

# 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 (City of Timmins) in accordance with any regulations governing municipal programs and services. These agreements must be completed by January 1, 2024.

## 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 or agreements where a 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 the 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 the municipal levy through a MOU or agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU or agreement with the municipality is not required.

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

The October 2022 municipal election has a significant effect on the Transition Plan schedule. The Mattagami Region Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the MOUs or agreements. The same premise is used with the MRCA 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.

## TRANSITION PLAN AND INVENTORY OF CURRENT PROGRAMS AND SERVICES

### Phase 1: November 2021 - February 2022

#### Transition Plan

Develop workplan timeline	November 2021
Discuss with northern conservation authorities	November 2021
Develop Transition Plan	November-December 2021
Present Draft Transition Plan to the MRCA Board of Directors	November 25, 2021
Provide Transition Plan to City of Timmins (member municipality)	December 2021
Provide Transition Plan to MECP	December 2021
Transition Plan on MRCA website	December 2021
Establish communication with municipal staff	December 2021
Municipality determines lead staff person(s)	December 2021

#### Inventory of Programs & Services

Discuss with northern CA's	November 2021
Develop draft inventory of current programs and services	December 2021
Present draft inventory to MRCA Board of Directors (BOD)	December 2021
Provide inventory to City of Timmins	January 2022
Provide inventory to MECP	February 2022
Inventory on MRCA website	February 2022

## Phase 2: February 2022 - December 2023

Draft inventory with categories 1, 2 & 3	February 2022
Amend existing municipal agreements for any 'municipal services'	March - May 2022
Consult with municipality on inventory	July - August 2022
Draft a 5-year financial forecast	July - August 2022
Draft MOU/agreements for 'other programs and services' requiring levy	September 2022 – January 2023
Develop 2024 financial scenario	September 2022 – January 2023
Attribute levy into mandatory and non-mandatory service areas	September 2022 – January 2023
Attend Municipal Council meetings as requested	January - August 2023
Review draft MOU/agreements with Board of Directors	February 2023
Consult with municipal staff on draft MOU/agreements	March 2023
Revise MOU/agreements as necessary	March – April 2023
Finalize draft MOU/agreements at a staff level	April - June 2023
Return to BOD with revised financial plan and MOU/agreements (if necessary)	May 2023
Resolution from BOD to circulate MOU/agreements to City of Timmins	May - June 2023
Consult with municipal staff on revised MOU/agreements	July – August 2023
Execute MOU/agreements	July – September 2023
Revise and finalize inventory	September – October 2023
Develop draft 2024 budget	September – October 2023
BOD approves draft 2024 budget to circulate to City of Timmins	October 2023
BOD approves 2024 budget	October 2023
Submit copies of signed MOU/agreements to MECP	December 2023
Transition period ends	January 1 2024
Submit final version of inventory to City of Timmins	January 1 2024
Submit final version of inventory to MECP	January 1 2024
Post final MOU/agreements on CA website	January 1 2024

## Progress Reports

Progress report to MECP	July 1 2022
Progress report to MECP	October 1 2022
Progress report to MECP	January 1 2023
Progress report to MECP	April 1 2023
Progress report to MECP	July 1 2023
Progress report to MECP	October 1 2023

## COMMUNICATIONS PLAN

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

<b>Audience</b>	<b>Method of Communications</b>
MRCA Staff	In person / online meetings & email
MRCA Board of Directors	Board meeting reports & email
Municipal Staff	Phone, email, meetings & respond to inquires
Municipal Council	Delegations to Council
General Public	Media releases, social media, fact sheets & respond to inquiries
Northern CA's	In person / online meeting & email

**Mattagami Region Conservation Authority**  
**Transition Period: November 2021 - December 2023**

Task	Date	2021		2022												2023												
		Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	
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**Legend**

MRCA Staff  
MRCA Board of Directors  
Municipality  
Province

