

City of Belleville
Operating Issues Report - Summary
As of August 1, 2024

Department	Total	Projects complete	Projects with unspent budget	Projects in progress	Total budget	Total spent (cumulative)
CAO	1	-	1	-	50,000	-
Information Technology	2	-	2	-	190,000	-
Human Resources	1	-	-	1	44,000	26,275
Economic Development	2	-	1	1	60,000	4,579
Corporate Services	1	-	-	1	50,000	32,233
Finance	2	1	-	1	286,300	213,189
Engineering & Development Services	18	1	14	3	7,194,000	634,837
Environmental Services	3	-	2	1	690,000	30,886
Transportation & Operations Services	9	1	8	-	558,000	172,107
Emergency Services - Fire	2	2	-	-	155,000	94,880
Community Services	3	-	-	3	733,700	305,135
Total	44	5	28	11	10,011,000	1,514,121

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Budget #	Budget Year	Area	Description	Comment	Tender date (or forecasted tender date)	Expected Start Date	Expected Completion Date	% Spent	Complete (Y/N)	Total Budget (Incl. Amend)	2024 Expenses	Cumulative Expenses	Balance at August 1, 2024
D4-2	2022	CAO	Community & Safety Wellbeing Plan	The project is currently being reviewed internally by staff as there have been challenges to contract a consultant to perform the work.	TBD	TBD	TBD	0%	N	50,000	-	-	(50,000)
D6-1	2023	CS	Parking Study	Analysis of existing parking data is complete and summary of existing conditions. Parking surveys - complete May 2024 Data analysis & needs assessments - May - August 2024 Stakeholder meetings - August - September 2024 Public open house - September 2024 Reporting & presentation of recommendations - Fall 2024	Oct-23	Feb-24	Fall 2024	64%	N	50,000	32,233	32,233	(17,767)
D6-9	2022	CSD	CSD User Rate Study	Draft Report will be presented to the Finance Committee on August 8th, followed by some public engagement and a presentation of the final Report to Council in September.	Mar-23	Jun-23	Sep-24	76%	N	50,000	-	38,065	(11,935)
D6-17	2023	CSD	Museum Feasibility Study	Draft Report has been approved by the Glanmore Advisory Committee. Final Report expected to be presented to Council in August/September.	Jul-23	Oct-23	Sep-24	98%	N	65,000	47,318	63,818	(1,182)
D4-3	2023	CSD	Building Condition Assessments	Consultant has initiated Building Condition Assessments on municipal buildings.	Aug-23	Dec-23	Oct-24	33%	N	618,700	203,252	203,252	(415,448)
D6-6	2024	EDS	Building and Infrastructure Analyst	Hire date as per budget	N/A	Nov-24	Permanent	0%	N	22,800	-	-	(22,800)
D6-4	2024	EDS - Building	Residential Tracking Software	Some of the residential unit tracking has been done under maintenance hours. Further Tracking analyzers are being developed in coordination with planning for future CV enhancements.	Sep-24	Oct-24	Dec-24	0%	N	50,000	-	-	(50,000)
D4-6	2022	EDS - Eng	Transportation Master Plan	Inter-departmental working group has been formed and kick-off meeting has occurred.	Summer 2024	Summer 2024	Summer 2025	0%	N	200,000	-	-	(200,000)
D6-3	2024	EDS - Eng	Additional Senior Project Manger	Hire date as per budget	N/A	Jul-24	Permanent	0%	N	68,700	-	-	(68,700)
D6-3	2022	EDS - Eng	Green House Gas Inventory	Currently working on the development of a strategic plan and staff buy-in for climate change and sustainability, corporate wide. Targeting the completion of a Terms of Reference by Q4.	Q4	Q4	TBD	0%	N	300,000	-	-	(300,000)
D5-11	2019	EDS - Eng	Waste Audit	In progress. Received two preliminary reports on work completed to date.	Fall 2023	Fall 2023	Fall 2024	25%	N	150,000	37,598	37,598	(112,402)
D4-7	2022	EDS - Eng	Water Model Update	Slated to begin later this year.	Summer 2024	Summer 2024	Dec-24	0%	N	20,000	-	-	(20,000)
D5-7	2019	EDS - Planning	By-law Update & Consolidation	Project is complete	N/A	N/A	N/A	91%	Y	65,500	30,637	59,641	(5,859)
D6-9	2021	EDS - Planning	Loyalist Secondary Plan	Project is still ongoing. Work is currently delayed due to a delay in the transportation work for the Corridor Study which is needed for this project. We hope to have a draft released by Fall 2024.	Aug-21	Aug-21	Fall 2024	45%	N	715,900	5,694	324,587	(391,313)
D6-10	2021	EDS - Planning	Bell Blvd. Corridor Study	Project is still ongoing. The project has experienced significant delay due to issues with the transportation study for the project. Staff have been working with the transportation subconsultant and the project lead to resolve these issues and get the project back on track. We hope to have a draft released by Fall 2024.	Aug-21	Aug-21	Fall 2024	57%	N	376,100	3,134	213,011	(163,089)
D4-5	2024	EDS - Planning	Development Charges Study	An initial meeting is slated for summer 2024 to discuss project plan and strategy. Expected end date is contingent on the passing of Bill 185 as there are significant changes proposed in the Development Charges Act that have implications on the study and related by-law. These changes include the repeal of implementing a phasing strategy to charging development charges.	TBD	Jun-24	Spring 2025	0%	N	125,000	-	-	(125,000)

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D6-5	2024	EDS - Planning	Cannifton Development Strategy	Project has not yet commenced. Staff are prioritizing the completion of the Loyalist West Secondary Plan and the Bell Blvd. Corridor Study, and the work being undertaken as part of the residential intensification work.	Fall 2024	Fall 2024	TBD	0%	N	500,000	-	-	(500,000)
D4-6	2024	EDS - Planning	HAF Initiative #2: Surplus Land	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	275,000	-	-	(275,000)
D4-7	2024	EDS - Planning	HAF Initiative #3: Updating Zoning for Future Development	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	100,000	-	-	(100,000)
D4-8	2024	EDS - Planning	HAF Initiative #4: Infrastructure Planning	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	100,000	-	-	(100,000)
D4-9	2024	EDS - Planning	HAF Initiative #5: Accessory Dwelling Units (ADUs)	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	3,200,000	-	-	(3,200,000)
D4-10	2024	EDS - Planning	HAF Initiative #6: Infill Development	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	125,000	-	-	(125,000)
D4-11	2024	EDS - Planning	HAF Initiative #7: Housing Constraints and Supply	Operating issue was contingent on securing HAF funding.	ON HOLD	ON HOLD	ON HOLD	0%	N	800,000	-	-	(800,000)
D6-11	2023	ES	Linear ECA	Purchase order has been issued and work is beginning to progress.	Sep-23	Mar-24	Dec-25	6%	N	540,000	30,886	30,886	(509,114)
D6-1	2023	ES - Water	SCADA & Instrumentation Master Plan	Request for Proposal is currently posted.	May-24	Jun-24	Dec-24	0%	N	100,000	-	-	(100,000)
D6-1	2024	ES - Water	Reservoir Inspections	Request for Quotes is currently being developed.	Jul-24	Sep-24	Dec-24	0%	N	50,000	-	-	(50,000)
D6-8	2024	ESI	Industrial CIP	Delayed due to transition to Manager/ Investment Attraction position vacancy.	Jun-24	Jul-24	Oct-24	0%	N	50,000	-	-	(50,000)
	2024	ESI	Strategic Planning Data Analysis	Project is underway.	May-24	Jun-24	Oct-24	46%	N	10,000	4,579	4,579	(5,421)
D4-3	2022	FIN	PSAB 3280 - Asset Retirement Obligation	Project is complete. Memo of findings has been delivered and calculated ARO has been included in the 2023 audited financial statements for Council's approval. Awaiting invoice from consultant.	N/A	N/A	N/A	73%	Y	50,000	36,716	36,716	(13,284)
D4-1	2023	FIN	Asset Management Plan Update	The second iteration of the Asset Management Plan in accordance with O.Reg. 588/17 was approved by Council June 24th. Within the scope of this project, work has begun on the next phase of the project, which will include identifying and engaging on the City's proposed levels of service, which must be completed by July 2025. Staff are also currently developing the draft 10-year capital work plan that will be presented as part of the 2025 capital budget in November.	Sep-23	Sep-23	Jan-25	75%	N	236,300	129,708	176,472	(59,828)
D4-9	2022	FIR	Fire Master Plan	Project is complete and plan was approved by Council July 8th	N/A	N/A	N/A	76%	Y	125,000	-	94,880	(30,120)
D6-4	2022	FIR	Location & Apparatus Plan	Project is tied to Fire Master Plan. Upon approval of the plan, any recommendations will be brought forward to Council for consideration in operating and capital budgets.	N/A	N/A	N/A	0%	Y	30,000	-	-	(30,000)
D6-9	2024	HR	Casual HR Admin Assistant	Position has been filled.	N/A	Jan-24	TBD	60%	N	44,000	26,275	26,275	(17,725)
D5-1	2024	IT	Rollout of Office 365 Software & O365 Back-up	First batch of Office 365 E and F licenses have been purchased	N/A	Mar-24	TBD	0%	N	70,000	-	-	(70,000)
D6-1	2024	IT	High Availability Back-up	Hardware is currently being evaluated	Summer	Aug-24	TBD	0%	N	120,000	-	-	(120,000)
D6-2	2024	TOS	Transportation Technologist	Hire date as per budget	N/A	Dec-24	Permanent	0%	N	6,500	-	-	(6,500)
D6-7	2024	TOS	Lighting Display Drone Show	Awaiting Committee direction. Start and completion date aligned with event.	N/A	Fall	Winter	0%	N	25,000	-	-	(25,000)
D4-2	2024	TOS - Parks	Parks & Playground Technician	Hire date as per budget	N/A	May-24	Permanent	0%	N	49,300	-	-	(49,300)
D5-2	2024	TOS - Parks	General Operators (2) - Outdoor Operations in Parks (CUPE)	Hire date as per budget	N/A	Oct-24	Permanent	0%	N	109,300	-	-	(109,300)
D5-3	2024	TOS - Roads	General Operators (2) - Outdoor Operations in Roads (CUPE)	Hire date as per budget	N/A	Oct-24	Permanent	0%	N	84,400	-	-	(84,400)
D4-3	2024	TOS - Traffic	Traffic Technician	Hire date as per budget	N/A	Oct-24	Permanent	0%	N	22,300	-	-	(22,300)
D6-6	2022	TOS - Transit	Electric Bus Study	Project is complete. Overage to be funded by Provincial Gas Tax.	N/A	N/A	N/A	88%	Y	195,500	79,424	172,107	(23,393)
D5-4	2024	TOS - Transit	Transit Analyst	Hire date as per budget	N/A	Jul-24	Permanent	0%	N	40,400	-	-	(40,400)
D5-5	2024	TOS - Transit	Fleet Mechanic	Hire date as per budget	N/A	Oct-24	Permanent	0%	N	25,300	-	-	(25,300)