - Aug '23 |
| Execute MOU/agreements | July - Sept '23 |
| Revise and finalize inventory | Sept '23 |
| Develop draft 2024 budget | Sept '23 |
| BOD approves draft 2024 budget to circulate to municipalities | Oct - Nov '23 |
| BOD approves 2024 budget | Dec '23 |
| Submit copies of signed MOU/agreements to MECP | Dec '23 |
| Transition period ends | Jan 1 '24 |
| Submit final version of inventory to municipalities | Jan 31 '24 |
| Submit final version of inventory to MECP | Jan 31 '24 |
| Post final MOUs/agreements on CA website | Jan 31 '24 |

PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

| Progress Reports | Date |
|-------------------------|-------------|
| Progress report to MECP | July 1 '22 |
| Progress report to MECP | Oct 1 '22 |
| Progress report to MECP | Jan 1 '23 |
| Progress report to MECP | April 1 '23 |
| Progress report to MECP | July 1 '23 |
| Progress report to MECP | Oct 1 '23 |

COMMUNICATIONS PLAN

A successful transition will require effective and timely communications. Audiences and communication methods will vary but the messages need to be consistent.

| Audience | Method of Communications |
|-------------------------|---|
| ABCA Staff | In person/online meetings, email |
| ABCA Board of Directors | Board meeting reports, email |
| Municipal staff | Phone, email, meetings, respond to inquiries |
| Municipal councils | Delegations to council, webinars |
| General public | Media releases, social media, fact sheets, respond to inquiries, webinars |
| Neighbouring CAs | In person/online meetings, email |
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