

December 21, 2021

Municipality of Middlesex Centre
10227 Ilderton Road
R.R #2
Ilderton, ON N0M 2A0

Attention: James Hutson, Clerk

Dear: Mr. Hutson

RE: Upper Thames River Conservation Authority's Transition Plan

The Upper Thames River Conservation Authority, at its meeting held on November 23, 2021, approved the enclosed Transition Plan.

The UTRCA's Transition Plan was prepared to comply with, Ontario Regulation 687/21: [Transition Plans and Agreements for Programs and Services](#) under section 21.1.4 (2) of the Conservation Authorities Act.

A Transition Plan is to be provided from each Conservation Authority within your jurisdiction and will be submitted to the MECP prior to December 31, 2021. We look forward to an opportunity to discuss the Conservation Authorities regulations passed this fall. It would be appreciated to receive the primary contact at your office who will act as a lead while we work through the regulatory changes.

Sincerely,



Tracy Annett, General Manager

Enclosure: UTRCA's Transition Plan
Cc: Michael Di Lullo, CAO

Transition Plan in accordance with Section 21.1.4 of the Conservation Authorities Act

November 23, 2021

Ontario Regulation 687/21 “[Transition Plans and Agreements for Programs and Services](#)” under Section 21.1.2 of the Act” requires the development of Transition Plans by each conservation authority. The key components and deadlines for the Transition Period are illustrated in Figure 1 below.

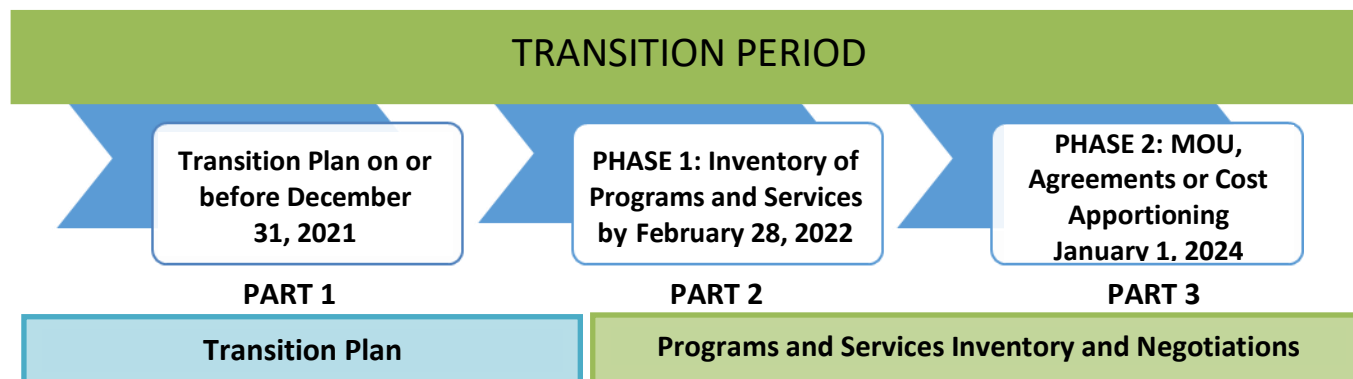


Figure 1. Key Components and Deadlines for Transition Period

The purpose of the transition period is to provide conservation authorities and municipalities with time to address changes to the budgeting and levy process based on the delivery of and the need, in some cases, to reach agreements for:

- Mandatory programs and services (Category 1),
- Municipal programs and services (Category 2), and
- Programs and services determined by the CA as advisable to implement (Category 3).

Conservation authorities are required to develop a Transition Plan on or before December 31, 2021. There are two phases to the Transition Period. The first phase is to develop and circulate an Inventory of Programs and Services. The second phase includes developing and finalizing the conservation authority/municipal agreements in accordance with the regulations. These agreements must be complete by January 1, 2024.

Timelines & Deliverables:

Part 1: Transition Plan

Item	Deliverable	Due Date
Obtain Board approval of the Transition Plan	Staff report with proposed Transition Plan	Nov. 23, 2021
Dialogue with participating municipalities about the regulatory requirements and seek feedback on engagement and negotiations	Outgoing letter to municipalities to establish staff leads regarding preliminary discussion on the details of the inventory.	December. 2021
Make Transition Plan available to the public (per subsection 3c of the regulation)	Publish a copy of the Transition Plan on UTRCA’s website	Dec. 31, 2021

Program & Service Inventory and Negotiations:

Part 2 of Transition Period

Item	Deliverable	Due Date
Development of Inventory of Program and Services – identification of category classification, funding sources, average annual costs	Staff report with Programs and Services Inventory provided to Board	January 2022
Share draft Inventory with neighboring conservation authorities	Draft Programs and Services Inventory sharing	Jan. 31, 2022
Obtain Board approval of the Inventory	Staff report with Programs and Services Inventory	February 2022
Submit Inventory to the Minister, circulate to participating municipalities	Programs and Services Inventory	Feb. 28, 2022
Make Inventory available to the public (per subsection 5 (1) of the regulation)	Publish the Programs and Services Inventory on UTRCA’s website	Feb. 28, 2022

Part 3 of Transition Period

Item	Deliverable	Due Date
60-day engagement window to address questions, present to Councils, and establish municipality specific negotiating timelines	One-on-one outreach	Apr. 30, 2022
Maintain a record of municipal feedback (per subsection 5 (1) (c) of the regulation)	Input/feedback documentation	Ongoing after Feb. 28, 2022
Adjust Programs and Services Inventory as required – advise participating municipalities and the Minister of any changes	Maintain a log of changes and include in mandatory reporting (per subsection 5 (3) (a) of the regulation)	See *mandatory reporting dates below
Complete negotiations of cost apportioning agreements (per subsection 2 (1) of the regulation)	Execute cost apportioning agreements and 2024 levy submission	Target October 2023
Transition date		Jan. 1, 2024

***Mandatory Reporting:**

Item	Deliverable	Due Date
Progress Report #1	Per subsection 7 (3) of the regulation	July 1, 2022
Progress Report #2	Per subsection 7 (3) of the regulation	Oct. 1, 2022
Progress Report #3	Per subsection 7 (3) of the regulation	Jan. 1, 2023
Progress Report #4	Per subsection 7 (3) of the regulation	Apr. 1, 2023
Progress Report #5	Per subsection 7 (3) of the regulation	Jul. 1, 2023
Progress Report #6	Per subsection 7 (3) of the regulation	Oct. 1, 2023
Final Report	Per subsection 9 of the regulation	Jan. 30, 2024

Notes:

- The Transition Plan and Programs and Services Inventory will be endorsed by the Board prior to submission.
- The Board will receive, for information, all progress reports and the final report.
- Cost apportioning agreements to be in place prior to the preparation of the 2024 budget.
- The Municipality of Strathroy-Caradoc (a non-CA member) will be kept informed throughout the process.

- The non-CA members of the Thames-Sydenham Region Source Protection Area will also be kept informed.
- It is anticipated that the regulation describing how to deal with on-going organizational costs (governance and administration) which are not directly related to a program and service will be available with the phase 2 regulations.