



# PHASE 1 - TRANSITION PLAN & INVENTORY OF PROGRAMS AND SERVICES

2022

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## 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 and implementation 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.

This Transition Plan is valid for the following municipalities in the jurisdiction of the Sault Ste. Marie Region Conservation Authority: the City of Sault Ste. Marie and the Township of Prince. For the purposes of the *Clean Water Act* a portion of the unorganized townships of Dennis, Pennefather, Aweres, Jarvis and Duncan are included.

## Regulated Timelines

### *Phase I*

#### Transition Plan – COMPLETE

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 Sault Ste. Marie Region Conservation Authority (SSMRCA) Board of Directors will receive and approve the plan. The Transition Plan will be posted on the SSMRCA website before December 31, 2021.

SSMRCA is required to deliver quarterly progress report to MECP as outlined on the next page.

**Timeline Summary Chart**

<b>DELIVERABLE</b>	<b>DUE DATE</b>	<b>TIMELINE</b>
Develop Transition Plan	December 31, 2021	October 13, 2021 to November 29, 2021
Obtain Board approval of the Transition Plan	November 30, 2021	
Post Transition Plan to website	On or prior to December 31, 2021	
Circulate Transition Plan to member municipalities and MECP	On or prior to December 31, 2021	
Develop Programs and Services Inventory with Board approval		By February 16, 2022
Circulate Inventory to member municipalities and MECP	February 28, 2022	
Negotiations of cost apportioning agreement with member municipalities		November 22, 2021 to September 30, 2023
Execute municipal agreements	January 1, 2024	September 2023
Quarterly Reporting to MECP	July 1, 2022	
	October 1, 2022	
	January 1, 2023	
	April 1, 2023	
	July 1, 2023	
	October 1, 2023	
Request for extension of transition date (if required)	On or prior to October 1, 2023	
Final Report	January 30, 2024	

Notes: The due dates are based on the current regulations. Timelines may be influenced by the issuance of new related regulations.

## Inventory of Programs and Services – PROPOSED

An inventory of program and services is to be prepared and circulated to municipalities within a CA's watershed jurisdiction by **February 28, 2022**.

The inventory of programs and services will be classified as either Category 1 Mandatory, Category 2 Non-Mandatory or Category 3 Other. These categories are identified in Section 21 of the *Conservation Authorities Act*.

The inventory includes 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. The inventory may be amended after the deadline based on feedback received from the municipalities. Should any changes occur, they are to be documented and included in the quarterly reporting to the MECP.

The SSMRCA Inventory of Programs and Services is located on the next page.

**Sault Ste. Marie Region Conservation Authority Inventory of Programs and Services – Version 3.0**

**December 1, 2022**

<b>Current/ New Project</b>	<b>Program/Service and Subservices</b>	<b>Description</b>	<b>Category (1,2,3)</b>	<b>Category Rationale Act/Regs</b>	<b>Program Cost Estimate (\$)</b>	<b>Funding mechanism and percentage of costs</b>
<b>Enabling Services / General Operating Expenses</b>						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable SSMRCA to operate in an accountable, transparent, efficient and effective manner.						
Current	Corporate Services	Administration of human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, WSIB, overseeing programs and policies.	1	CAA s.20, Reg. 402/22	\$158,089	Municipal Levy – 94%  Self Generated – 6%
Current	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CAA s.20, Reg. 402/22	\$72,628	Municipal Levy – 100%
Current	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates, HR, etc.	1	CAA s.20, Reg. 402/22	\$2,790	Municipal Levy – 100%
Current	Governance	Supporting CA Boards, Advisory Committees, Office of the GM/Secretary-Treasurer	1	CAA Part IV	\$17,576	Municipal Levy – 100%
Current	Communications and Outreach	Corporate communications, marketing, website, corporate publications (Annual Report, calendar, fact sheets, brochures, etc.).	1	CAA s.20, Reg. 402/22	\$10,229	Municipal Levy – 100%

Current	Administration Buildings	Administrative office used to support staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	1	CAA s.20, Reg. 402/22	\$16,274	Municipal Levy – 71% Self Generated – 29%
Current	Information Management + GIS	Data collection, management, mapping, data sets, watershed orthophotography for use by all programs. Development and use of systems to collect and store data and documents, and to provide spatial geographical representations of data. This includes our geographical information systems, maintenance, and support. Records retentions are in accordance with industry standards and legislative requirements.	1	CAA s.20, Reg. 402/22	\$13,949	Municipal Levy – 100%
Current	Vehicle and Equipment	Vehicles and equipment to support the work of SSMRCA, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CAA s.20, Reg. 402/22	\$29,757	Municipal Levy – 100%

**Natural Hazard Management Program**

Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, education, and public awareness.

Current	SSMRCA Regulations Administration (Section 28)	Section 28 Permissions - Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, consultants, legal costs, enforcement and compliance.	1	CAA s.21.1(1), 28	\$93,210	Municipal Levy – 35% Self-Generated – 65%
Current	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor	1	CAA s.21.1(1)	\$4,143	Municipal Levy – 100%

		Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.				
New Project	Plan Review Not Related to Natural Hazards (i.e., stormwater mgmt)	<b>New Project:</b> Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).	2	CAA s.21(1)(n)	TBD	Municipal Agreement – 100%
Current	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, and communications.	1	CAA s.21.1(1), Reg. 686/21 s.2	\$45,155	Provincial Transfer Payment – 15% Municipal Levy – 85%
Current	Low Water Response	Conditions monitoring and analysis. Technical and administrative support to the municipality and the province, i.e., input to those who initiate drought response.	1	CAA s.21.1(1), Reg. 686/21 s.3	\$2,000	Municipal Levy – 100%
Current	SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, etc.) that are annually inspected, and routine maintenance work completed.	1	CAA s.21.1(1), Reg. 686/21 s.5	\$131,600	Provincial Transfer Payment – 43% Municipal Levy – 57%



Current	Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, weirs, erosion control, etc.) that are annually inspected, and routine maintenance work completed.	2	CAA s.21.1.1	Ranges from \$2,500 to \$4,000 annually	Municipal Levy – 100% Special Benefitting Municipal Levy – when required
Current	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1(1)	Varies from year to year (range from \$0 to \$60,000+)	Provincial WEIC – 50% Special Benefitting Municipal Levy – 50%
Current	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Superior shoreline management. These projects often last a specific number of years and are distributed over time as human resources and funding are available.	1	CAA s.21.1(1), Reg. 686/21 s.1(3)1	Varies from year to year (range from \$0 to \$60,000+)	Municipal Levy – 100% Alternate grant funding when available
Current	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate school-aged children and the public about the dangers of fast-flowing water, danger of dams, etc.	1	CAA s.21.1(1)	\$7,767	Municipal Levy – 50% Self Generated – 50%



<b>Provincial Water Quality &amp; Quantity Monitoring</b>						
Program Description: Sault Ste. Marie Region Conservation Authority, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
Current	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 5 sites. SSMRCA staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and watershed project prioritization.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)2	\$4,262	Municipal Levy – 100%
Current	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 12 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring and watershed report cards.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)1		Municipal Levy – 100%
<b>Drinking Water Source Protection</b>						
Program Description: The protection of municipal drinking water supplies in the Sault Ste. Marie Region Source Protection Area through the development and implementation of SSMR Source Protection Plan.						
Current	Regional Drinking Water Source Protection Program (DWSP)	SSM Region Source Protection Area, technical support and program management, Source Protection Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	CAA s.21.1(1), Clean Water Act	\$107,368	Provincial Transfer Payment – 100%
Current	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Designated through Council resolution to act as both the RMO and RMI. Role primarily	2	CAA s.21.1.1	\$2,000	Municipal Agreement – 100%

		covers RMI services, but also acting RMO when needed.				
Current	DWSP Education and Outreach	Carrying out Education and Outreach responsibilities on behalf of municipalities through service agreements.	2	CAA s.21.1.1	Varies from year to year (range from \$0 to \$10,000)	Municipal Agreement – 100 %

**Core Watershed-based Resource Management Strategy**

Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.

New Project	Watershed-based Resource Management Strategy	<b>New Project:</b> Developing guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. A review of programs and services provide for the purposes of compliance with the regulations and Section 21.1 of the CA Act. Develop process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component. Make available to the public.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)3, s.12(4)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
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<b>Conservation Authority Lands and Conservation Areas</b>						
Program Description: Sault Ste. Marie Region Conservation Authority owns and manages over 5,000 acres of land which includes conservation areas, management areas, forests, farmland, dynamic beaches and flood control structures and surrounding land. SSMRCA property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
Current	Conservation Areas Management including Section 29	Conservation Areas regulation enforcement and compliance. Management and maintenance of 5 conservation areas and associated recreational trails. Includes passive recreation, forest management plans, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, planning, carrying costs such as taxes and insurance.	1	CAA s.21.1(1), CAA s.29	\$43,050	Municipal Levy – 86%  Self-Generated – 14%  Costs greater than \$5,000 in capital budget
Current	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, privies, trails.	1	CAA s.21.1(1)		Municipal Levy – 100%  Major works greater than \$5,000 in capital budget
New Project	Inventory of Conservation Authority Lands	<b>New Project:</b> The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes.	1	CAA s.21.1(1), Reg. 686/21 s.9(3)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Strategy for CA owned or controlled lands and management plans	<b>New Project:</b> A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.	1	CAA s.21.1(1), Reg. 686/21 s.9(1)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%

New Project	Land Acquisition and Disposition Strategy	<b>New Project:</b> A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority.	1	CAA s.21.1(1), Reg. 686/21 s.9(2)vi	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Land acquisition	<b>New Project:</b> Strategic acquisition of environmentally significant properties.	2/3	CAA s.21.1	TBD	Municipal Agreement – 100%

### Special Projects

Program Description: Sault Ste. Marie Region Conservation Authority delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. Most of these programs are funded without municipal levy but occasionally there are opportunities for municipal participation based on special benefitting funding. All of the programs influence and enhance the health and watershed management of the SSMRCA. They are part of a larger integrated watershed management model.

Current	St. Marys Canadian Heritage River	St. Marys River is 1 of Canada's 40 Heritage Rivers that are recognized nationally for their outstanding natural, cultural, and recreational heritage. Once rivers are designated to the Canadian Heritage Rivers System, they become part of a network of waterways that are cared for by passionate river stewards. SSMRCA is responsible for the management of this Canadian Heritage River and includes governance, administration, stakeholder and public outreach, First Nation engagement, communications, data compilation, data analysis and review, and reporting.	3	The Canadian Heritage Rivers System (CHRS) Program	Varies from year to year (range \$0 to \$10,000)	Federal Transfer Payment – 50% (Parks Canada)  Self-Generated – 50%
Current	Watershed Stewardship and Restoration	Local watershed stewardship and restoration related projects include working with local community groups to engage volunteers in tree planting on CA or partner owned lands. This item occurs as funding availability and staffing allows. This item also includes the use of CA owned lands (via MOUs) by local educational facilities (such as Sault College & Algoma University) to foster	3	CAA s.21.1.2	Varies from year to year (range \$0 to \$3000)	Self-generated and alternate grant funding when available (such as TD Tree Days)  Memorandum of Understanding between

		supportive experiential learning, research, and information sharing while bolstering each organizations' research capabilities.			NIL	the SSMRCA and each of Sault College and Algoma University
New Project	New Project	<b>New Project:</b> Opportunities for new projects that benefit the watershed and its municipal partners can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding. Currently a placeholder for municipalities to lead on or ask for.	3	CAA s.21.1.2	TBD	Combination of self-generated, municipal agreement and alternate grant funding when available

See Appendix 1 for Caveats and Appendix 2 for Category 2 Summary Information, and Appendix 3 for Category 3 Summary Information

## **Appendix 1**

Caveats:

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers.
- 2) Under *O. Reg. 687/21 Section 6. (2)(c)(i)(D)* if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment. The costs associated with each program and service are estimated based on the 2022 approved budget for the Sault Ste. Marie Region Conservation Authority. The rationale for this approach is that a five-year estimate is not reflective of current and future costs and does not allow for program shifts made as a result of recent provincial funding cuts. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

## **Appendix 2**

Category 2 Summary Information:

Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
Plan Review Not Related to Natural Hazards	Sault Ste. Marie	Stormwater Management Plans, etc.: Agreement to be developed
DWSP Risk Management Official	Sault Ste. Marie	Agreement in development, currently invoice for services
DWSP Education and Outreach	Sault Ste. Marie	Agreement to be developed, currently invoice for services
Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Sault Ste. Marie	Agreement to be developed, to date the service has been paid from municipal levy
Land Acquisition	Sault Ste. Marie Prince Township	Agreements to be developed

### **Appendix 3**

#### Category 3 Summary Information:

For existing Category 3 programs and services, there are no programs or services financed through any Sault Ste. Marie Region Conservation Authority partner municipality.

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

SSMRCA will continue to actively search for alternate funding for beneficial watershed and research projects.

SSMRCA intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.