



December 17, 2021

Conservation Authorities Office
Conservation and Source Protection Branch
Ministry of the Environment, Conservation & Parks

Subject: Transition Plan

As required by Ontario Regulation 687/21, Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act, attached is the Transition Plan for the Otonabee Region Conservation Authority.

The Transition Plan was approved by Motion 101/21.

Dan Marinigh
CAO/Secretary-Treasurer

Introduction:

Ontario Regulation 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act” requires conservation authorities to develop and implement a Transition Plan to ensure the authority’s compliance with subsection 21.1.4 (1) of the Act.

The purpose of the Transition Plan is to ensure that a conservation authority has in place the necessary agreements with participating municipalities within their jurisdiction as required by subsection 21.1.2 (2) of the Act. The regulation sets January 1, 2024, as the transition date.

Purpose:

The purpose of this transition plan is to ensure that the Otonabee Region Conservation Authority has, by January 1, 2024, service agreements and cost apportioning agreements with its participating municipalities as required by subsection 21.1.2 (2) of the *Conservation Authorities Act*.

Consultation & Engagement:

The Board will approve the Transition Plan and Program & Services Inventory prior to their submission to the Minister/Ministry. The Board will receive for information all Mandatory Progress Reports and the Final Report.

The Minister and Ministry of the Environment, Parks & Conservation will be provided with materials and reports as prescribed by the regulation. They are outlined below.

Participating municipalities will be provided with materials as prescribed by the regulation.

The County of Peterborough (a non-CA member) will be kept informed throughout the process. The Township of Trent Lakes, Township of Havelock, Belmont, Methuen and the Township of Kawartha Lakes (non-CA members of the Otonabee-Peterborough Source Protection Area) will also be kept informed.

Materials, including the Transition Plan, Program & Service Inventory and Mandatory Progress Reports will be made available to the public on the Authority’s website as prescribed by regulation.

Deliverables:

Version 1.0 of the Transition Plan principally documents the critical dates and requirements prescribed by the regulation.

The Plan will be updated to capture municipal specific timelines as they become established with each of the participating municipalities. This will likely occur after the Program & Service Inventory is

available late February 2022.

The Plan sets June 30, 2023, as a target date for completing the negotiations of service agreements and cost apportioning agreements with participating municipalities. This is six months in advance of the regulated transition date and in advance of preparing the 2024 budget.

Deliverable	Due Date	Status
Open dialogue with participating municipalities about the regulatory requirements and seek feedback on engagement and negotiations	05-Nov-2021	done
Obtain Board approval of the Transition Plan	16-Dec-2021	done
Obtain initial Board direction on scope of non-mandatory programs & services and funding sources	16-Dec-2021	done
Submit Transition Plan to the Minister, distribute to participating municipalities and post on website (per subsection 3 of the regulation)	31-Dec-2021	done
Share draft program & service inventory with neighboring conservation authorities	31-Jan-2022	
Obtain Board approval of the Program & Service Inventory	17-Feb-2022	
Phase 1 - Submit Inventory to the Minister, circulate to participating municipalities and post in website (per subsection 5 (1) of the regulation)	28-Feb-2022	
60-day engagement window to address questions, present to Councils and establish municipality specific negotiating timelines	30-Apr-2022	
Complete negotiations of service agreements and cost apportioning agreements with participating municipalities	30-Jun-2023	
Transition date	01-Jan-2024	

Record Keeping:

As prescribed in the regulation, the Authority will keep a record of:

- All outgoing correspondence
- Municipal feedback per subsection 5 (1) (c) of the regulation
- Log of changes to the Program & Services Inventory per subsection 5 (3) (a) of the regulation and advise municipalities and Minister of any changes.

Mandatory Reporting to the Ministry:

Deliverable	Due Date	Status
Progress Report #1 - per subsection 7 (3) of the regulation	01-Jul-2022	
Progress Report #2 - per subsection 7 (3) of the regulation	01-Oct-2022	
Progress Report #3 - per subsection 7 (3) of the regulation	01-Jan-2023	
Progress Report #4 - per subsection 7 (3) of the regulation	01-Apr-2023	
Progress Report #5 - per subsection 7 (3) of the regulation	01-Jan-2023	
Progress Report #6 - per subsection 7 (3) of the regulation	01-Oct- 2023	
Final Report - per subsection 9 of the regulation	30-Jan-2024	