



Kettle Creek  
Conservation Authority

# TRANSITION PLAN

NOVEMBER 24, 2021

## BACKGROUND

On October 4, 2021 the Province of Ontario released the first phase of regulations that will begin to implement changes outlined in recent amendments to the *Conservation Authorities Act*. These regulations include:

**Ontario Regulation 686/21 (Mandatory Programs and Services):** The regulation details mandatory programs and services conservation authorities will provide with municipal levy and which programs and services will require an agreement with member municipalities to continue to use levy as a means to fund the program. Conservation Authorities can continue to offer non-mandatory programs and services with self-generated revenue.

Mandatory programs and services for Kettle Creek Conservation Authority include:

- Risks of Natural Hazards (flood forecasting/warning, low water response, ice management, land-use planning input, administration of permits under section 28.1 of the *Conservation Authorities Act*)
- Conservation and management of lands owned or controlled by a CA, including any interests in lands registered on title
- Other Programs and Services (provincial stream and groundwater monitoring, establishing a watershed based resource management strategy)
- Source Protection Authority Responsibilities under the *Clean Water Act*

**Ontario Regulation 687/21 (Transition Plans and Agreements):** The regulation details the transition period, ending January 1, 2024, which will allow conservation authorities and member municipalities to prepare for any required changes to program delivery and the budget process.

The first phase of this transition will involve developing a Transition Plan by December 31, 2021 and an Inventory of Programs and Services by February 28, 2022. Agreements for the delivery of all non-mandatory programs and services that require municipal levy are to be in place by January 1, 2024. Until then, conservation authorities will continue with status quo program delivery and levy practices.

## TIMELINE

The following summarize KCCA's legislative requirements.

### **DECEMBER 31, 2021: TRANSITION PLAN**

The transition plan must include relevant timelines to meet regulatory requirements during the transition period. The transition plan must be circulated to member municipalities, the Ministry of Environment Conservation and Parks and posted on KCCA's website.

### **FEBRUARY 28, 2022: INVENTORY OF PROGRAMS AND SERVICES**

The inventory will outline a listing of programs and services that KCCA is currently undertaking, what additional programs and services KCCA will need to undertake to be in compliance with the regulation, and the anticipated budget and revenue sources for each. The inventory will be circulated to member municipalities.

The inventory will outline KCCA's programs and services as:

CATEGORY	DESCRIPTION
Category 1	<b>Mandatory Programs And Services:</b> These programs and services do not require an agreement to use municipal levy.
Category 2	<b>Non Mandatory Programs and Services Requested by Municipality</b> These programs and services are provided at the direction of participating municipalities and require an apportionment agreement between a municipality and the CA.
Category 3	<b>Non Mandatory Programs and Services Determined Advisable by CA</b> Use of municipal levy requires an apportionment agreement with participating municipalities; can also continue with self-generated revenue.

#### JANUARY 1, 2024: TRANSITION DATE

Agreements for the delivery of all non-mandatory programs and services that require municipal levy are to be in place by January 1, 2024.

#### DECEMBER 31, 2024

Specific mandatory deliverables are to be in place by December 31, 2024, including: Ice management plans (if required); natural hazard infrastructure operational management plans; natural hazard infrastructure asset management plans, a conservation area strategy; conservation land inventories and a watershed-based resource management strategy.

## WORK PLAN

PHASE 1	October 2021 – February 2022
<b>Transition Plan</b>	
November 3, 2021	<b>Communication with Member Municipalities</b> -Letter sent to staff of member municipalities about regulatory requirements -Dialogue begins on transition period
November 24, 2021	<b>KCCA Staff Present Transition Plan to Board for Approval</b>
November 25, 2021	<b>Distribution of Transition Plan to Member Municipalities</b>
December 31, 2021	<b>Deadline for Completion of Transition Plan</b> -Transition Plan posted to KCCA's website, submitted to Minister.

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## Inventory of Programs and Services

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**November – February 2022**      **Dialogue with Member Municipalities and Neighbouring CAs**  
-Discussion, presentations, sharing information as required.

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**December 15, 2021**              **KCCA Staff Presentation on Inventory of Programs and Services to KCCA Board**  
-Obtain Board direction on initial categorization of programs and services inventory.

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**December 16, 2021**              **Communication with Member Municipalities**  
-Letter sent to Member Municipalities with proposed categorization of programs and services inventory.

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**January 19, 2022**                **Draft Programs and Services Inventory Presented to KCCA Board**

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**January 20, 2022**                **Circulation of Draft Inventory of Programs and Services to Member Municipalities**  
-Municipalities invited to provide feedback and comment prior to February 3, 2022  
-Discussions continue with municipal staff

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**February 9, 2022**                **Inventory of Programs and Services to Board for Approval**  
-If required final approval can be delayed to AGM February 23, 2022

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**February 28, 2022**                **Deadline for Completion of Inventory of Programs and Services**  
-Inventory posted to KCCA's website, submitted to the Minister and circulated to Member Municipalities

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**PHASE 2**                              **February 28, 2022 – January 1, 2024 (Transition Date)**

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**March – September 2022**        **Development of Draft Agreements/Memorandums of Understanding (MOUs)**  
- Review existing agreements with member municipalities for current services and update as required  
- Consultation with neighbouring CAs/Member Municipalities on draft Agreements/MOUs for non-mandatory services that require levy

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**September 21, 2022**              **KCCA Staff Presentation on Draft Agreements/MOUs to Board**  
-Obtain Board direction on draft agreements/MOUs

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<b>October 2022 – April 2023</b>	<b>Finalize Agreements/MOUs</b> -Continued consultation with neighbouring CAs/member municipalities on Agreements/ MOUs
<b>May 17, 2023</b>	<b>KCCA Staff Present Final Agreements/MOUs to Board for Approval</b>
<b>June 30, 2023</b>	<b>Target Date for Executed Cost Apportionment Agreements/MOUs</b> -Complete negotiations and have Agreements/Memorandums of Understanding in place for all Category 2 and 3 programs and services -Attend municipal council meetings as requested
<b>January 1, 2024</b>	<b>Transition Period Ends</b> -Apportionment agreements must be finalized -Agreements/MOUs and Inventory of Programs and Services posted to KCCA's website, submitted to the Minister and Member Municipalities
<b>MANDATORY REPORTING *</b>	
<b>July 1, 2022</b>	<b>Quarterly Report</b>
<b>October 1, 2022</b>	<b>Quarterly Report</b>
<b>January 1, 2023</b>	<b>Quarterly Report</b>
<b>April 1, 2023</b>	<b>Quarterly Report</b>
<b>October 1, 2023</b>	<b>Quarterly Report</b>

\*The quarterly reports will be posted to the KCCA website and submitted to the Minister and Member Municipalities. Any adjustments to the Inventory of Programs and Services will be reported through the quarterly reports. In addition, records of municipal feedback will be maintained and changes will be logged and reported through the quarterly reports.