

December 3, 2021

Via Email: clerk@hamilton.ca

Mayor Eisenberger and Council
Hamilton City Hall
71 Main Street West, 2nd Floor
Hamilton, Ontario
L8P 4Y5

RE: Conservation Authorities Act Amendments – Transition Plans

Dear Mayor Eisenberger and Councillors,

Please be advised the four Conservation Authorities within the City of Hamilton have prepared Transition Plans as required for recent Conservation Authorities Act Amendments. In accordance with O. Reg 687/21, the transition plans are being circulated to our participating municipalities. Enclosed please find plans for Conservation Halton, Grand River Conservation Authority, Hamilton Conservation Authority and Niagara Peninsula Conservation Authority. The plans have been submitted jointly for ease of receipt.

Sincerely,



Lisa Burnside
Chief Administrative Officer

cc.

Hassaan Basit, President and CEO, Conservation Halton
Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority
Ministry of Environment, Conservation and Parks
Chandra Sharma, Chief Administrative Officer and Secretary-Treasurer, Niagara Peninsula Conservation Authority
Janette Smith, City Manager, City of Hamilton

Enclosure

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

MEETING DATE: November 4, 2021

RE: HCA Draft Transition Plan

STAFF RECOMMENDATION

THAT the Board of Directors approve the attached HCA Draft Transition Plan dated November 4, 2021, subject to and including any further revisions as noted during the November 4, 2021 meeting.

BACKGROUND

On May 13, 2021, the Ministry of the Environment, Conservation and Parks (MECP) posted Phase 1 of the Regulatory Proposals under the Conservation authorities Act to the Environmental Registry for public and agency review. These “Phase 1” proposals represent the first of two phases of regulatory amendments to implement the legislative changes previously made to the Conservation authorities Act. The Phase 1 proposals focus on regulations defining the mandatory programs and services and other aspects regarding governance, oversight and accountability of conservation authorities.

Consultation on these Phase 1 regulatory proposals closed June 27, 2021.

On October 7, 2021, three (3) new regulations have been made under the *Conservation Authorities Act*.

- Ontario Regulation 686/21: Mandatory Programs and Services. This regulation prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-based resource management strategies.
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act. This regulation requires each authority to have a ‘transition plan’ that would outline the steps to be taken to

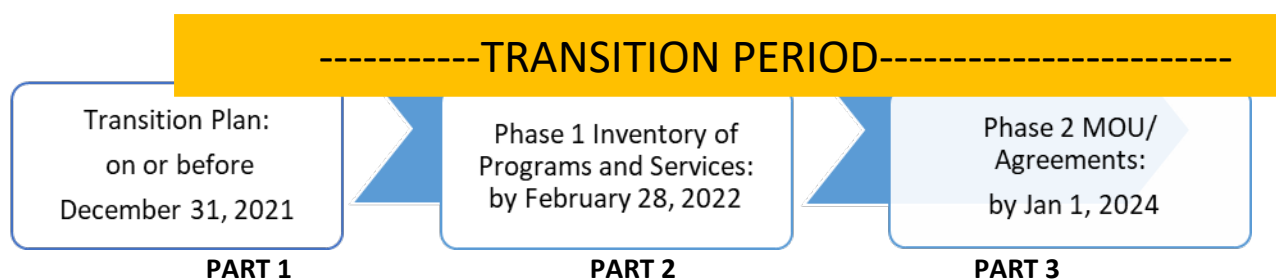
develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy, among other things. It also establishes the transition period to enter into those agreements.

- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas. This regulation consolidates the current individual conservation authority 'Conservation Area' regulations made under Section 29 of the *Conservation Authorities Act* into one Minister's regulation that regulates the public use of authority owned land.

The recently proclaimed provisions within the *Conservation Authorities Act* and accompanying regulations establish a requirement for Transition Plans and Agreements for Programs and Services (see Section 21.1.2 of the Act and [Regulation 687/21](#)).

STAFF COMMENT

The key components and deadlines for the Transition Plan are illustrated in the figure 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.



In order to be in compliance with the regulation, staff have created the attached HCA Draft Transition Plan following the requirements set out by MECP.

STRATEGIC PLAN LINKAGE

The proposed updates refer directly to the HCA Strategic Plan 2019-2023:

- **Strategic Goal – Organizational Excellence**

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

Not applicable

CONCLUSIONS

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 and HCA has drafted the attached plan to be in compliance.

HCA Transition Plan

*As required for Conservation Authorities
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.

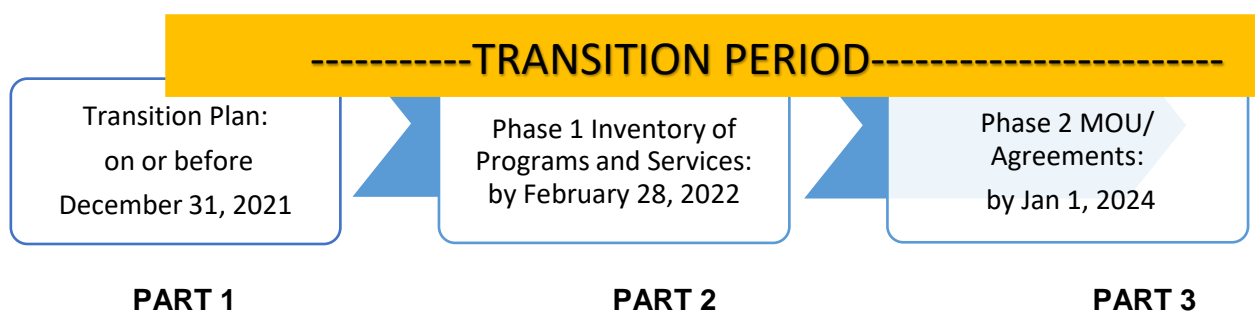


Figure 1. Key Components and deadlines for Transition Period

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)

Report To: Board of Directors

**Subject: NPCA Transition Plan in Accordance with Section 21.1.4 of the
Conservation Authorities Act**

Report No: FA-68-21

Date: November 19, 2021

Recommendation:

1. **THAT** Report No. FA-68-21 RE: NPCA Transition Plan in Accordance with Section 21.1.4 of the Conservation Authorities Act **BE RECEIVED**.
2. **AND FURTHER THAT** the NPCA Transition Plan, as appended, **BE APPROVED** and **SUBMITTED** to the Ministry of Environment and Parks (MECP) with a copy to NPCA funding municipalities and posting on the NPCA website.

Purpose:

The purpose of this report is to seek NPCA Board of Directors approval of NPCA Transition Plan in accordance with Section 21.1.4 of the updated Conservation Authorities Act and prior to submission to the MECP by the December, 2021 deadline.

Background:

With the recently proclaimed provisions in the *Conservation Authorities Act* (CA Act) and accompanying [Regulation 687/21](#), there is a requirement to deliver a Transition Plan to the Province and participating municipalities on how conservation authorities propose to meet the requirements of the CA Act. The Transition Plan must include timelines for developing required inventories of program and services and development and execution of MOU's/Agreements.

The Transition Plan is to be submitted to the Ministry of the Environment, Conservation and Parks (MECP) and shared with participating municipalities along with posting on the Conservation Authority website.

The CA Act includes the following requirements and deadlines:

- a) Completion of a Transition Plan on or before December 31, 2021
- b) Completion of an Inventory of Conservation Authority Programs and Services by February 28, 2022
- c) Submission of six quarterly progress reports to MECP throughout July 2022 – October 2023.
- d) Completion of MOU/Agreements between CA's/Municipal Government(s) by January 1, 2024

The attached Transition Plan sets out the process and timelines through which NPCA will be developing and executing MOUs/Agreements with NPCA's participating municipalities, and other lower tier municipal partners in order to fund any program and services. The plan also includes progress reporting to municipalities and communication activities through this transition process.

Financial Implications:

Staff resourcing needs are addressed through internal reallocations of resources and new budget requests as appropriate.

Links to Policy/Strategic Plan:

The NPCA approved a new 10-year Strategic Plan in 2021 strategically aligned with the CA Act transition.

Related Reports and Appendices:

Appendix 1: NPCA Transition Plan in accordance with Section 21.1.4 of the *Conservation Authorities Act*

Authored and Submitted by:

Original Signed by:

Chandra Sharma, MCIP RPP
Chief Administrative Officer / Secretary-Treasurer

Niagara Peninsula Conservation Authority Transition Plan

In accordance with Section 21.1.4 of the Conservation Authorities Act

BACKGROUND & TRANSITION PERIOD

The recently proclaimed provisions within the *Conservation Authorities Act* and accompanying regulations establish a requirement for Transition Plans and Agreements for Programs and Services (see Section 21.1.2 of the Act and [Regulation 687/21](#)). The purpose of the transition period is to provide Conservation Authorities (CA) and municipalities with the time to address changes to the budgeting and levy process based on:

Category 1: Mandatory programs and services where 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; and

Category 3: This category includes other non-mandatory programs and services that a CA determines are advisable. These may use the municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, a MOU/agreement with the municipality is not required.

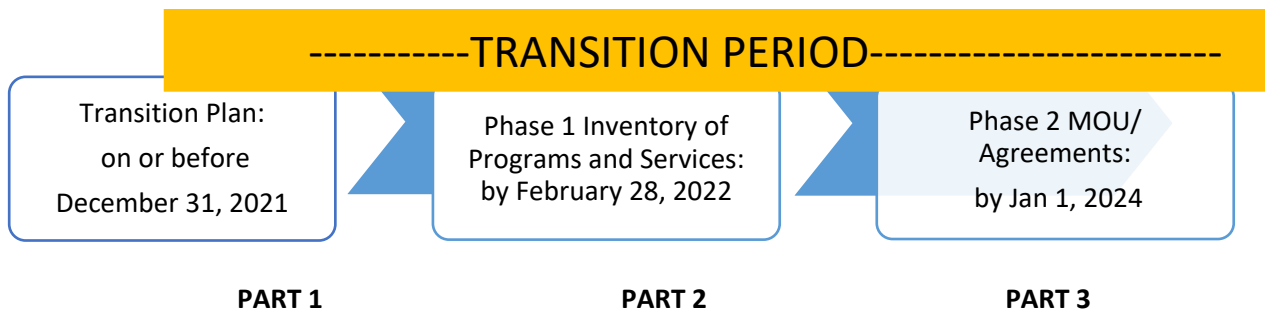


Figure 1. Key Components and deadlines for [Transition Plan and Agreements Regulation \(O.Reg. 687/21\)](#)

WORK PLAN, TIMELINE AND CONSULTATIONS

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services. Although each Conservation Authority has its own budget processes and timelines, the NPCA and neighbouring Conservation Authorities that share a municipality are coordinating for consistency.

PHASE 1: TRANSITION PLAN AND INVENTORY OF CURRENT PROGRAMS AND SERVICES

Task	Date
Phase 1: October 2021 - February 2022	
<u>Transition Plan</u>	
Present Draft Transition Plan to Board of Directors	Nov. 19, 2021
Provide Transition Plan to municipalities and initiate work planning	Dec. 2021
Provide Transition Plan to MECP	Dec. 2021
Transition Plan on Website	Dec. 2021
<u>Inventory of Programs and Services</u>	
Develop inventory of current programs & services draft in consultation with Conservation Ontario and Municipalities	Dec.-Jan. 2022
Present draft inventory to BOD	Jan. 2022
Provide Inventory to Municipalities	Jan. 2022
Provide Inventory to MECP	Feb. 2022
Inventory on Website	Feb. 2022

PHASE 2: MOU'S/AGREEMENTS

Task	Date
<i>Phase 2: February 2022 -December 2023</i>	
Draft inventory with categories 1, 2 and 3	Feb. 2022
Consult with municipalities on inventory Consult with other Ministries as necessary	July – Sept. 2022
Financial Forecast (Programs & Services approved and aligned with Strategic Plan and Core Watershed RM Strategy) 2024-2030	Sept. – Dec. 2022
Create draft MOU/agreements for "other programs and services" requiring levy	Sept. 2022 – Jan. 2023
Apportion levy for 2024 budgets onwards	Sept. 2022 – Jan. 2023
Bring draft MOU/agreements with cost apportionment scenario to BOD	Feb.-Mar. 2023
Consult with municipal staff on draft MOU/agreements	Mar.- June 2023
Formal Resolution from BOD re: MOU/agreements to municipalities	June 2023
Circulate MOU/agreements to municipalities	June – Aug. 2023
Execute MOU/agreements	Aug. – Sept. 2023
Develop draft 2024 budget	Sept. 2023
BOD approves draft 2024 budget to circulate to municipalities	Oct. 2023
Presentations to Municipal Councils	Nov. 2023-Jan. 2024
Submit copies of signed MOU/agreements to MECP	Dec. 2023
Transition period ends	Jan. 1, 2024
Submit final version of inventory to MECP	Jan. 31, 2024
Post final MOUs/agreements on CA website	Jan. 31, 2024

PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

Progress Reports	Date
Progress report to MECP	July 1, 2022
Progress report to MECP	Oct. 1, 2022
Progress report to MECP	Jan. 1, 2023
Progress report to MECP	April 1, 2023
Progress report to MECP	July 1, 2023
Progress report to MECP	Oct. 1, 2023
Final Report to MECP	Jan. 1, 2024

COMMUNICATIONS PLAN

The NPCA has a culture of good internal and external communication. This transition will follow effective and timely communications.

Audience	Method of Communications
NPCA Staff	In person/online meetings, email updates
NPCA Board of Directors	Board meeting reports, email updates
Municipal staff	Regular meetings and correspondence
Municipal Councils	Delegations to council/ reports (joint reports by all CA's where possible)
General public	Website, statements, social media

REPORT TO: Conservation Halton Board of Directors

MEMO NO: CHBD 08 21 01

FROM: Hassaan Basit, President and CEO

DATE: November 25, 2021,

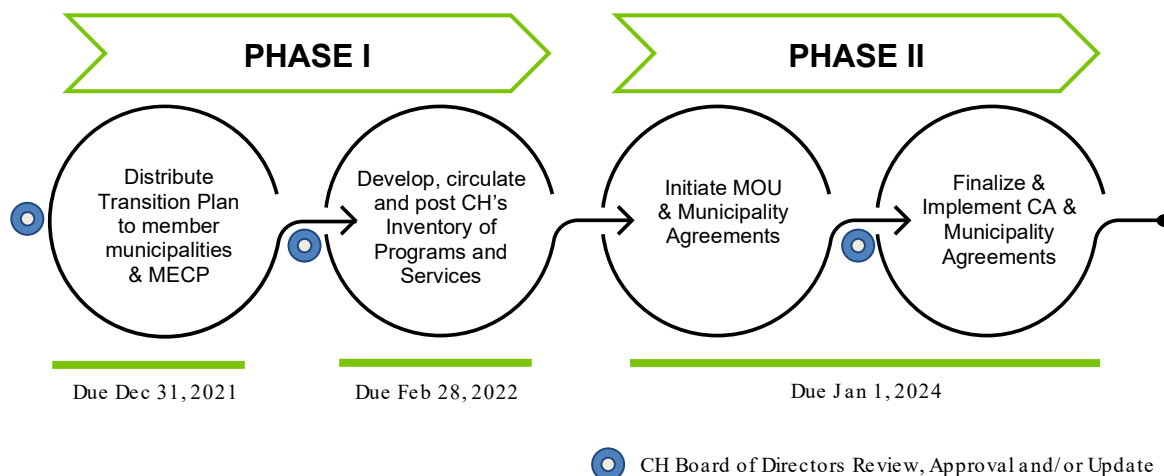
SUBJECT: Conservation Halton's CA Act Transition Plan

MEMO

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. Transition Plans should outline the approach and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for programs and services that fall into category 2 and 3 as defined in the Regulation.

The transition period runs from October 2021 to January 1, 2024 and provides conservation authorities and municipalities the necessary time to address changes to the budgeting and levy processes and, in some cases, the need to establish agreements. Conservation authorities are required to develop and submit their Transition Plans to the Ministry of the Environment, Conservation and Parks (MECP), copied to member municipalities before December 31, 2021.

Figure 1.0 illustrates Conservation Halton's (CH) approach to ensuring successful completion of the Transition Period.



Conservation Halton's Transition Plan

Key Deliverables

The following deliverables will be met to ensure successful execution of the transition plan.

Deliverable	Date
Board of Directors update on the Transition Plan approach and progress	November 2021
Submission of Conservation Halton's Transition Plan to Municipalities and the MEC	December 2021
Development and Board of Directors approval of CH's Inventory of Programs and Services	February 2022
Circulation and Posting of Inventory of Programs and Services	February 2022
MOU and Municipality Agreements	2022 - 2024
Initiate Quarterly Reporting to MECP	July 2022

Governance

Following Conservation Halton's project management best practices, we will ensure a governance structure and a project team is assigned to support the transition. The President and CEO will act as the executive sponsor of this undertaking, providing guidance and ensuring accountability.

Transparency

The following structure outlines how Conservation Halton's will report on its progress towards executing the CA Act Transition Plan.

Stakeholder	Progress Update
MECP	Quarterly progress and status reporting
CH Board of Directors	Annual progress and status updates
Public	The progress and status updates shared with the Board of Directors will be made available to the public on conservationhalton.ca

Grand River Conservation Authority

Report number: GM-11-21-80

Date: November 26, 2021

To: General Membership of the Grand River Conservation Authority

Subject: Draft Transition Plan – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Grand River Conservation Authority Draft Transition Plan be approved; and
THAT the Draft Transition Plan be circulated to all participating municipalities; and
THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.

Summary:

Under *Ontario Regulations 687/21*, the Grand River Conservation Authority (GRCA) is required to develop a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. The regulation requires that this Transition Plan be submitted to the Ministry of Environment, Conservation and Parks and posted to the website by December 31, 2021. This Plan will also be circulated to all participating municipalities.

Attached to this report is the draft GRCA Transition Plan with process milestones and timelines to complete the transition period by January 1, 2024.

Report:

On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the *Conservation Authorities Act*. Report GM-21-10-75: Conservation Authorities Act Amendments- Phase 1 Regulation and Timelines provides an overview of the Phase 1 Regulations and associated deliverables and timelines.

The following regulations were included in the Phase 1 release:

- *Ontario Regulation 686/21*: Mandatory Programs and Services
- *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services
- *Ontario Regulation 688/21*: Rules of Conduct in Conservation Areas.

Under *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services, the regulation requires each conservation authority to create a Transition Plan that outlines the steps to develop an inventory of programs and services (category 1-3) and to enter into agreements with participating municipalities to fund category 2: Municipal programs and services. The Transition Period starts on the date the regulation was released and finishes on January 1, 2024.

The purpose of the transition period is to prepare conservation authorities and municipalities for the change to the budgeting process based on the delivery of Category 1-3 programs and services by January 1, 2024.

The first deliverable in the transition period is to develop and gain approval of the Transition Plan. The Transition Plan consists of a workplan/timeline and the consultation process with

participating municipalities on the inventory of all the GRCA's programs and services. This plan is required to be submitted to the MECP and to be made available to the public by December 31, 2021. This plan must also be circulated to all participating municipalities.

The first phase of the transition period requires an inventory of GRCA's programs and services. The inventory will list all the programs and services that the authority GRCA is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory will include information about the sources of funding and categorize all programs and services based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.

The second phase of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with any regulations governing municipal programs and services. These agreements must be complete by January 1, 2024.

Throughout the Transition Period the GRCA is required to submit six quarterly progress reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of agreements, and any difficulties that the GRCA is experiencing with concluding the requirements prior to the end of the Transition Period.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements. This report also has to be posted on the website.

The attached provides the draft GRCA Transition Plan and timelines.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson

Chief Administrative Officer

Grand River Conservation Authority Transition Plan

Date: November 26, 2021

Amendments:

Background

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments are to provide greater transparency, consistency, accountability and governance for Conservation Authorities. On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement a portion of the amendments that were made to the *Conservation Authorities Act*. *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* was part of this grouping and requires the Grand River Conservation Authority (GRCA) to have a Transition Plan that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund municipal driven programs and services through a levy. It also establishes the transition period and timelines to enter into those agreements.

The purpose of the Transition Plan is to prepare the GRCA and participating/watershed municipalities for the change to the budgeting process based on the delivery and funding of the three categories of programs and services. These categories include:

1. mandatory programs and services where municipal levy could be used without any agreement;
2. programs and services subject to municipal approval and municipal funding through a MOU;
3. other programs and services an Authority determines are advisable, with alternate funding (e.g., provincial, federal, municipal agreement and/or self-generated revenue)

Under Regulation 687/21, the transition period is to be completed no later than January 1, 2024.

There are two main components to the transition period. The first part is to develop a Transition Plan which consists of a workplan/timeline for the completion of major milestones during the transition period, process of consulting and negotiating with municipalities on Memorandums of Understandings (MOUs) for the delivery of municipal requested programs and services and a draft inventory of programs and services offered by the GRCA. This Transition Plan is to be completed and submitted to MECP no later than December 31, 2021 and posted to the GRCA's website.

A final version of the inventory for programs and services is required to be circulated to participating municipalities and submitted to the MECP no later than February 28, 2022. The inventory for programs and services must also be posted to the GRCA's website.

The second part of the transition period includes developing, , negotiating and finalizing agreements (MOUs) with municipalities in accordance with the regulation for municipal programs and services. These agreements must be in place (Municipal Council and the General Membership approved) by January 1, 2024.

General Membership of the GRCA Approval Process

The General Membership of the GRCA is required to approve the Transition Plan and the Inventory of Programs and Services prior to the submission to MECP, circulation to municipalities and posting on the GRCA's website.

Recognizing the amount of work and input required by the GRCA to meet the transition date of January 1, 2024, the General Membership established an Ad-Hoc Governance Committee (Resolution No. 21-03 -January 22, 2021) to provide input and direction to staff on adapting to the changes of the *Conservation Authorities Act* and subsequent Regulations. This committee will meet regularly throughout the transition period.

Tracking of negotiations and milestones throughout the transition period will be provided to the Ad-hoc Committee for consultation and to the General Membership for approval. These quarterly reports will then be submitted to MECP and posted to the GRCA's website. Once the MOUs are approved by the General Membership and Municipal Council, these agreements will be made available to the public on the GRCA website.

The final submission report to MECP will contain all approved MOUs and the final Inventory of Programs and Services. This submission is due on January 31, 2024 and is the end of the transition period. The 2024 GRCA budget will reflect the revised funding framework.

Municipal Consultation Process

The GRCA has 38 watershed municipalities and 22 participating municipalities within its jurisdiction. Participating municipalities contribute to the general levy and also appoint members to the GRCA Board of Directors. The following are designated under the *Conservation Authorities Act* as GRCA participating municipalities:

- Town of Grand Valley
- Township of Amaranth
- Township of Melancthon
- Township of East Garafraxa
- Township of Southgate
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Town of Erin
- Township of Guelph/Eramosa
- Township of Puslinch
- City of Guelph
- Region of Waterloo
- Municipality of North Perth
- Township of Perth East
- Halton Region
- City of Hamilton
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Norfolk County

All participating municipalities will be circulated a copy of the approved GRCA Transition Plan.

Consultation with the participating municipalities will be ongoing throughout the transition period. Key contacts and timelines/meetings will be established with all participating municipalities and other interested watershed municipalities. Input received through these discussions and negotiations will be incorporated into the Inventory of Programs and Services on a continuous basis. GRCA staff will also be available to attend any council meeting, where requested.

Adjacent Conservation Authority Consultation Process

The GRCA shares municipal boundaries with 10 adjacent Conservation Authorities. It will be important to maintain contact and consult with senior staff at adjacent Conservation Authorities during the development of their Transition Plans, Inventory of Programs and Services and also when negotiating MOUs with shared municipalities. Wherever possible, staff will strive for consistency amongst the adjacent Conservation Authorities on terminology, conditions of agreements, etc.

The GRCA shares municipal boundaries with the following Conservation Authorities:

- Maitland Valley Conservation Authority
- Credit Valley Conservation
- Niagara Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton
- Nottawasaga Valley Conservation Authority
- Grey Sauble Conservation
- Saugeen Conservation
- Upper Thames Conservation Authority
- Long Point Conservation Authority

Timelines and Deliverables during the Transition Period

Chart 1 and 2 provide a list of activities, deliverables and points of contact that the GRCA will complete in order to come into conformance with the new regulations. Any changes to timelines will require consultation with the Ad-hoc Committee, approval from the GRCA General Membership and identification/justification in the quarterly reports submitted to the MECP. Should the GRCA require an extension to the transition period, a request must be submitted to MECP prior to October 1, 2023 and approved by the General Membership.

End of Transition Period

As of January 1, 2024 all required MOUs will be in place and the new funding framework will be incorporated into the GRCA 2024 budget. The transition period will end unless the GRCA has requested an extension from the MECP.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the GRCA has entered into all necessary cost apportioning agreements. This final report will also be posted on the GRCA website.

Year		2021				2022	
Part 1: Transition Plan	Task	Sept.	Oct.	Nov.	Dec.	Jan	Feb
	Draft Transition Plan and determine process for consultation with participating municipalities (identification of other municipalities to be consulted)	X	X	X	X		
	Preliminary meetings with participating municipal staff on new regulations, timelines and initial discussion on municipal process and needs to complete required deliverables (where possible)	X	X	X	X		
	Internal consultation and creation of Programs and Services (P&S) Inventory, categorization P&S, determine high level costing		X	X	X		
	Prepare/update list of current municipal MOUs		X	X	X		
	Meet with Ad-hoc Committee* on draft Transition Plan and P&S Inventory, setting guiding principles and expectations for transition period		X	X	X		
	Meeting with adjacent Conservation Authorities to discuss timelines and P&S Inventory to facilitate consistent approach to January 1, 2024 deadline (where possible)		X	X	X		
	Presentations to Municipal council on new regulations and draft documents (when requested).			X	X	X	X
	Obtain approval from GRCA Board on Transition Plan			X	X		
	Circulation of Transition Plan to participating municipalities and other municipalities by request				X		
	Posting of Transition Plan to GRCA website				X		
	Submit Transition Plan to MECP				X		
	Meet with Ad-hoc Committee* on draft P&S Inventory (feedback incorporated from municipal/CA discussions)			X	X	X	
	Obtain approval from GRCA Board on P&S Inventory					X	
	Circulate P&S Inventory to participating and other municipalities						X
	Submit P&S Inventory to MECP						X
	Post P&S inventory to website						X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Year		2022												2023												2024
Part 2: MOUs/Agreements	Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Identify existing MOUs and prepare amendments to address regulations	X	X	X																						
	Draft template MOU for P&S Inventory that do not have any agreements			X	X	X	X																			
	Negotiate with participating municipalities and other municipalities on new MOUs	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X			X	X			
	Meet with Ad-hoc Committee* to provide update/seek direction on negotiation/consultation process				X				X				X				X				X			X		
	Provide status reports to GRCA Board		X				X				X			X			X		X				X			
	Meet with adjacent CAs to discuss shared MOUs (where possible)	X	X	X			X	X	X			X	X	X			X	X	X							
	Submit 1 st progress report to MECP		X																							
	Submit 2 nd progress report to MECP							X																		
	Submit 3 rd progress report to MECP										X															
	Submit 4 th progress report to MECP													X												
	Submit 5 th progress report to MECP																X									
	Submit 6 th progress report to MECP																			X						
	Submit 7 th progress report to MECP																									
	Present to Municipal Councils on MOUs, P&S Inventory, etc.(where requested)																	X	X	X	X	X	X	X	X	
	Process for draft 2024 GRCA Budget																			X	X	X	X	X	X	X
	GRCA Board approval/ Municipal Council approval of MOUs																	X	X	X	X	X	X	X	X	
	Posting of MOUs to GRCA website																								X	
	Final Submission to MECP																									X

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