



December 3, 2021

I-02

Cynthia Moyle, Clerk
Town of Mississippi Mills
3131 Old Perth Rd, PO Box 400
Almonte, ON K0A 1A0

Dear Ms. Moyle,

Re: Conservation Authority Transition Plan

Please find attached the *Transition Plan* that Mississippi Valley Conservation Authority will be following to implement new rules regarding levies apportioned to municipalities that will take effect January 1, 2024.

Preparation of the *Transition Plan* is the first of several steps prescribed under the *Conservation Authorities Act* O. Reg. 687/21 issued in October. The Plan outlines key steps and timelines, some of which are mandatory and are in bold.

The Plan also indicates how municipalities will be engaged. MVCA plans to work with adjacent conservation authorities to minimize duplication and harmonize processes for our member municipalities to the greatest degree possible. Together, we will be reaching out to you to organize information/consultation sessions for early in the new year.

If you did not have the opportunity to attend the recent AMO information session on these regulatory changes, you can access relevant information here:

<https://www.amo.on.ca/advocacy/environment/amo-releases-conservation-authority-fact-sheets-municipalities>

Please feel free to call if you have any questions.

Sincerely yours,

A handwritten signature in blue ink that reads 'Sally McIntyre'.

Sally McIntyre, RPP
General Manager

c. Mayor Christa Lowry, Ken Kelly - CAO, Sommer Casgrain-Robertson, Brad McNevin

Attach.

Mississippi Valley Conservation Authority
O. Reg. 687/21 TRANSITION PLAN

APPROVED December 1, 2021

Item	Deliverable	Timing ¹
1. Transition Plan		
a) Inform municipalities of new regulations, available training from AMO-CO, and forthcoming documents.	Email to member municipalities	Completed.
b) Draft Transition Plan in consultation with neighbouring CAs	Draft Plan	Completed.
c) Obtain Board approval of the Transition Plan	Staff report	Dec. 1, 2021
d) Distribute to member municipalities	With neighbouring CAs	Dec. 17, 2021
e) Submit Transition Plan to the Minister and post on website (per subsection 3 of the regulation)	Approved Transition Plan	Dec. 31, 2021
2. Program and Service Inventory		
a) Obtain initial Policy & Priority Committee direction on scope of non-mandatory programs & services and funding sources	Staff report with options	Jan. 12, 2021
b) Share draft program & service inventory with neighboring conservation authorities	Draft program & service inventory	Jan. 31, 2022
c) Obtain Board approval of the Program & Service Inventory	Staff report with proposed Program & Service Inventory	Feb. 2022 AGM
d) Submit Inventory to the Minister, circulate to participating municipalities and post in website (per subsection 5 (1) of the regulation)	Approved Program & Service Inventory	Feb. 28, 2022
3. Cost Apportionment Agreements (CAAs)		
a) Municipal engagement to present the inventory, address questions, and establish municipality-specific negotiating timelines and approaches	In partnership with RVCA. Tentatively proposing joint 0.5-day session in Perth.	Apr. 30, 2022

¹ Bolded dates are mandatory deadlines.

Item	Deliverable	Timing ¹
b) Engage municipalities	Minutes and draft CAAs	Throughout
c) Engage neighbouring CAs		Throughout
d) Maintain a record of municipal feedback (per subsection 5 (1) (c) of the regulation)	Input/feedback documentation	Throughout
e) Adjust Program & Service Inventory as required – advise participating municipalities and the Minister of any changes	Maintain a log of changes and include in mandatory reporting (per subsection 5 (3) (a) of the regulation)	See mandatory reporting dates
f) Targeted completion of cost apportioning agreements (per subsection 2 (1) of the regulation)	Executed cost apportioning agreements	June 30, 2022 (or 2023 if required) ²
g) All cost apportionment agreements in place		Jan. 1, 2024
4. Mandatory Reporting		
Progress Report #1		July 1, 2022
Progress Report #2		Oct. 1, 2022
Progress Report #3		Jan. 1, 2023
Progress Report #4		Apr. 1, 2023
Progress Report #5		Jul. 1, 2023
Progress Report #6		Oct. 1, 2023
Final Report		Jan. 31, 2024

The following stakeholders will be engaged during this process:

- Township of Addington Highlands
- Township of Lanark Highlands
- Township of Greater Madawaska
- Township of North Frontenac
- Township of Central Frontenac
- Tay Valley Township
- Twp. of Drummond / North Elmsley
- Beckwith Township
- Town of Carleton Place
- Municipality of Mississippi Mills
- City of Ottawa
- County of Lanark
- County of Frontenac
- Ministry of Environment, Conservation & Parks
- Rideau Valley CA
- South Nation CA
- Quinte Conservation
- Cataraqui River CA

² With current councils by June 2022; with new councils by June 2023.