

# Transition Plan

In accordance with Section 21.1.4 of the Conservation Authorities Act

November, 2021



**KAWARTHA  
CONSERVATION**

Discover • Protect • Restore

# Transition Plan

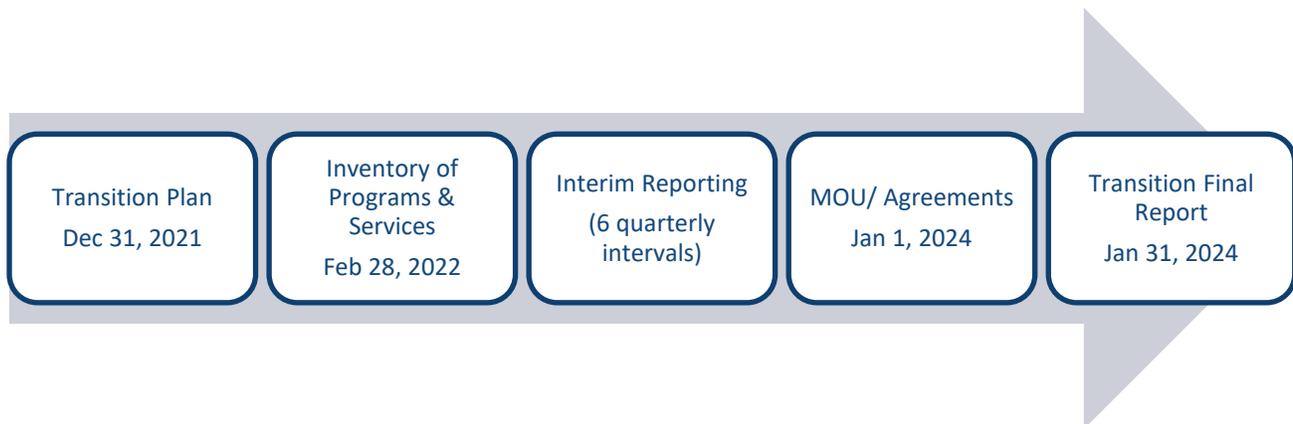
## Introduction

The Conservation Authorities Act requires Conservation Authorities to prepare Transition Plans outlining steps and timelines for the preparation of an Inventory of Program and Services and for the development and execution of funding agreements between Kawartha Conservation and participating municipalities.

Funding agreements are to be struck for programs and services that are not deemed to be provincially mandatory core services outlined in the Conservation Authorities Act and associated regulations as outlined in Regulation 687/21 “Transition Plans and Agreements for Programs and Services” established under Section 21.1.2 of the Act.

This transition plan is relevant for participating municipalities that share geography with our watershed jurisdiction: City of Kawartha Lakes, Region of Durham (and its lower tier municipalities: Township of Brock, Municipality of Clarington, Township of Scugog), Municipality of Trent Lakes, and the Township of Cavan Monaghan.

## Timelines and Deliverables



### Transition Plan

This Transition Plan is required to be completed by December 31, 2021, and distributed to member municipalities, the Ministry of the Environment, Conservation and Parks (MECP) and made publicly available.

### Inventory of Programs and Services

An inventory of program and services is to be prepared and circulated to participating municipalities by February 28, 2022.

The inventory of programs and services will be classified as mandatory, performed on behalf of a municipality, or determined for consideration of funding to municipalities. These categories are further identified in Section 21 of the Conservation Authorities Act.

The inventory will include an estimate of the annual cost of the service, sources of funding and the percentage attributed to each funding source, and may be refined as agreements are worked on, until January 1, 2024.

### Municipal Agreements

Agreements will be required to be in place by January 1, 2024, with participating municipalities for non-mandatory programs and services where municipal funds are required. An option to extend this timeline from the Ministry can be applied for no later than October 1, 2023, with supplied rationale.

### Interim and Final Reporting

Interim reporting will be required to be submitted to the MECP on a quarterly basis starting July 1, 2022, outlining progress on the development of municipal agreements and any changes in the inventory of programs and services. A final report is due to the MECP January 31, 2024, confirming that agreements are in place, and forwarding the final inventory of programs and services.

## Workplan

The following workplan lays out steps to be taken and associated timelines to develop and enter into funding agreements with the partner municipalities for:

- non-mandatory programs and services at the request of a municipality with municipal funding through a MOU, and,
- programs and services determined to be advisable by the conservation authority, where municipal funding is needed.

Item	Deliverable	Due Date
<b>Transition Plan</b>		
Open dialogue with participating municipalities about the regulatory requirements and seek feedback on engagement and negotiations	Discussions with municipalities	Nov-Dec, 2021
Obtain Board approval of the Transition Plan	Staff report with proposed Transition Plan	Nov 25, 2021
Submit Transition Plan to the Minister, distribute to participating municipalities and post on website (per subsection 3 of the regulation)	<b>Approved Transition Plan</b>	<b>Dec 31, 2021</b>
<b>Program &amp; Service Inventory</b>		
Collaboration on Program & Service Inventory with neighbouring conservation authorities and interested municipal partners (consistency)	Scoping of program and service inventory	Nov 2021 – Feb 2022

Development of Program & Service Inventory including identification of category classification, funding sources and average annual cost	Draft Program & Service Inventory	Nov 2021 – Feb 2022
Obtain initial Board direction on scope of non-mandatory programs & services and funding sources	Staff report	Jan 27, 2022
Obtain Board approval of the Program & Service Inventory	Staff report with proposed Program & Service Inventory	Feb 24, 2022
Submit Inventory to the Ministry, circulate to participating municipalities and post on website (per subsection 5 (1) of the regulation)	<b>Approved Program &amp; Service Inventory</b>	<b>Feb. 28, 2022</b>
Adjust Program & Service Inventory as may be requested based on municipality reviews of the inventory	Record changes and include in mandatory interim reporting to the Ministry as may be required (per subsection 5 (3) (a) of the regulation)	See mandatory reporting dates
Provide final Program & Service Inventory to the Ministry as part of the Final Report	<b>Final Program &amp; Service Inventory</b>	See mandatory reporting dates ( <b>Jan 31, 2024</b> )

### MOUs & Agreements

Ongoing discussions with participating municipalities regarding timing, form and content of MOUs/agreements	Outreach and feedback sessions with municipalities	Mar 2022- Aug 2023
Collaboration with conservation authorities (consistency)		Jan 2022 – Dec 2023
Maintain a record of the progress of negotiations of cost apportioning agreements	Included in mandatory reporting to Ministry (per subsection 7. (3) (c) of the regulation)	See mandatory reporting dates
Board endorsement of draft funding MOU/agreement	Staff report	Jul/Sep, 2023
Complete negotiations of cost apportioning agreements (per subsection 2 (1) of the regulation)	<b>Executed cost apportioning agreements</b>	<b>Sep - Dec, 2023</b>
Transition date		Jan 1, 2024
Maintain a record of cost apportioning agreements with participating municipalities	<b>Record of cost apportioning agreements with participating municipalities</b>	See mandatory reporting dates ( <b>Jan 31, 2024</b> )

<b>Mandatory Reporting</b>		
Progress Report #1	Per subsection 7 (3) of the regulation	Jul 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
<b>Final Report</b>	<b>Per subsection 9 of the regulation</b>	<b>Jan 31, 2024</b>

**Notes:**

- The Board will receive for information all progress reports and the final report.
- Negotiation of cost apportioning agreements to be substantially completed by July/August 2023 to permit the preparation of the 2024 budget.
- The lower tier municipalities in the Regional Municipality of Durham within our watershed (Township of Brock, Municipality of Clarington, Township of Scugog will be kept informed throughout the process, in addition to the County of Peterborough (a non-CA member).
- Non-CA members of the Kawartha-Haliburton Source Protection Area will also be kept informed (Haliburton County, Township of Algonquin Highlands, Municipality of Dysart et al, Municipality of Highlands East, Township of Minden Hills, and the Township of Uxbridge).
- Inventory of Programs & Services and development of cost apportioning agreements may be impacted by the future release of regulations by the Ministry(ies).