

# Glossary

## Accounting Principles:

Generally Accepted Accounting Principles that apply specifically to the process of developing estimates and budget and comparing them to the actual results.

## Accrual Basis of Accounting:

A method of accounting that recognizes revenues as they are earned and expenditures when they are incurred rather than waiting until funds are actually received or spent.

## Amortization:

The systematic allocation of cost over a related time period.

## Base Budget:

A reflection of the budget resources (financial, human, and other) that are required to maintain service levels at the level provided in the previous year.

## Budget:

A plan of financial operation containing an estimate of proposed expenditures for a given period (usually a fiscal year) and the proposed means of financing.

## Build out:

That point in time when all major Greenfield areas in a municipality that have been slated for development have been substantially developed. Following build out development opportunities are limited to infill of smaller vacant parcels and redevelopment of older sites.

## Business Risk Exposure Model:

A model used to prioritize capital renewal needs that considers both the consequence and probability of failure of an asset as well as any redundancy provided by a similar asset.

## Capital Budget:

A plan of proposed capital expenditures to be incurred both in the current year and over several years in the future (long term). The budgeted costs provide need infrastructure, park development, building construction or rehabilitation and other related items. Funding is received from various sources.

## Capital Expenditure:

Monies spent for the renovation, maintenance or replacement of fixed assets, resulting in an extension of the assets' useful life.

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## Capital Program:

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long term work program. It sets forth each project or other contemplated expenditure in which the City is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

## Contingency:

An appropriation of funds available to cover unforeseen events that occur during the fiscal year. These funds, if unused, lapse at year end.

## Debt Charges:

The principal and interest payments necessary to retire debentures issued for City purposes.

## Debt Payment:

The payment of principal and interest on borrowed funds such as bonds or debentures.

## Debentures:

A form of unsecured debt financing utilized by the municipality.

## Dedicated Infrastructure Renewal Fund:

Approved by Council in the 2015 Budget Year, this fund is used for Infrastructure rehabilitation and replacement for tax supported infrastructure for roads, sidewalks, storm sewers, parks, buildings, fleet and equipment and represents 1% of the tax increase.

## Deficit:

The excess of liabilities over assets, or expenditures over revenues, in a fund over an accounting period.

## Employment Rate:

The number of people employed based on the week prior to Census Day (May 16, 2006) expressed as a percentage of the total population 15 years and over excluding institutional residents.

**Fund:** A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. A fund has its own revenues, expenditures, assets, liabilities and equity (fund balance)

## Fund Balance:

A term used to express the equity (assets minus liabilities) of governmental fund types. A fund balance is the excess of cumulative revenues and other sources of funds over cumulative expenditures and other uses of funds.

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## Gas Tax Funding (Federal):

Funding provided by the Federal Government as part of the New Deal for Cities and Communities. This federal initiative is based on a long term vision of sustainability for Canadian cities and communities including four interdependent dimensions: economic, environmental, social and cultural. The program is intended to achieve results leading to cleaner air, cleaner water and reduced greenhouse gas emissions. The City uses this funding to finance various projects that work toward these goals.

## Grant:

A monetary contribution, typically from one level of government to another, as a means to lend support to a particular service, program or function.

## Infrastructure:

The basic installations and facilities necessary for the continuance and growth of the City, such as roads, schools, transportation, utilities and similar systems.

## Interest Income:

Revenue associated with the City's cash management activities of investing cash balances.

## Interfund Charges:

Costs that are allocated to the service they support regardless of which department controls the costs.

## Levy:

The amount of property tax dollars which is paid by taxpayers. The total levy required is based on the requirements of the City and its service partners less all other revenues. The levy for a particular property is calculated by multiplying the assessed value for the property by the appropriate tax rate for that property's class.

## Liability:

A financial obligation of the City to others.

## Official Plan:

A document adopted by a municipal council pursuant to the Planning Act that contains goals, objectives and policies to manage and direct physical change in the municipality. Official Plans are generally set for a planning period of 20 years and must be renewed and updated every 5 years.

## Ontario Municipal Benchmarking Initiative (OMBI):

A network of 17 municipalities that have collaborated to identify and publish standard performance indicators using common data collection and reporting protocols.

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## Operating Budget:

A budget that provides funding to departments for their recurring operating costs such as salaries, utilities and supplies.

## Participation Rate:

The number of people employed or unemployed during the week prior to Census Day (May 16, 2006) expressed as a percentage of the total population 15 years and over excluding institutional residents.

## Pay as You Go Financing:

Represents tax levy revenues that are budgeted within the operating budget to finance capital expenditures without incurring debt.

## Payments in Lieu of Taxes:

Payments are received from properties owned by other levels of government, colleges, hospitals, etc.

## Performance Indicators:

Specific quantitative measure of a division's, program's or activity's work performed or results obtained toward meeting an objective. They measure demand, workload, efficiency effectiveness, quality, achievement or outcomes.

## Performance Measures:

Data collected to determine how effective and/or efficient a program is in achieving its objective. Specific service levels are established for all programs and then monitored to determine the level of success achieved.

## Program:

A group of activities, operations, organizational units directed to attaining specific objectives and achievements and budgeted as a sub-unit of a department.

## Program Change:

A business case that summarizes the anticipated costs, revenues and service impacts that is prepared for Council's review and approval as part of the budget.

## Property tax:

A tax levied on real property according to the property assessment valuation and corresponding tax rate.

## Public Sector Accounting Board (PSAB):

An independent body with the authority to set accounting standards for the public sector.

## Results Based Business Planning:

A method of planning and budgeting based on the derived relationship between performance targets and the financial resources required to meet those targets. Existing budget levels are adjusted upwards or downwards based on desired levels of performance.

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## Service Partners:

Other service providers that receive funding from the City.

## Rehabilitation:

A major activity required to upgrade or rehabilitate the asset so it may continue to provide service for an additional time period beyond its original useful life. These activities will significantly reduce operating costs, improve the quality of output of the asset and or increase the service capacity of the asset.

## Reserve:

A portion of the fund balance legally segregated for specific purposes, which has no reference to any particular assets, and therefore does not require the physical segregation of money or assets.

## Reserve Fund:

An allocation of accumulated net revenue similar to a reserve except that assets are distinguishable and monies set aside are accounted for separately. Investment income much be accumulated in the reserve fund and accounted for as part of it.

## Revenue:

Monies received from all sources that will be used to fund expenditures in a fiscal year.

## Strategic Plan:

A document outlining long terms goals, critical issues and actions plans which will increase the organization's effectiveness in attaining its mission, priorities, goals and objectives. Strategic planning starts with examining the present, envisioning the future, choosing how to get there and making it happen.

## Surplus:

The excess that exists when expenditures at fiscal year-end are lower than had been budgeted for or revenues are higher. Surpluses are required to be applied fully in the following year's operating budget to reduce amount raised through taxation unless otherwise allocated to a reserve by Council by-law.

## Tangible Capital Asset:

A non-financial asset having physical substance as defined by the Public Sector Accounting Board (PS 3150).

## Tax Rate:

The actual rate of tax applied to the Current Value Assessment to determine taxes payable. Tax rates are established by Council By-law.

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### Unemployment Rate:

The number of people unemployed based on the week prior to Census Day (May 16, 2006) expressed as a percentage of the total population 15 years and over excluding institutional residents.

### User Fees:

The amount of revenue generated from the imposition of charges for the use of municipal facilities or services by an individual or group and not the community at large.

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## Abbreviations and Acronyms:

ACC	Accessibility Advisory Committee
AMANDA	The City's Permit Tracking System
AODA	Accessibility for Ontarians with Disabilities Act
BACTS	Barrie Accessible Community Transportation System that operates 7 days per week
BCRY	Barrie-Collingwood Railway
BPFFA	Barrie Professional Fire Fighters Association
CAMI	Comprehensive Assessment of Manufacturing Sector
CCJS	Canadian Centre for Justice Statistics
CMMS	Computerized Maintenance Management Systems
CRM	Customer Relationship Management
CVA	Current Value Assessment
DC	Development Charges
DIRF	Dedicated Infrastructure Renewal Fund
EMT	Executive Management Team
ERP	Enterprise Resource Planning System
ICT	Information, Communications and Technology
FIA	Fiscal Impact Analysis
FPPA	Fire Protection and Prevention Act
GIS	Graphical Information Systems
GM	General Manager
GTA	Greater Toronto Area
HST	Harmonized Sales Tax
IASR	Integrated Accessibility Standards Regulation
LSPA	Lake Simcoe Protection Act
LTD	Long Term Disability
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act

AD&D	Accidental Death and Dismemberment
AMO	Association of Municipalities of Ontario
APLI	Application, Permits, Licensing, Inspections
BAS	Building Automation System
BFES	Barrie Fire Emergency Services
BHHI	Barrie Hydro Holdings Inc.
CAO	Chief Administrative Officer
CMA	Census Metropolitan Area
CPI	Consumer Price Index
CUPE	Canadian Union of Public Employees
CVOR	Commercial Vehicle Operator Requirement
DCA	Development Charges Act
EAA	Environmental Assessment Act
EPA	Environmental Protection Act
ESR	Environmental Study Reports
FGT	Federal Gas Tax
FOI	Freedom of Information
GDP	Gross Domestic Product
GGH	Greater Golden Horseshoe
GST	Goods and Services Tax
GTR	Greater Toronto Region
HVAC	Heating, Ventilation and Air Conditioning
LRFP	Long Range Financial Plan
LSRA	Lake Simcoe Regional Airport
MA	Municipal Act
MOECC	Ministry of the Environment and Climate Change

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MOU	Memorandum of Understanding
NFPA	National Fire Protection Association
NQI	National Quality Institute
ODSP	Ontario Disability Support Program
OHTA	Ontario Highway Traffic Act
OMBI	Ontario Municipal Benchmarking Initiative
OGT	Ontario Gas Tax
OWRA	Ontario Water Resources Act
POA	Provincial Offences Act
PTIF	Public Transit Infrastructure Fund
ROWA	Right of Way Activity
S&P	Standard and Poor's
SDWA	Safe Drinking Water Act
SLG	Service Level Guarantee
SOP	Standard Operating Procedures
TCA	Tangible Capital Assets
WwTF	Wastewater Treatment Facility

MPAC	Municipal Property Assessment Corporation
NMA	Nutrient Management Act
OBCA	Ontario Building Code Act
OHSA	Occupational Health and Safety Act
OMERS	Ontario Municipal Employees Retirement System
OMPF	Ontario Municipal Partnership Fund
OP	Official Plan
PIL	Payment in Lieu of Taxes
PSAB	Public Sector Accounting Board
PVC	Polyvinyl Chloride
RVH	Royal Victoria Hospital
SAP	Systems, Applications, Products
SLA	Service Level Agreements
SOG	Standard Operating Guidelines
STD	Short Term Disability
WSIB	Workplace Safety Insurance Board