



HCA Transition Plan

*As required for Conservation Authority
Act Amendments*

November 4, 2021

Introduction

The passage of 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 Transition Plans are to outline the process and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for non-mandated programs and services.

Transition Plan Requirements and Timeframe

The key components and deadlines for [Transition Plan and Agreements Regulation \(O.Reg. 687/21\)](#) are illustrated in Figure 1 below. 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 the delivery of 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. 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 of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with the regulations. These agreements must be complete by January 1, 2024.

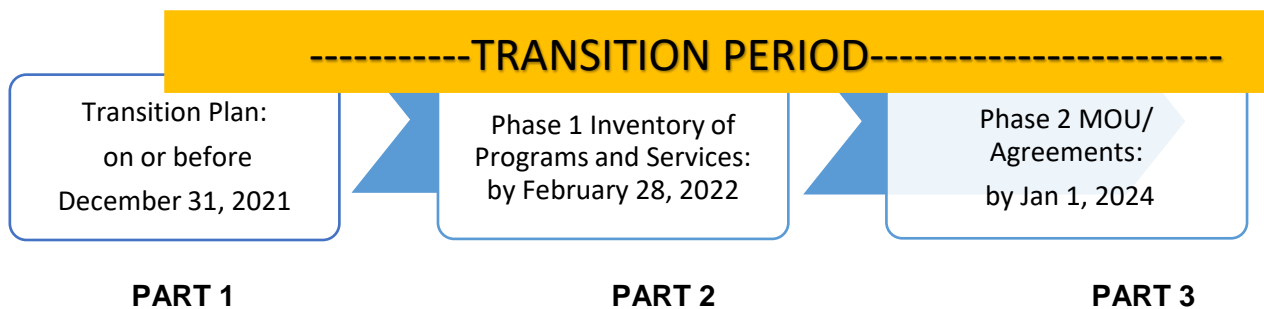


Figure 1. Key Components and deadlines for Transition Period

HCA Transition Plan

Part 1: Transition Plan

- HCA staff review of Regulatory Proposal Consultation Guide released by MECP on May 13, 2021, which included presentation to the board of directors and contact with senior staff at City of Hamilton and Township of Puslinch to provide initial information on the proposed changes to the Act and the regulatory consultation guide
- With the final Phase 1 regulations released from MECP on October 7, 2021, HCA staff will develop Transition Plan based on the transition period and requirements provided by MECP
- This Transition Plan is required to be completed by **December 31, 2021** and distributed to member municipalities and the Ministry of the Environment, Conservation and Parks (MECP).
- Prior to this distribution, the HCA Board of Directors will receive and approve the plan. The Transition Plan will be circulated to the City of Hamilton and Township of Puslinch and posted on the HCA website before December 31, 2021.

Part 2: Inventory of Programs and Services (Phase 1 of the Transition Period)

- HCA still will utilize Conservation Ontario template to complete inventory of programs and services which is required to be completed by **February 28, 2022** and circulated to member municipalities and posted on the HCA website
- Prior to this distribution, the HCA Board of Directors will receive and approve the inventory
- The inventory of programs and services will be classified as either Category 1 Mandatory, Category 2 Municipal or Category 3 Other. These categories are 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
- In addition, a record of the municipal distribution of the inventory is to be forwarded to the MECP. Any changes to the inventory after February 28, 2022 will be documented and forwarded to MECP.

Part 3 – Consultation on Inventory and Cost Apportioning Agreements/Memoranda of Understanding (Phase 2 of the Transition Period)

- HCA will consult with its member municipalities on the inventory of programs and services
- HCA will negotiate with the City of Hamilton and Township of Puslinch to develop agreements for non-mandated but important watershed wide programs and services (category 2 and 3 programs and services where municipal levy is required) and prepare amendments and internal drafts of existing municipal service agreements, consistent with the requirements for non-mandatory municipal services for municipal review
- All municipal agreements for non-mandated services are to be in place by **January 1, 2024**.

- In addition, HCA will consult with neighbouring Conservation Authorities to ensure we are coordinating to meet the needs of our shared municipal partners
- HCA will meet the required quarterly MECP reporting requirements as per the regulation and submit six quarterly progress reports to MECP. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the authority is experiencing with concluding the requirements prior to the end of the Transition Period.

January 1, 2024 – Transition Period ends

All required conservation authority / municipal MOUs/agreements need to be in place and the transition period ends, unless a request for extension has been submitted to MECP.

Timeline Summary Chart

ITEMS	DUE DATE	TIMELINE FOR DELIVERY
Development and Board approval of Transition Plan	2021-12-31	2021-10-07 to 2021-12-02
Circulation of approved Transition Plan to participating municipalities and post to website	2021-12-31	2021-12-31
Development and Board approval of Inventory	2022-02-28	2021-10-07 to 2022-02-03
Circulation of approved Inventory to participating municipalities and post to website	2022-02-28	2022-02-04 to 2022-02-28
Develop municipal agreements	2024-01-01	2022-01-01 to 2023-12-31
Quarterly Reporting to MECP	2022-07-01	2022-07-01
	2022-10-01	2022-10-01
	2023-01-01	2023-01-01
	2023-04-01	2023-04-01
	2023-07-01	2023-07-01
	2023-10-01	2023-10-01
Extension of Transition Date	2023-10-01	2023-09-01 (if required)