

# City of Belleville

Report No: PP-2025-16

Meeting Date: November 24, 2025



**To:** Mayor and Members of Council  
**Department:** Engineering & Development Services  
**Staff Contact:** Thomas Deming, Manager of Policy Planning

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**Subject: Housing Accelerator Fund Update and 2026 Outlook**

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## **Recommendation:**

That Report No. PP-2025-16 dated November 24, 2025, regarding the Housing Accelerator Fund Update and 2026 Outlook, including project status updates, be received;

And That pursuant to the Manager of Policy Planning Report No, PP-2025-16, the 2025 Operating Budget be amended for item #D4-4 to D4-10 to include the addition of three (3) new contract positions, as outlined in the Report No. PP-2025-16, with sufficient funding available within existing project budgets.

## **Strategic Plan Alignment:**

Residential Development: Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years

Residential Development: Provide for a variety of housing forms to reflect our changing demographics and need for affordability

## **Background:**

### **Report Overview**

This report provides an update on the City's work under the Housing Accelerator Fund (HAF), which supports initiatives to accelerate housing development, expand housing options, and promote inclusive and sustainable communities. Belleville's successful HAF Round 2 application has enabled the City to implement a multi-year action plan to address housing needs and remove development barriers.

This report summarizes progress achieved in 2025, highlighting both complete and ongoing projects. Completed projects include key policy, planning, and infrastructure initiatives that have strengthened the City's ability to deliver diverse housing options and support the development community. Ongoing projects include further efforts to expedite approvals, modernize development approval tools, and prepare City lands for redevelopment, as well as infrastructure and policy updates that support long-term housing growth.

Finally, the report provides an outlook for 2026, detailing planned projects and initiatives under HAF, including new programs, infrastructure planning efforts, and engagement strategies. Proposed new staffing to support these initiatives are also presented, ensuring the City has the capacity to support the development and implementation of HAF initiatives which will allow the City to achieve its housing goals and maintain a high level of service.

### **Housing Accelerator Fund Application**

The 2024 Federal Budget announced a top-up of \$400 million over four years to the Housing Accelerator Fund (HAF) aimed to help fast track new housing units. On July 15, 2024, the Federal Government re-launched the Housing Accelerator Fund Round 2 (HAF2). HAF2 encouraged municipalities to propose an ambitious and innovative action plan to boost housing supply, remove barriers, and support the development of affordable, inclusive, equitable, and climate-resilient communities.

For HAF2, only municipalities that were unsuccessful on their Housing Accelerator Fund Round 1 (HAF1) application, including Belleville, were eligible to apply. For HAF2, the minimum requirements for "Large/Urban" stream applicants to be eligible for funding included the following:

- Minimum annual growth rate of 1.1%;
- Minimum annual growth rate percentage change of 10%;
- Commit to implementing four units as-of-right;
- Submit an action plan with a minimum of seven initiatives;
- Complete or update a Housing Needs Assessment report; and
- Submit periodic reports to the Canada Mortgage and Housing Corporation.

On December 16, 2024, the City of Belleville received notice of a successful application to HAF2 and executed the agreement with the Canada Mortgage and Housing Corporation (CMHC).

### **Overview of 2025 Progress**

In 2025, the City of Belleville completed several Housing Accelerator Fund (HAF) initiatives aimed at modernizing planning and permitting processes, supporting missing middle and higher-density housing, and improving development transparency.

HAF Projects Completed to Date (Operating Budget # - if applicable):

- Housing Needs Assessment

- New Ontario Building Code Training (D4-4)
- City-Owned Land Inventory (D4-5)
- Residential Intensification Project
- 5 or More Units As-of-Right Exploration (Missing Middle Review)
- Key Corridors and Gateways 4-Storey As-of-Right Permissions Exploration (D4-6)
- Publicly Accessible Development Tracker (D4-9)
- E-Permitting Implementation (D4-9)
- Installation of Wastewater Monitoring Systems (D4-10)

HAF Projects Currently Underway (Operating Budget # - if applicable):

- Near Permit-Ready Detached Accessory Dwelling Unit Building Plan (D4-4)
- Redevelop City-Owned Land for Affordable Housing (D4-5)
- Update and Fund the City's Existing Community Improvement Plan (D4-7)
- Floodplain Management Plan (D4-8)
- Official Plan Update (D4-8)
- Expand Delegation of Authority Permissions (D4-9)
- Infrastructure Phasing Strategy (D4-10)
- Interdepartmental Infrastructure Data Sharing (D4-10)

Collectively, these completed and ongoing initiatives strengthen Belleville's ability to deliver diverse, affordable, and sustainable housing while enabling effective planning and infrastructure investment. A full summary of completed projects is provided in Attachment #1, and ongoing projects are summarized in Attachment #2 to this report.

## **2026 Outlook**

### **New Projects and Initiatives**

In 2026, the City will be advancing a range of new initiatives that support and align with the Housing Accelerator Fund to expand housing options, support the development community, and promote sustainable growth. While these projects will commence in 2026, a number of the projects are exceptionally complex and will be completed beyond 2026. These projects are outlined below:

#### **Alternative Housing Demonstration Project (D4-4)**

To support HAF2 Initiative 1: Encourage Alternative Housing Solutions for Sustainable Living, under Milestone 3: Complete an alternative housing demonstration project; City Staff are planning on hosting a housing event to showcase and promote alternative housing forms such as modular and compact designs. The event will engage local builders, who have traditionally focused on low density detached homes, to encourage innovation in construction and design. This initiative aims to highlight practical solutions that diversify housing options and support more sustainable, attainable development in the community.

#### **Environmental Record of Site Condition of Old Fairgrounds (D4-5)**

This project will support HAF2 Initiative 2: Develop City-Owned Lands for Housing, under Milestone 2: Accelerate development and remediation process of city-owned lands.

The City will complete an Environmental Record of Site Condition (RSC) for the former Fairgrounds property to support its potential redevelopment for housing and determine the highest and best use of the site. This process includes a series of technical environmental testing, review and documentation in accordance with provincial regulations to ensure the property is suitable for residential use. Completing the RSC and assessing the site's optimal use are key steps in preparing the property for future development opportunities that can contribute to Belleville's housing supply. In order to determine the highest and best use of the site, additional background studies may be required including a Parks Analysis Study and a Transportation Impact Study.

#### Disposition of Existing YMCA (D4-5)

This project will support HAF2 Initiative 2: Develop City-Owned Lands for Housing, under Milestone 3: Redevelop city-owned site(s) through affordable housing disposition strategy.

The City of Belleville is currently in the process of completing the land disposition and donation of City-owned property to the YMCA to support construction of a new community facility. At the same time, the City is advancing plans for the disposition and redevelopment of the existing YMCA property to further support housing objectives under HAF2 Initiative 2. This site represents a significant opportunity to provide additional housing units, contributing to Belleville's overall housing supply and aligning with the goals of the Housing Accelerator Fund. The City will determine the highest and best use of the site. To accomplish this, a number of studies will be required including a Transportation Impact Study and Servicing Study.

#### Cannifton/Corbyville Planning Area Strategy (D6-5)

This project will support HAF2 Initiative 6: Expand Residential Development Opportunities through Policy Updates, under Milestone 3: Conduct and implement recommendations of a Commercial Land Needs Review for the conversion of commercial lands to residential use.

The purpose of the Cannifton/Corbyville Planning Area Strategy is to manage anticipated growth north of Highway 401 and identify opportunities to repurpose underutilized lands. The study will fulfill the Housing Accelerator Fund requirement for a commercial land needs review. There will be a commercial land inventory and needs assessment, which will evaluate opportunities to convert surplus commercial lands to residential or mixed-use development where appropriate.

The commercial lands need review is a component of the overall Cannifton/Corbyville Planning Area Strategy. The strategy will provide Council with a coordinated plan to guide future land use, servicing investments, and balanced residential and employment growth in City's northern urban serviced area.

#### Development Concierge Service (D4-9)

This project will support HAF2 Initiative 7: Streamline and Enhance the Development Approval Process for Missing Middle and Affordable Housing, under Milestone 4: Introduce a concierge service to assist infill and affordable housing approvals.

In collaboration with the Economic Development Department, this project will aim to establish a concierge service/investment attraction tool to serve as a dedicated point of contact for residents, developers, and investors pursuing infill, affordable housing, and strategic growth projects. The service will streamline communication, improve coordination across departments, and facilitate approvals for priority developments. By providing personalized guidance throughout the application and investment process, this initiative aims to reduce barriers, accelerate project timelines, and encourage investment in diverse housing options and key growth opportunities across the city.

Additionally, the Engineering and Development Services Department will undertake an update to its City webpages to improve the organization, usability, and overall user experience, ensuring residents, developers, and investors can more easily access information and navigate the development process.

### Investigating AI-Powered Solutions for Development Inquiries

As part of the improvement of Development Concierge Services, the City will investigate AI-powered solutions for development inquiries. The project will investigate the availability of AI-powered platforms that can evaluate proposed development inquiries against zoning by-law requirements, generate compliance reports for applicants, and provide feedback on design submissions. The evaluation will examine potential benefits for the City and developers including higher-quality submissions, financial savings from fewer design revisions, and enhanced transparency in the development review process.

### Indigenous Consultation Plan

The City of Belleville undertook Indigenous Aware Training in 2023 with all City Staff. The training was led by Cambium Indigenous Professional Services (CIPS). This was followed by a report with recommendations submitted to the City in 2024. As stated in the CIPS report, this training came from the City understanding that ‘being inclusive and appropriately serving their public is the need to embark on building relationships with the surrounding Indigenous Communities and ensure their staff have a better understanding of those Communities and their needs’ and that the City ‘wants to be able to work with Indigenous Peoples to build trust and foster meaningful relationships, which will complement the work and enhance the services in which the City carries out.’

This project aims to develop relationships with Indigenous Communities/Peoples. The CIPS report states that these relationships have ‘not really been defined nor has there been real effort or resources dedicated to understand the potential of a relationship or to pursue and solidify a “respectful, reciprocal relationship’ This project will address Duty to Consult requirements but also will move beyond Duty to Consult and focus on “Partnering for Success” with Indigenous Communities/Peoples.

### Integrated Residential Intensification Strategy – Dundas Street and City Centre

An Integrated Residential Intensification Strategy for Dundas Street and the City Centre will evaluate residential and mixed-use potential in this area along with enhancing employment opportunities and cultural and recreational amenities.

### Enhanced Parkland Policy and Guidelines

This project will update the City's approach to meeting parkland requirements and supporting residential intensification by ensuring new growth areas provide adequate public amenity space. Building on the Parks and Recreation Master Plan (PRMP), the project will translate its long-range recommendations into clear direction for parkland dedication, acquisition, and cash-in-lieu decisions during development approvals.

The work will refine how the City applies its park hierarchy, with an emphasis on securing community-level parks and larger sites capable of accommodating major facilities identified in the PRMP. It will provide a strategy for achieving the City's service standard of 4.0 hectares of parkland per 1,000 residents and clarify that this target will be achieved through a combination of land conveyance and strategic acquisition.

The project will also identify appropriate locations for future parkland, assess neighbourhood park and trail needs in developing areas, and guide decisions on dedication versus cash-in-lieu. The updated policy will be coordinated with the City's 10-year capital plan and growth-related funding strategies. This will include confirming how developer contributions, cash-in-lieu, and other growth-related funding tools should be used to recover eligible costs for parkland acquisition and development.

A clear public-facing policy will be created to outline parkland expectations for developers and ensure alignment with the Official Plan and the PRMP. These updates will help ensure that higher-density communities have access to well-designed parks and amenities, supporting livability as residential intensification continues across the City.

### Water, Wastewater, and Stormwater Modelling Software

To allow for quicker development approvals based upon understanding of capacity of infrastructure to support development, the City will need to invest in advanced water, wastewater, and stormwater modelling software to strengthen infrastructure planning and asset management capabilities. The modelling software will allow Staff to maintain and update the City's new infrastructure models, which identify existing system capacity, areas requiring upgrades, and infrastructure at risk.

The modelling software will support data-driven decision-making by enabling the City to evaluate future development proposals, assess capital project impacts, and refine long-term infrastructure priorities. By integrating this information into the City's asset management framework, Staff can better plan for sustainable growth and ensure the efficient use of resources.

This investment represents a strategic modernization of the City's infrastructure management tools, helping to improve operational efficiency, forecasting accuracy, and coordination across

departments. The software licenses will be funded through the Housing Accelerator Fund and reviewed in future budgets to ensure continued alignment with the City's long-term needs.

## **New Staffing**

To ensure the timely advancement of HAF initiatives, three temporary staff positions are proposed. CMHC has confirmed that the use of HAF funding for hiring staff, to support HAF initiatives, is an eligible expense. These positions will provide critical short-term capacity across departments to deliver on approved projects, manage new initiatives, and meet federal reporting and performance requirements within the program's timelines. A business case has been prepared for each proposed position, outlining the demonstrated need, key benefits, and strategic alignment with the City's HAF commitments and broader housing objectives.

### **Principal Planner**

To support delivery of the City's Housing Accelerator Fund (HAF) initiatives and related planning projects, the addition of a temporary Principal Planner (two-year contract) is recommended within the Engineering and Development Services Department (Policy Planning Section). This position would provide critical support to advance complex policy, land use, and housing initiatives, such as the Official Plan Update, Community Improvement Plan, and Cannifton/Corbyville Planning Area Strategy. The Principal Planner would assist with research, policy development, and data analysis, helping maintain project momentum and meet the federal timelines. The job description for this position is included as Attachment #3.

#### **Key Benefits:**

##### **1. Accelerated Delivery of Housing and Policy Priorities**

The addition of a Principal Planner will provide additional staff resources needed to deliver time sensitive HAF commitments. This role will focus on preparing, coordinating, and implementing policy changes that enable housing growth, including zoning updates, density analysis, and incentive programs. The position ensures that federally funded housing initiatives stay on track and that the City remains eligible for future funding rounds.

##### **2. Strengthened Capacity for Major Planning Projects**

Core planning initiatives such as the Official Plan Update and Cannifton/Corbyville Planning Area Strategy require extensive project management, technical expertise, and public consultation. With existing staff already engaged in multiple ongoing projects, the new contract Principal Planner would allow the City to maintain project timelines and quality standards of current projects while avoiding delays or resource strain.

##### **3. Improved Interdepartmental Coordination and Collaboration**

HAF projects overlap multiple City departments, including Engineering, Building, Approvals, Economic Development, and GIS. An additional Principal Planner will streamline workflows, improve communication, and support integrated planning outcomes.

#### 4. Sustained Progress without Overextension of Existing Staff

Current Planning Staff are managing multiple concurrent projects, including the West Belleville Secondary Plan, the Corporate Climate Action Plan, and Community Improvement Plan update/implementation. The addition of a Principal Planner provides the ability to ensure productivity and maintain current service delivery levels.

##### Purchasing Clerk

A temporary Purchasing Administrative Assistant (two-year contract) position within the Finance Department (Purchasing Section) is proposed to support the increased procurement workload generated by the Housing Accelerator Fund (HAF) initiatives. The accelerated pace of housing and infrastructure projects has created greater demand for timely purchasing coordination, documentation, and compliance. This position will provide essential administrative support to the Purchasing Supervisor, assisting with the preparation and posting of bid documents, tracking submissions, maintaining vendor communications, and managing related records in accordance with the City's Procurement Policy and legislative requirements. The role will help ensure efficient and transparent procurement processes, enabling the City to meet program timelines and maintain accountability in the delivery of housing and infrastructure projects. The job description for this position is included as Attachment #4.

##### Key Benefits:

#### 1. Strengthened Capacity to Manage Procurement Demands

The accelerated timelines associated with HAF2 projects have significantly increased the number of tenders, quotations, and purchase orders issued by the City. A Purchasing Administrative Assistant will provide dedicated support to manage documentation, correspondence, and workflow, ensuring procurement processes are completed promptly and accurately in compliance with municipal and legislative requirements.

#### 2. Improved Efficiency and Compliance in Purchasing Operations

The role will assist with preparing and posting bid documents, issuing addenda, coordinating vendor inquiries, and compiling required reports. This additional administrative capacity will help streamline processes, prevent errors in documentation, and uphold compliance with the City's Procurement Policy, the Municipal Act, 2001, and applicable trade agreements.

#### 3. Enhanced Support for Housing and Infrastructure Projects

HAF2 and related initiatives require the timely acquisition of consulting, engineering, and construction services. By providing administrative support to the Purchasing Supervisor and ensuring bids and contracts are processed efficiently, the Purchasing Administrative Assistant will help maintain momentum on priority housing and infrastructure projects tied to federal funding commitments.

#### 4. Optimized Use of Existing Resources

The Finance Department's current Purchasing Staff are focused on managing high-value and complex procurement activities. An additional Purchasing Administrative Assistant role will relieve pressure on other staff and ensure that both routine and complex tasks are handled efficiently.

##### Real Estate Property Assistant

A temporary Real Estate Property Assistant (two-year contract) position within the People and Corporate Services Department (Real Estate and Property) is proposed to support the growing volume and complexity of work driven by the Housing Accelerator Fund (HAF). The program's focus on increasing housing supply has introduced additional demands related to the review and optimization of the City's real property portfolio, including the acquisition, disposition, and redevelopment of municipally owned lands. These activities require specialized expertise in due diligence, appraisals, surveys, negotiations, and legal documentation in accordance with the City's Acquisition and Disposition Policy and By-law 2022-133, and the Ontario Municipal Act, 2001. The proposed position would provide essential support to ensure the City can efficiently manage property-related processes, meet the federal program requirements, and advance housing and land development objectives under HAF.

For example, the City is advancing the disposition and redevelopment of the existing YMCA property and the former Queen Mary School site. These projects illustrate the type of complex property transactions that the Real Estate Property Assistant would assist with.

The job description for this position is included as Attachment #5.

##### Key Benefits:

###### 1. Enhanced Capacity to Deliver Housing-Related Land Transactions

The HAF initiatives have accelerated the need to identify, evaluate, and prepare City-owned lands for housing development. A Real Estate Property Assistant will support due diligence activities such as appraisals, surveys, title searches, and coordination with external consultants, ensuring timely and compliant completion of property transactions. This additional capacity allows the City to move more efficiently from property identification to project implementation.

###### 2. Improved Coordination and Compliance with Legislative Requirements

Real estate transactions are governed by the City's Acquisition and Disposition Policy, By-law 2022-133, and the Ontario Municipal Act, 2001. The Real Estate Property Assistant will help ensure these procedures are followed consistently, supporting the Manager of Realty and Property Services in maintaining transparency, accuracy, and accountability in all property-related dealings. This role will also help ensure that all documentation meets legal and financial standards.

### 3. Streamlined Property Management and Record Keeping

The volume of property-related activity has increased significantly with the expansion of housing initiatives. The Real Estate Property Assistant will maintain and update property records, manage correspondence, and track key milestones throughout acquisition and disposition processes. Improved organization and tracking will enhance workflow efficiency, audit readiness, and corporate reporting.

### 4. Increased Efficiency in Responding to External Inquiries and Market Opportunities

With housing and development-related inquiries rising from developers, agencies, and community partners, the Real Estate Property Assistant will help manage correspondence, research property data, and prepare background materials to support negotiations and Council reporting. This ensures the City can respond promptly to opportunities that align with its housing and land development goals.

## **Financial/Analysis:**

CMHC has offered the City a contribution agreement under the Housing Accelerator Fund totaling \$10,532,411, payable in four annual installments. Payment of the fourth installment is conditional upon the City meeting the Housing Supply Growth Target and Additional Targets. If these conditions are not met, CMHC may, at its sole discretion, withhold or reduce the funding.

### New Positions

As discussed above, to ensure the timely advancement of HAF initiatives, three temporary staff positions are proposed. The proposed positions would be funded entirely through HAF funding. CMHC has confirmed that the use of HAF funding for staffing, including the hiring of positions to support HAF initiatives, is an eligible expense. The proposed positions would support the completion of Budget Items D4 through D-10 which have a total approved budget of \$6,180,000.00. To date, \$1,358,269.96 has been spent and/or committed.

The new positions would require the following funding for the two-year period:

1. Principal Planner: \$219,200.00
2. Purchasing Administrative Assistant: \$173,600.00
3. Real Estate Property Assistant: \$214,400.00

The approved HAF program funding is until December 18, 2028, and the three (3) positions would amount to a total of \$607,200.00 over the approved two-year contract period. It is anticipated that the start date for these positions would be in the spring of 2026.

### Amendments to 2025 Operating Budget

Under HAF, the approved funding structure allocates resources toward implementing the City's Housing Action Plan initiatives, with remaining funds to be designated for other eligible uses at a later date. Following the first year of funding and the completion of several initiatives, Staff have undertaken a review of the current allocations to assess remaining funds, including

savings from projects completed under budget. As part of this review, Staff are recommending adjustments to better support the City’s housing objectives, including the use of HAF funds for the new positions to advance the implementation of housing initiatives and delivery of additional projects.

In reference to the table below, no budget was allocated for Initiative 3, as it was completed entirely by City Staff.

HAF Initiatives (Operating Budget Issue #)	Approved Budget	Revised Allocation	Difference
Initiative 1 (D4-4)	\$295,000.00	\$95,000.00	- \$200,000.00
Initiative 2 (D4-5)	\$275,000.00	\$675,000.00	\$400,000.00
Initiative 3	N/A	N/A	N/A
Initiative 4 (D4-6)	\$10,000.00	\$30,528.00	+ \$20,528.00
Initiative 5 (D4-7)	\$3,900,000.00	\$3,097,272.00	- \$802,728.00
Initiative 6 (D4-8)	\$400,000.00	\$300,000.00	- \$100,000.00
Initiative 7 (D4-9)	\$300,000.00	\$250,000.00	- \$50,000.00
Initiative 8 (D4-10)	\$1,000,000.00	\$1,732,200.00	+ \$732,200.00
<b>Total</b>	<b>\$6,180,000.00</b>	<b>\$6,180,000.00</b>	<b>\$0.00</b>

The proposed adjustments will not result in a net increase to the current budget allocation and does not require any other funding source. Therefore, the recommendation provided with this report recommends that the 2025 Operating Budget be amended as outlined in the table above.

**Conclusion:**

Through the Federal Government’s Housing Accelerator Fund (HAF), the City is required to undertake numerous projects to remove barriers to residential development. This funding is based upon the City completing these projects and meeting housing targets. To date, the City has successfully completed several key initiatives, with many more underway and planned for 2026. To maintain this progress and ensure timely delivery, effective implementation, and continued compliance with program requirements, additional staffing and resources are necessary to support the City’s growing workload and sustain momentum toward achieving its housing and growth objectives.

**Attachments:**

- [Attachment #1 - Completed HAF2 Projects](#)
- [Attachment #2 - Ongoing HAF2 Projects](#)
- [Attachment #3 - Principal Planner Job Description](#)
- [Attachment #4 - Purchasing Administrative Assistant Job Description](#)
- [Attachment #5 - Real Estate Property Assistant Job Description](#)

**Reviewed by:**  
Stephen Ashton, Director, Engineering & Development

**Status:**  
Approved - 06 Nov 2025

Services

Marie Doherty, Director, People and Corporate Services      Approved - 13 Nov 2025

Brandon Ferguson, Director of Finance/Treasurer      Approved - 13 Nov 2025

Doug Irwin, City Clerk      Approved - 13 Nov 2025

Matt MacDonald, Chief Administrative Officer      Approved - 19 Nov 2025

## Attachment #1 – Completed HAF2 Projects

Project Name

(Operating Budget #- if applicable)

### 1. Housing Needs Assessment

The Housing Needs Assessment (HNA) fulfills a federal requirement under the Housing Accelerator Fund Round 2 (HAF2) and the renewed Canada Community-Building Fund (CCBF). For HAF2, as part of the minimum eligibility criteria for the “Large/Urban” stream, municipalities are required to complete and publish a Housing Needs Assessment. Similarly, under the CCBF, municipalities with a population of 30,000 or greater must complete an HNA by June 30, 2025, to remain eligible for future federal infrastructure funding. The City is responsible for updating this assessment every five years.

The purpose of the Housing Needs Assessment is to evaluate current and projected housing needs within the City and to provide evidence-based recommendations to guide future planning and policy decisions. The study examined macroeconomic conditions, demographic trends, and local and regional real estate dynamics influencing the City’s housing market.

Beyond meeting federal program requirements, the HNA establishes a foundational understanding of housing demand and supply conditions in Belleville. Its findings will inform the City’s housing policies, program development, and long-term strategies to improve housing affordability, diversity, and availability across all segments of the community.

Refer to Staff Report PP-2025-06 for more information.

### 2. New Ontario Building Code Training (D4-4)

The training supported HAF2 Initiative 1: Encourage Alternative Housing Solutions for Sustainable Living, under Milestone 2: Implement New Ontario Building Code (OBC) Training to Enhance Proficiency and Processes in the Building Permit Review Process.

Building Services staff completed updated OBC training to align with the most recent provincial standards. The training improved staff proficiency in interpreting and applying new code requirements, leading to greater consistency, efficiency, and accuracy in the permit review process.

By strengthening staff expertise, the City is better equipped to support innovative and sustainable housing solutions while maintaining a high standard of safety and regulatory compliance.

### **3. City-Owned Land Inventory (D4-5)**

This project supported HAF2 Initiative 2: Develop City-Owned Lands for Housing by completing Milestone 2, the inventory and assessment of city-owned lands to identify opportunities for infill and intensification. In February 2025, the City of Belleville initiated a review of 327 municipal properties to determine development viability and identify potential surplus lands suitable for housing, including vacant lots, community facilities, and underutilized open spaces with serviceable land and minimal constraints. Staff assessed each parcel using GIS aerial imagery, Google Street View, existing City plans, and site visits, incorporating Official Plan, Zoning By-law, and Parkland Recreation Master Plan guidance.

The inventory and assessment process provides Council and staff with clear, actionable information to guide the potential development of municipal lands for housing. The review was completed in October 2025, with identified properties now positioned for further planning, surplus consideration, and potential redevelopment to create rental and affordable housing.

Refer to Staff Report PP-2025-15 for more information.

### **4. Residential Intensification Project**

The Residential Intensification Project encompassed two coordinated planning initiatives that support HAF2 Initiative 3: As of Right Permissions for Urban Housing Options, under the milestone to implement four units as of right, and HAF2 Initiative 4: Enhance Zoning Provisions to Enable a Diverse Housing Supply, under the milestone to enable additional development opportunities. In early 2025, Council approved zoning and Official Plan amendments to rezone 1,230 properties along key corridors from Residential Type 1 (R1) to Residential Type 2 (R2) and introduce new provisions permitting up to four (4) units as-of-right in urban residential zones.

The amendments aimed to enable gentle density, diversify housing forms, and simplify approval processes. Together, these changes expanded permissions for multi-unit dwellings and accessory dwelling units, creating multiple pathways to achieve up to four units per lot. These policy changes remove barriers to small-scale intensification, encourage more efficient use of existing serviced land, and increase access to attainable housing options across the city.

Both amendments were approved and are now in effect. Next steps include monitoring uptake through building permit activity and considering additional zoning and policy updates to further promote housing diversity and affordability.

Refer to Staff Reports SGS-2025-02, SGS-2025-03, and SGS-2025-04 for more information.

## **5. 5 or More Units As-Of-Right Exploration (Missing Middle Review)**

This project supported HAF2 Initiative 3: As of Right Permissions for Urban Housing Options, under Milestone 3, by exploring opportunities to expand as-of-right permissions for five or more units on municipally serviced urban residential parcels and other missing middle housing opportunities. Over the past several years, the City of Belleville has proactively updated policies to streamline development and reduce barriers, creating an Official Plan and Zoning By-law that accommodate higher density and a variety of housing forms. Previous changes allowed townhouses and four-unit dwellings as-of-right in all common urban residential zones, and zoning along arterial and collector roads was aligned to enable development of low-rise multi-unit buildings, including five or more units, in strategic locations with surplus lot area.

The review considered existing zoning provisions, such as lot frontage, lot area, yard setbacks, and parking requirements, which have been progressively relaxed to encourage missing middle development while maintaining the character of low-rise neighbourhoods. The analysis acknowledged that adoption of new planning policies takes time, as development markets and builders adjust to regulatory changes, similar to the uptake observed with accessory dwelling units after their initial implementation.

Through these efforts, the City has expanded opportunities for townhouses, four-unit dwellings, and low-rise multi-unit developments, providing a strong foundation for future HAF projects. Ongoing initiatives will continue to promote missing middle housing, including funding and updates to the Community Improvement Plan and further updates to the Official Plan to incentivize and support development industry participation.

Refer to Staff Report PP-2025-13 for more information.

## **6. Key Corridors and Gateways 4-Storey As-Of-Right Permissions Exploration (D4-6)**

This project supported HAF2 Initiative 4: Enhance Zoning Provisions to Enable Diverse Housing Supply, under Milestone 2, by exploring as-of-right permissions for a minimum of four storeys along key corridors and gateways near Loyalist College. The work involved a two-part analysis beginning with land use scenario modelling for the West Belleville (Loyalist) Secondary Plan (WBSP) area. This modelling assessed specific lands for four-storey development and evaluated several land use configurations. The primary objective was to model different development scenarios to determine potential residential unit counts and distribution, identifying any surplus or deficit of units relative to growth targets. The results provided evidence to inform policy refinement, guide future planning decisions, and support upcoming public consultation.

The second part of the project developed a recommended draft policy framework to implement four-storey as-of-right permissions and associated development standards, prepared for direct inclusion in the WBSP. This framework ensures that development along key corridors and gateways accommodates higher densities and missing middle housing while maintaining alignment with broader planning objectives and urban design principles.

## **7. Publicly Accessible Development Tracker (D4-9)**

This project supported HAF2 Initiative 7: Streamline and Enhance the Development Approval Process for Missing Middle and Affordable Housing by creating a publicly accessible residential development tracker. The City developed new tracking fields in its e-permitting system to capture key milestones for all permits, automating data entry and updating historical permits to ensure accuracy. A custom GIS application was built to provide users with interactive access to subdivision status, housing construction progress, development applications, and residential land supply, integrating directly with municipal data systems and functioning across devices. Staff input ensured a clear and user-friendly interface aligned with public needs and HAF requirements. The tracker enhances transparency, streamlines access to up-to-date development information, and supports evidence-based planning, allowing residents, developers, and decision-makers to monitor growth and housing progress effectively. The system is now live on the City's GIS Hub and will be maintained with routine updates and future enhancements.

Refer to Staff Report DEDS-2025-04 for more information.

## **8. E-Permitting Implementation (D4-9)**

This project supports HAF2 Initiative 7: Streamline and Enhance the Development Approval Process for Missing Middle and Affordable Housing through the implementation of a new electronic permitting system to modernize and digitize development approvals.

The e-permitting system replaced manual processes with an integrated digital platform that has streamlined workflows and improved overall efficiency. Its primary objective was to simplify and accelerate the development approval process while enhancing accuracy, transparency, and user experience for both staff and applicants. The system was built around tailored business workflows developed with staff input, ensuring a familiar and intuitive interface that increased user adoption and reduced training needs. These improvements have enhanced staff productivity, reduced data entry errors, and ensured decisions are based on accurate and current information. The project has been completed, with next steps focused on monitoring system performance, gathering user feedback, and exploring opportunities to further enhance functionality and integration across departments.

## **9. Installation of Wastewater Monitoring Systems (D4-10)**

As part of HAF2 Initiative 8: Identify Municipal Infrastructure Needs to Enable Additional Development Potential, under Milestone 1, the City installed wastewater flow monitors at five strategic locations across the wastewater collection system, along with a rain gauge at the wastewater plant.

These monitors collect detailed operational data that will improve understanding of system capacity and performance. The data will be used to update the City's wastewater model and inform the forthcoming Infrastructure Phasing Strategy, supporting more strategic planning for infrastructure investment and future growth.

## Attachment #2 – Ongoing HAF2 Projects

Project Name

(Operating Budget # - if applicable)

### **1. Near Permit-Ready Detached Accessory Dwelling Unit Building Plan (D4-4)**

This project supports HAF2 Initiative 1: Encourage Alternative Housing Solutions for Sustainable Living, under Milestone 1: Develop Pre-Approved Building Plan Designs for Detached Accessory Dwelling Units (ADUs).

The City of Belleville is preparing to launch this initiative to promote detached ADUs as a way to expand housing choice, support gentle density, and make it easier for homeowners to build secondary homes on their properties. Many residents are interested in ADUs but face challenges navigating design, permitting, and zoning requirements. To simplify this process, the City is creating a collection of near permit-ready ADU designs developed by local professionals.

Local designers and builders have been invited to contribute near permit-ready detached ADU designs of up to 100 square metres. The program provides visibility and new client opportunities for participating professionals while offering homeowners affordable, predictable design options. Each design must comply with the Ontario Building Code and the City's Zoning By-law, ensuring a streamlined path to approval and construction.

Supporting resources such as a Zoning Guide for Detached ADUs and a detailed FAQ based on community feedback have been developed to assist both participants and residents. The City will maintain and promote this design library as an ongoing public resource, making detached ADUs more accessible, affordable, and achievable while showcasing local design and construction talent.

Visit the City's Get Involved Belleville page for the latest updates and additional project information: <https://getinvolved.belleville.ca/near-permit-ready-adu-designs>

### **2. Redevelop City-Owned Land for Affordable Housing - Queen Mary School (D4-5)**

This project supports HAF2 Initiative 2: Develop City-Owned Lands for Housing to Create Rental and Affordable Housing Units, under Milestone 3: Redevelop City-Owned Site(s) through an Affordable Housing Disposition Strategy.

The City of Belleville is advancing the redevelopment of the former Queen Mary School site into a rental housing project that delivers new housing units while preserving a portion of the land as public park space. The initiative addresses local housing needs and reflects Council's goal of balancing new development with the protection of community green space.

The 4.23-acre site will be transformed through the adaptive reuse or redevelopment of the existing school building, with long-term affordability secured through agreements with the selected developer. A formal Request for Proposals process is underway to evaluate qualified proponents based on housing delivery, affordability commitments, and redevelopment approach.

Following review of the proposals, Council will determine the preferred proponent and next steps for site planning, approvals, and construction.

Visit the City's Get Involved Belleville page for the latest updates and additional project information on the Queen Mary Affordable Housing Project:  
<https://getinvolved.belleville.ca/queen-mary-affordable-housing-project>

### **3. Update and Fund the City's Existing Community Improvement Plan (D4-7)**

This project supports HAF2 Initiative 5: Refresh the City's Community Improvement Plan with Additional Affordable Housing and Missing Middle Programs.

The City of Belleville is updating its Community Improvement Plan to encourage new investment, enhance livability, and promote a diverse range of housing options. New housing incentives will target affordable and missing middle developments, supported in part through funding from the federal Housing Accelerator Fund.

Once completed, the updated CIP will serve as a flexible and forward-looking tool to stimulate private investment, enable affordable housing, and strengthen Belleville's urban growth strategy.

Visit the City's Get Involved Belleville page for the latest updates and additional project information: <https://getinvolved.belleville.ca/housing-downtown-revitalization-and-brownfield-redevelopment-community-improvement-plan>

### **4. Floodplain Management Plan (D4-8)**

Under HAF2 Initiative 6: Expand Residential Development Opportunities Through Policy Updates, and Milestone 1: Develop a Floodplain Management Plan in Collaboration with Quinte Conservation, the City of Belleville is supporting Quinte Conservation in updating the Potters Creek Floodplain Mapping. The project is funded through the provincial Flood Hazard Identification and Mapping Program (FHIMP) and will modernize mapping originally completed in 1993.

The Potters Creek watershed spans approximately 30 square kilometres and includes a 31 kilometre watercourse. Updated mapping will improve understanding of local flood risks, supporting better decision-making for development planning, infrastructure

investment, flood protection, and insurance.

The study will produce updated flood hazard maps using modern hydrologic and hydraulic modeling techniques, assess flood events across multiple storm frequencies, and explore potential flood reduction measures in both developed and growth areas. It will also ensure that all work aligns with provincial flood mapping standards outlined in the Flood Hazard Identification and Mapping Program (FHIMP) guide.

This initiative will enhance the City's ability to plan responsibly for growth while ensuring public safety and climate resilience.

Visit the City's Get Involved Belleville page for the latest updates and additional project information: <https://getinvolved.belleville.ca/potter-s-creek-floodplain-mapping>

## **5. Official Plan Update (D4-8)**

This project supports HAF2 Initiative 6: Expand Residential Development Opportunities Through Policy Updates, under Milestone 2: Update Official Plan Policies to Align with New Development Trends and Provincial Policies.

The City of Belleville retained NPG Planning Solutions to conduct a comprehensive review of the Official Plan, aiming to align local policies with recent provincial legislative changes and emerging housing needs. The review focuses on updating residential and intensification policies to support a wide range of building typologies, including missing middle housing, and enabling future intensification projects.

Key objectives include ensuring consistency with provincial legislation and the Provincial Planning Statement, updating mixed-use and residential policies, and incorporating policies that facilitate infill and higher-density development. Public engagement opportunities are being provided to gather community input and ensure transparency throughout the process.

The updated Official Plan will provide clear guidance for land use, development, and infrastructure planning, supporting housing diversity, economic growth, and the City's broader goals for sustainable, inclusive, and climate-resilient communities.

Visit the City's Get Involved Belleville page for the latest updates and additional project information: <https://getinvolved.belleville.ca/official-plan-review>

## **6. Expand Delegation of Authority Permissions (D4-9)**

This task supports HAF2 Initiative 7: Streamline and Enhance the Development Approval Process for Missing Middle and Affordable Housing, under Milestone 2:

Expand Delegation of Authority Permissions to Staff for Minor Rezoning and Minor Variances.

Council previously approved an amendment to the City of Belleville Official Plan to enable delegation of authority for minor rezonings and variances, including removing holding symbols, authorizing temporary uses, clerical housekeeping amendments, minor site-specific zoning adjustments, and matters related to surplus dwellings or environmental overlays. While delegated, all matters remain subject to statutory requirements, including public notice and appeal periods.

A draft Delegation of Authority By-law consolidates existing delegated powers within the Engineering and Development Services Department and introduces new or expanded delegable matters, such as minor variances, consents, minor rezonings, site plan control, plan of subdivision or condominium review, development agreements, and minor heritage property alterations.

This initiative will help streamline development approvals, reduces processing delays, and enhances staff efficiency, while maintaining transparency through defined delegation parameters and annual reporting on delegated decisions.

## **7. Infrastructure Phasing Strategy (D4-10)**

This ongoing project supports HAF2 Initiative 8: Identify Municipal Infrastructure Needs to Enable Additional Development Potential, under Milestone 2: Unlock Development Potential Through Strategic Infrastructure Prioritization for Infill and Higher-Density Growth Opportunities.

Its purpose is to identify and prioritize key capital infrastructure projects that will support future housing growth and development across the City. The updated strategy will focus on aligning infrastructure investments with areas best suited for infill and higher-density opportunities, ensuring the City's growth is both sustainable and strategically managed.

Once complete, the Strategy will help coordinate infrastructure projects with the Development Charges Background Study, emphasizing shared priorities that benefit multiple growth areas. It will also serve as a guiding tool for informing future updates to the City's 10-year capital plan, supporting ongoing efforts to enable and accelerate housing development in Belleville.

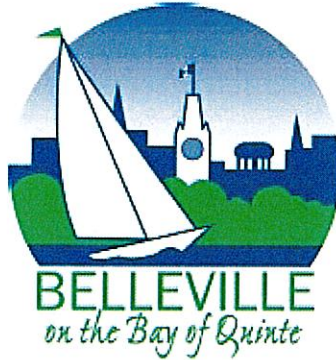
A project page will be developed for the City's Get Involved Belleville website to provide latest updates and additional project information.

## **8. Interdepartmental Infrastructure Data Sharing (DH-10)**

This project supported HAF2 Initiative 8: Identify Municipal Infrastructure Needs to Enable Additional Development Potential, under Milestone 3: Streamline Data Collection and Sharing through a Unified Infrastructure Data Interface.

The City partnered with Stoneshare to implement a modern records management system on the SharePoint platform. The system is now fully operational, providing secure, searchable, and consistently organized digital record keeping.

This implementation meets the HAF2 milestone by improving coordination across departments and streamlining access to infrastructure and planning data. Work is ongoing to further expand and enhance interdepartmental data sharing, strengthening the City's capacity for informed, data-driven decision-making that supports future growth and development.



**Corporation of The City of Belleville**

**Job Description**

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<b>POSITION TITLE:</b>	<b>Principal Planner</b>
<b>STATUS:</b>	<b>ADMINISTRATIVE</b>
<b>GRADE:</b>	<b>Grade 9</b>
<b>REPORTS TO:</b>	<b>Manager, Planning, Growth and Sustainability</b>
<b>DEPARTMENT:</b>	<b>Engineering &amp; Development Services, Strategic Growth and Sustainability</b>

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**PURPOSE AND SCOPE:**

As a member of the Engineering and Development Services Department, reporting to the Manager of Policy Planning, the Principal Planner is responsible for analyzing complex planning policies, managing special studies and long-range projects, and preparing reports for Council and related Committees. The role also involves supporting the City's Community Improvement Plan, engaging with key stakeholders, providing strategic planning advice, and assisting with development applications as needed.

**KEY DUTIES AND RESPONSIBILITIES:**

This position will:

- Provide professional advice and strategic input to management and Council.
- Develop planning strategies that balance growth, economic development, community well-being, and environmental sustainability.
- Manage complex, multi-disciplinary projects and studies such as Official Plan reviews, corridor studies, and other long-range plans.
- Lead a variety of the City's Community Improvement Plans, which include areas such as housing, brownfields, and downtown revitalization.
- Build and maintain relationships with provincial ministries, Indigenous communities, neighbouring municipalities, and the development industry stakeholders.

- Support corporate initiatives that involve research, policy development, and changes to business practices or service delivery.
- Prepare and deliver presentations and participate in discussions with staff, agencies, developers, and elected officials.
- Assist staff of the Approvals Section in processing development applications for zoning amendments site plans, subdivision and condominiums, consents and minor variances when required.
- Implement the Council-approved planning decisions and initiatives.
- Act as the Manager, if required.

***Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.***

**SUPERVISION:**

In conjunction with the Manager of Planning, Growth and Sustainability, provides direction and advice to staff assigned to the Strategic Growth and Sustainability division of the Engineering & Development Services Department.

**CONTACTS:**

This position will have direct contact with:

Internal: Engineering and Development Services Leadership and Staff, other City Departments, Council members and Committees of Council.

External: The general public, federal and provincial government staff and agencies, developers, consultants where appropriate, contractors and solicitors.

***Note: Above contacts are representative of a typical position and are not to be construed as all-inclusive.***

**WORK ENVIRONMENT:**

- Regular work in indoor facilities
- Evening and weekend work necessary from time to time
- Some travel required

**QUALIFICATIONS**

The position will require:

**MINIMUM EDUCATION:**

- Undergraduate Degree or higher in Planning, Geography or a related discipline

- Full membership or eligibility for membership in Canadian Institute of Planners and Ontario Professional Planners Institute with a Registered Professional Planner designations (MCIP, RPP)
- Demonstrated thorough understanding of the Planning Act, and other relevant legislation
- Demonstrated expert knowledge of Official Plans, Provincial Policy Statements, and Provincial Plans
- Satisfactory Criminal Record Check (“CRC”) prior to commencing work at the City of Belleville.

#### **ASSET EDUCATION:**

- Proven ability to synthesize, evaluate and interpret highly complex planning issues, towards developing clear and concise planning recommendations
- Strong organizational, analytical, policy and data analysis skills
- Demonstrated leadership and project management experience
- Ability to effectively train, direct, mentor and supervise staff
- Strong communication and interpersonal skills with the ability to respond to public concerns in a professional manner and maintain effective working relationships within the corporation and the broader community
- Negotiation/conflict resolution skills, problem identification and resolution in response to a wide variety of policy and development initiatives within a dynamic, fast-paced, multi-stakeholder environment
- Demonstrated proficiency with a variety of software applications
- The ability to work independently and as a member of a team
- Ability to facilitate discussion and exercise judgment in a rational and informed manner appropriate to the situation with awareness of consequences.

#### **MINIMUM EXPERIENCE:**

- Four (4) years of experience required.

#### **ASSET EXPERIENCE**

- Four (4) years of experience within municipal environments.
- Two (2) years supervisory experience.
- Experience at Local Planning Appeal Tribunal/Ontario Municipal Board.

***Note: A combination of relevant work experience and education may be considered***


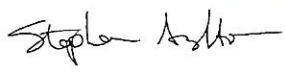
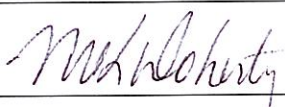
#### **KEY COMPETENCIES:**

- Change Management
- Initiative

- Communication
- Integrity
- Builds Relationships
- Planning and Organizing
- Business Acumen
- Equity and Inclusion
- Client Orientation
- Collaboration and Teamwork
- Decision Making and Judgement
- Strategic Perspective
- Leadership

**REVIEW DATE: May 26, 2025**

**REVIEWED BY:**

<b>Incumbent:</b>		<b>Date:</b>	
<b>Manager:</b>		<b>Date:</b>	May 26th, 2025
<b>Director:</b>		<b>Date:</b>	May 26th, 2025
<b>Director, People and Corporate Services:</b>		<b>Date:</b>	May 28/25

## CITY OF BELLEVILLE JOB DESCRIPTION FORM

JOB TITLE: PURCHASING ADMINISTRATIVE ASSISTANT

### PRIMARY PURPOSE OF JOB:

Reporting to the Purchasing Supervisor with no employees reporting to this position.

This position is responsible for providing administrative support to the Purchasing Supervisor including other related duties to assist all functional areas of Purchasing Service, Finance Department.

### NORMAL ENTRANCE QUALIFICATIONS:

- Two year diploma from a community college or business college in a related field (e.g. Business Administration, Accounting, Purchasing);
- Completed or working towards a purchasing related certificate will be considered an asset to this position;
- 3 years' experience in administrative and purchasing related field , preferably municipal or other governmental purchasing related field
- Professionalism, excellent communication skills and experience in dealing with confidential information and contracts with various departments and the public.
- Excellent command of English language, both written and oral
- Computer expertise must be able to apply basic functions of Corporate standard software including Outlook, Word, Excel and Adobe and have general knowledge of department-specific software including bids&tenders, Vadim and US Bank Online;
- Ability to demonstrate interpersonal skills in dealing with the public, staff, Councilors, outside groups and agencies.

**KEY ASSIGNMENTS:**

- Provides administrative support with the purchasing functions for all corporate acquisitions of equipment, materials, supplies and services (includes all tenders, quotations and proposals), by posting bids, issuing addenda, notices, notifications to bidders, responds to vendor inquiries, receiving bid submission, prepares bid summaries and other reports as required 25%
- Performs administrative support for the purchasing section of the Finance Department and other related duties as required. 25%
- Issue and amend purchase orders and other contract documents for purchases over \$20,000.00 including purchase order amendments, compile, track and maintain the various contract requirements (e.g. Insurance certificates, WSIB, Health & Safety requirements for active and long term contracts 10%
- Assist with utilizing the City's eTendering system to conduct open-competitive procurement for goods, services, and/or construction projects for the City, to ensure compliance with applicable legislation, City by-laws, policies and procedures; 20%
- Responsible for records management of the purchasing section, including maintaining confidential filing system. 5%
- Providing assistance with City's Purchasing Card Program under the direction from the Purchasing Supervisor. 10%
- Provides assistance and information to Council, City staff and Vendors with respect to Purchasing policies, activities and contractual inquiries on an ongoing basis, while being able to determine the confidentiality of certain information under the freedom of information act. 4%
- Assist in the disposal of surplus equipment 1%

THE ABOVE JOB DESCRIPTION REFLECTS THE PRIMARY DUTIES AND RESPONSIBILITIES OF THIS JOB AND SHOULD NOT BE CONSTRUED TO DESCRIBE IN DETAIL ALL DUTIES AND RESPONSIBILITIES OF THE JOB.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
AUTHORIZATION:	DATE: August 23, 2022





**Corporation of The City of Belleville**

**Job Description**

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<b>POSITION TITLE:</b>	<b>Real Estate and Property Assistant</b>
<b>STATUS:</b>	<b>Administrative</b>
<b>GRADE:</b>	<b>Grade 10</b>
<b>REPORTS TO:</b>	<b>Manager of Realty and Property Services</b>
<b>DEPARTMENT:</b>	<b>People &amp; Corporate Services Department</b>

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**PURPOSE AND SCOPE:**

Reporting to the Manager of Realty and Property Services, the purpose of the Real Estate and Property Assistant is to support the Manager and the Corporation with the administration of City's municipal property portfolio as it relates to Affordable Housing, the acquisition and disposition of real municipal property and real property legal matters while exercising a high level of discretion and due diligence.

**KEY DUTIES AND RESPONSIBILITIES:**

This position will:

- Investigate suitable properties that may meet the Affordable Housing criteria, considering factors like location, condition, and potential for redevelopment.
- Populate and maintain a comprehensive electronic database of the City's real property information.
- Conduct thorough assessment and legal review including title searches to confirm property ownership, clouds on title, easements, restrictive covenants, environmental concerns and potential liabilities of municipally owned real property.
- Draft Agreements of Purchase and Sale, as well as any other required legal documents dealing with limited interest in land.

- Provide administrative duties for the Real Estate and Property Department..
- Receive and process all applications (including but not limited to: inquiries relating to land ownership and maintenance) from the general public and developers.
- Maintain confidentiality and discretion when dealing with sensitive information.
- Prepare and register all title corrections.
- Prepare and register all by-laws.
- Coordinate external assistance (of surveyors, appraisers and lawyers).
- Create positive relationships with operations groups to promote real property interests such as acquisition, disposition, expropriate, easements, encroachments and risk management in all areas of the City in order to promote a risk aware culture including legal interests.
- Collaborate with management and staff at all levels to identify and analyze key issues and assist in developing appropriate solutions.
- Write reports, letters memorandums about real property and affordable housing initiatives.
- Prepare correspondence such as letters of demand, acknowledgements, inquiries, denials and memorandums to departments in reply to questions regarding real property and affordable housing initiatives.
- Draft standard property reports to Council.
- Research and interpret deeds, agreements and plans as they relate to real property.
- Maintain project files and plan files in an orderly fashion; create and maintain spreadsheets to track projects and invoices.
- Review invoices, statements of adjustment and agreements for accuracy and payment.
- Other related duties as required or assigned.
- Ensure all work is completed in compliance with AODA (Accessibility for Ontarians with Disabilities Act) standards to provide accessible and inclusive experiences for all individuals.
- Perform all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, and Indigenization, ensuring a commitment to fairness, representation, accessibility and respect for diverse perspectives and cultures in all aspects of work.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

**SUPERVISION:**

- This position has no direct supervision responsibilities.

### **CONTACTS:**

This position will have direct contact with:

Internal: People & Corporate Services staff, other City Departments, City Solicitor and Members of Council

External: The general public, private corporations, contract service providers (City's contract realtor, appraisal services, surveyors, contractors) and government agencies when applicable

***Note: Above contacts are representative of a typical position and are not to be construed as all-inclusive.***

### **WORK ENVIRONMENT:**

- Regular work in indoor facilities

### **QUALIFICATIONS**

The position will require:

#### **MINIMUM EDUCATION:**

- Post-secondary degree, diploma or certificate in Business Administration, Law, Property Appraisal or equivalent
- Satisfactory Criminal Record Check ("CRC") prior to commencing work at the City of Belleville.

#### **ASSET EDUCATION:**

- Graduate of a Post Secondary Law Clerk Program

#### **MINIMUM EXPERIENCE:**

- Minimum 3 years' work experience in legal capacity, preferably in a municipal setting
- Membership in the Institute of Law Clerks of Ontario
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Thorough knowledge of the principles, practices and theories of land closing practices, by-law registration and civil law

- Working knowledge of relevant legislation, regulations and standards
- Considerable time-management skills with the ability to prioritize workload and meet deadlines, and ability to deal with multiple demands
- Proven written communication skills with attention to detail and accuracy
- Demonstrated organizational and administrative skills with the ability to work independently and in a team environment
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing processing improvements with management
- Demonstrated proficiency with Teraview, Teranet, Ontario Land Registry, Microsoft applications, the internet and related software

**ASSET EXPERIENCE:**

- Experience in a Law Office

***Note: A combination of relevant work experience and education may be considered***

**KEY COMPETENCIES:**

- Builds Relationships
- Business Acumen
- Communication
- Decision Making & Judgement
- Equity and Inclusion

**LEGISLATED REQUIREMENTS:**

- N/A

**REVIEW DATE:**

**REVIEWED BY:**

<b>Incumbent:</b>		<b>Date:</b>	
<b>Manager:</b>		<b>Date:</b>	
<b>Director:</b>		<b>Date:</b>	
<b>Director, People and Corporate Services:</b>		<b>Date:</b>	

