



## Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: December 8, 2021

### Subject:

Lake Simcoe Region Conservation Authority's *Conservation Authorities Act* Transition Plan

### Recommendation:

**That** Staff Report No. 63-21-BOD regarding the Lake Simcoe Region Conservation Authority's *Conservation Authorities Act* Transition Plan be received; and

**Further that** the Lake Simcoe Region Conservation Authority *Conservation Authorities Act* Transition Plan be approved; and

**Further that** the Transition Plan be circulated to Ministry of the Environment, Conservation and Parks, watershed municipalities, and be posted publicly on the Authority's website.

### Purpose of this Staff Report:

The purpose of this Staff Report No. 63-21-BOD is to seek the Board's approval on the Authority's *Conservation Authorities Act* Transition Plan, which is a mandatory requirement. Also mandatory is that the transition plan be circulated to member municipalities and the Ministry of the Environment, Conservation and Parks (Ministry) and be available publicly on the Authority's website.

### Background:

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 a transition plan by each conservation authority. A Transition Plan should outline the approach and timelines for the development of cost apportioning agreements with municipalities within each conservation authority's jurisdiction for programs and services that fall into Categories 2 and 3 as defined in the Regulation.

The transition period runs from October 2021 to January 1, 2024, providing 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.

Each conservation authority is required to develop and submit its Transition Plans to the Ministry, with copies to member municipalities before December 31, 2021.

Attached to this report is this Authority's *Conservation Authorities Act* Transition Plan with key reporting dates and timelines associated with core tasks. The Transition Plan includes extensive mandatory reporting, which will be beneficial to the Board and watershed municipalities.

### **Issues:**

The Authority has already commenced with early-stage elements of the transition plan process and will be aggressively addressing key elements in 2022. The Authority is well positioned as significant work completed over the past few years is complementary to the legislative requirements, along with work undertaken to harmonize service delivery areas where possible with neighboring conservation authorities.

Potential issues may arise as the transition plan is implemented, but these are difficult to fully foresee at this point in the process. The only principal challenge that is currently foreseen is the potential changes in Board member composition post the upcoming municipal election. Staff will ensure to include detailed overview and training regarding the *Conservation Authorities Act* amendments as part of the 2023 Board Orientation.

### **Relevance to Authority Policy:**

There is no direct relevance to Authority policy as this Board report only addresses a transition plan and schedule.

### **Impact on Authority Finances:**

There is impact associated with Authority finances as implementing the transition plan and all associated activities, agreements and budget processes will result in a new budget format for fiscal 2024.

### **Summary and Recommendations:**

The Authority is well positioned to implement the *Conservation Authorities Act* Transition Plan over the next two years. Early work has already begun with a full slate of activities occurring quickly in 2022.

It is therefore **Recommended That** Staff Report No. 63-21-BOD regarding the Lake Simcoe Region Conservation Authority's *Conservation Authorities Act* Transition Plan be received; and **Further that** the Lake Simcoe Region Conservation Authority *Conservation Authorities Act* Transition Plan be approved; and **Further that** the Transition Plan be circulated to Ministry of

the Environment, Conservation and Parks, watershed municipalities, and be posted publicly on the Authority's website.

Signed by:

Rob Baldwin  
Chief Administrative Officer

**Attachments:**

Lake Simcoe Region Conservation Authority's *Conservation Authorities Act* Transition Plan

## Lake Simcoe Region Conservation Authority

### Transition Plan in accordance with the *Conservation Authorities Act*

December 2021

#### Purpose

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 with participating municipalities. The Lake Simcoe Region Conservation Authority (Authority) Transition Plan sets out the process and timelines for the development and execution of memorandums of understanding (MOUs) and/or agreements between the Authority and municipalities to fund programs and services that are not deemed to be provincial mandatory core services outlined in the *Conservation Authorities Act* and associated regulations.

#### Transition Plan

The following lays out steps to be taken by the Authority and associated timelines to develop and enter into funding agreements with partner municipalities for non-mandatory programs and services at the request of a municipality with municipal funding through a MOU and programs and services an authority determines are advisable where municipal funding is needed.

#### Immediate Phase

Timeline	Action	Status
Ongoing	Initial meetings with municipal staff to establish municipal staff leads for any preliminary discussion on the details of the inventory (e.g. agreements required) to set the stage for future budget submissions, timing of subsequent meetings, preliminary concerns with deadlines	Ongoing
November 4 to December 6, 2021	Development of Transition Plan	Complete
December 17, 2021	Provision of Transition Plan to the Authority Board of Directors	To be completed
December 17, 2021	Submission of Transition Plan to the Ministry and member municipalities.	To be completed
December 17, 2021	Post Transition Plan on the Authority's website	To be completed

## Phase 1 of Transition Period

<b>Timeline</b>	<b>Action</b>	<b>Status</b>
<b>October 25, 2021 to February 10, 2022</b>	Development of Inventory of Program and Services - identification of category classification, funding sources, average annual cost	Ongoing
<b>October 25, 2021 to February 10, 2022</b>	Ongoing work to complete Inventory including co-ordination/consultation with adjacent conservation authorities and municipal partners	Ongoing
<b>October 25, 2021 to February 10, 2022</b>	Consultation with the Ministry regarding mandatory Lake Simcoe Protection Plan programs and services	Ongoing
<b>February 25, 2022</b>	Presentation of Inventory of Program and Services to the Authority Board of Directors	To be completed
<b>February 25, 2022</b>	Submit Inventory of Programs and Services and record of consultation to the Ministry and watershed municipalities.	To be completed

## Phase 2 of Transition Period

<b>Timeline</b>	<b>Action</b>	<b>Status</b>
<b>January to July, 2022</b>	Develop comparison “Shadow Budget” comparing 2022 Budget to conceptual budget developed on concepts and requirements outlined in regulations.	To be completed
<b>January 2022 to June 2023</b>	Ongoing discussions with municipal partners and adjacent conservation authorities regarding timing, form, and content of MOUs/agreements	To be completed
<b>July 1, 2022</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>October 1, 2022</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>January 1, 2023</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>April 1, 2023</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>July 1, 2023</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>October 1, 2023</b>	Submit Progress Report to the Ministry and the Authority Board of Directors	To be completed
<b>Spring 2023</b>	Authority Board of Directors’ approval of 2024 budget assumptions and preliminary mandatory levy requirements	To be completed
<b>Fall 2023</b>	Authority Board of Directors’ endorsement of Funding MOU/agreements and 2024 levy requirements	To be completed
<b>Fall 2023</b>	Approval of Municipal MOU/agreement as required.	To be completed
<b>Spring 2024</b>	Approval of 2024 Authority Budget	To be completed