

HALTON REGION

# Budget and Business Plan 2018

**Glossary**

# Glossary of Terms

<b>Accrual Accounting</b>	Halton Region's sources of financing and expenditures are recorded using the accrual basis of accounting. This basis recognizes expenses and revenues when there is a legal obligation to pay or be paid, not when cash is collected or paid. This is also the basis for developing the Region's budget.
<b>Actual</b>	Actual revenue and expenditures incurred, as opposed to budgeted revenues or expenditures for the fiscal year indicated.
<b>Allocated Charges/Recoveries</b>	Transactions related to allocating charges and recoveries between departments.
<b>Allowance</b>	A provision for an expected loss or reduction in the value of an asset in order to reduce the reported value of the asset to an amount that reflects its estimated realizable value.
<b>Amortization</b>	The annual cost of writing off the cost of an asset over a period of time.
<b>Annualization</b>	The cost of a full year of operation.
<b>Assessment</b>	A value that is established for real property for use as a basis for property taxes.
<b>Base Budget</b>	The budget required to maintain service levels as established by the previous year's budget.
<b>Benchmarking</b>	Determining the quality of products, services and practices by measuring critical factors (e.g., how fast or how reliable a product or service is) and comparing the results to those of highly regarded competitors.
<b>Boards &amp; Agencies</b>	Autonomous bodies that receive funding from Halton Region, including the Halton Regional Police Service, Royal Botanical Gardens, Conservation Halton, Grand River Conservation Authority and Credit Valley Conservation.
<b>Budget</b>	A financial plan for a specified period of time (fiscal year) that estimates all planned revenues and expenditures for various municipal services.
<b>Budget Document</b>	The official written statement prepared by staff, which presents the proposed budget to Regional Council.
<b>Canadian Union of Public Employees (CUPE)</b>	Canada's largest union, with more than 650,000 members across the country. CUPE represents workers in health care, emergency services, education, early learning and childcare, municipalities, social services, libraries, utilities, transportation, airlines and more.
<b>Capital Budget and Forecast</b>	A plan of proposed capital expenditures to be incurred in the current year and over a period of nine future years, identifying each capital project and the method of financing.

Term	Definition
<b>Capital Expenditure</b>	An expense for the acquisition, renovation, maintenance or replacement of fixed assets resulting in an extension of the assets' useful life; or an expenditure to purchase or construct a specific capital asset or project that spans more than one fiscal year, having a value of at least \$10,000. Typically, a capital expense encompasses a purchase of land and/or the construction of a building or facility.
<b>Case Mix Index (CMI)</b>	The Provincial measurement used for assessing the level of care required for residents at each long-term care facility, relative to the Provincial average of 100.
<b>Complement</b>	The total number of full-time equivalent staff positions approved by Regional Council.
<b>Contingency</b>	An appropriation of funds available to mitigate unforeseen events that may occur during the fiscal year.
<b>Corporate Sustaining Chargeback</b>	A method that is used to allocate costs that are required for corporate management purposes, generally fixed in nature, and not directly or indirectly consumed through a service-delivery process.
<b>Current Value Assessment (CVA)</b>	Real estate property value that is determined under the direction of the Province of Ontario as a basis for levying property taxes.
<b>Debenture Debt</b>	The payment of interest and repayment of principal to holders of the Region's debt instruments.
<b>Debt Payment</b>	The payment of principal and interest on borrowed funds.
<b>Deficit</b>	The excess of expenditures over revenues in a fund over an accounting period.
<b>Development Charges (DC)</b>	Charges collected from developers that are imposed under the <i>Development Charges Act</i> when land is developed.
<b>Development Charges By-law (DCB)</b>	By-law approved by Regional Council to authorize the amount and collection of Development Charges under the <i>Development Charges Act</i> .
<b>Early Learning and Child Development (ELCD)</b>	Funding (formerly known as Best Start) for expenditures in licensed childcare programs. Some examples include wage subsidies, fee subsidies and services for children with special needs.
<b>Environmental Assessment (EA)</b>	A process to predict the effects of proposed initiatives on the environment.
<b>Expenditure</b>	The disbursement of appropriated funds to purchase goods and/or services.
<b>Fees and Charges</b>	Charges for expenses incurred when services are provided to an individual or groups rather than the community at large.
<b>Fiscal Year</b>	The 12-month accounting period for recording financial transactions. Halton Region's fiscal year is from January 1 to December 31.

Term	Definition
<b>Fleet</b>	The vehicles owned and operated by the Region.
<b>Fringe Benefits</b>	Payment to which participants may be entitled under a plan, including pension benefits.
<b>Full-day Kindergarten (FDK)</b>	Full-day junior and senior kindergarten for children aged four and five in public and separate schools.
<b>Full-time Equivalent (FTE)</b>	A measure of staffing equivalent to that produced by one person working full time for one year.
<b>Generally Accepted Accounting Principles (GAAP)</b>	Nationally recognized uniform principles, standards and guidelines for financial accounting and reporting.
<b>Geographic Information System (GIS)</b>	A system that integrates existing regional graphic and tabular spatial data into a common shared database.
<b>GO Transit</b>	An inter-municipal transit system throughout the Greater Toronto Area (GTA).
<b>Government Finance Officers Association (GFOA)</b>	A professional association of government finance officers in the United States and Canada identifying and developing financial policies and best practices through education, training, facilitation of member networking and leadership.
<b>Grant</b>	A monetary contribution by one governmental unit or other organization to another. The provincial and federal governments make these contributions to local governments. Halton Region provides grants to various social service agencies.
<b>Greater Toronto Area (GTA)</b>	The geographic area of jurisdiction of the City of Toronto and the four surrounding regional municipalities of Durham, Halton, Peel and York.
<b>Halton Community Housing Corporation (HCHC)</b>	A separate corporation that owns and manages 1,961 social housing units in Halton Region. The Region provides the HCHC with management services.
<b>Halton Region</b>	The geographic area made up of the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.
<b>Halton Regional Police Service (HRPS)</b>	Contributes to the safety and well-being of the Region's 556,000 residents through the provision of police services.
<b>Halton Regional Police Service Board (HRPSB)</b>	The governing body for the HRPS.
<b>Halton Region Official Plan (OP)</b>	Outlines the long-term vision for Halton's physical form and community character in accordance with the <i>Planning Act</i> .
<b>Inflation</b>	A rise in price levels caused by general economic activity and growth.

Term	Definition
<b>Investment Income</b>	Revenue associated with the Region's cash management activities of investing cash balances.
<b>Investment in Affordable Housing (IAH)</b>	New federal/provincial funding that builds on the principles of Ontario's Long-Term Affordable Housing Strategy.
<b>Integrated Planning and Financial System (IPFS)</b>	An automated software application which sets out the infrastructure costs and staging associated with replacement of infrastructure and servicing new growth areas.
<b>Levy</b>	Property taxation funding which is raised through taxes.
<b>Long-Term Care (LTC)</b>	Related to services for older adults.
<b>Local Municipality</b>	A municipality within a region (e.g., the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville within Halton Region).
<b>Municipal Performance Measurement Program (MPMP)</b>	A provincial initiative designed to provide taxpayers with useful quantified information on service delivery and municipalities with a tool to improve those services over time. The program requires municipalities to collect data to measure their performance in nine core municipal service areas.
<b>Municipal Property Assessment Corporation (MPAC)</b>	Established by the Municipal Property Assessment Corporation Act, MPAC administers and determines a uniform, province-wide system of current value assessment for all properties.
<b>ML/d</b>	Megalitres per day. One Megalitre is equivalent to one million litres.
<b>Ontario Disability Support Payments (ODSP)</b>	An income redistribution program previously funded by the Province of Ontario (80%) and the Region (20%) to provide payments to individuals with disabilities who are unable to work; Municipal funding for this program was completely phased out in 2011.
<b>Ontario Municipal Board (OMB)</b>	An independent adjudicative tribunal established under statute by the Province of Ontario. The OMB hears appeals and applications on a wide range of municipal and land-related matters.
<b>Ontario Municipal CAO's Benchmarking Initiative (OMBI)</b>	A partnership project to encourage service excellence in municipal government. Participating municipalities work together to identify and share performance statistics and operational best practices.
<b>Ontario Municipal Employees Retirement System (OMERS)</b>	A local government pension plan coordinated by the Province of Ontario and funded from municipal employee and employer contributions.
<b>Ontario Nurses' Association (ONA)</b>	The union representing 65,000 registered nurses and allied health professionals and almost 16,000 nursing students providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

Term	Definition
<b>Ontario Public Service Employees Union (OPSEU)</b>	A union in Ontario for public sector workers. OPSEU has about 130,000 members across the province in hospitals, services for families and children, art galleries, ambulance services, school boards, municipal offices, mental health services, correctional services and more.
<b>Ontario Works (OW)</b>	A Provincial program jointly funded with the Region, administered by the Region to provide social assistance to residents. The Province of Ontario will fund this completely by 2018.
<b>Operating Budget</b>	The budget containing allocations for expenditures, such as salaries and wages, materials and supplies, utilities and insurance, to provide government services for the current year.
<b>Performance Measure</b>	Data collected to determine how effective and/or efficient a program is in achieving its objectives.
<b>Performance Indicators (PIs)</b>	Specific quantitative measures of a department's/program's work performed, or the results obtained toward meeting an objective.
<b>Program</b>	A regional business unit formed to provide a specific type of service (e.g., Public Health, Waste Management).
<b>Property Tax</b>	A tax levied on the assessed value of real estate.
<b>Province</b>	The Province of Ontario.
<b>Provincial Offences Act (POA)</b>	An Act that governs how charges are processed and prosecuted. It applies to all provincial statutes, as well as municipal by-laws and some minor federal contraventions. Most of the POA offences are related to the <i>Highway Traffic Act</i> , the <i>Compulsory Automobile Insurance Act</i> , the <i>Liquor Licence Act</i> or the <i>Trespass to Property Act</i> .
<b>Public Sector Accounting Board (PSAB)</b>	A board under the Chartered Professional Accountants of Canada, which develops standards for municipal financial reporting.
<b>Regional Official Plan Amendment (ROPA)</b>	A change to the Official Plan. It could be site-specific, when an applicant wants permission for a land use in a location that conflicts with the existing plan, or it could be a policy change that affects all or part of the region.
<b>Reserve</b>	An allocation of accumulated net revenue. It has no reference to any specific asset and does not require the physical segregation of money or assets. An example of the Region's reserve is the Tax Stabilization Reserve.
<b>Reserve Fund</b>	Assets segregated and restricted to meet the purpose of the reserve fund, which may be obligatory (created whenever a statute requires revenue received for special purposes to be segregated) or discretionary (created whenever a municipal council wishes to earmark revenue to finance a future project, e.g., Development Charges Reserve Funds).
<b>Resource Productivity and Recovery Authority (RPRA)</b>	An entity established to enable government, municipalities and industry to work together to help financially sustain Ontario's municipal waste diversion programs (formerly WDO).

Term	Definition
<b>Revenue</b>	Funds that a government receives as income, including tax payments, fines, grants and interest income.
<b>Strategic Action Plan</b>	A plan to reflect Halton Regional Council's priorities and focus on what services are important to Halton residents, developed each new term by the Council. On April 1, 2015 Regional Council approved the <i>Strategic Action Plan 2015-2018</i> .
<b>Strategic Investments</b>	Any proposed variation in the budgeted expenditures or revenues that are not provided for in the Base Budget, and for which separate budget disclosure is provided for Regional Council's consideration.
<b>Systems Application Process (SAP)</b>	Software used for the Region's financial and human resource information systems.
<b>Supplementary Taxes</b>	Property taxes resulting from assessment added to the tax roll after January 1 of a given tax year.
<b>Surplus</b>	When total revenues from current operations exceed total expenditures.
<b>Tangible Capital Assets (TCA)</b>	Non-financial assets with physical substance that: are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.
<b>Tax Levy</b>	The total amount to be received by property taxes for operating and debt service purposes specified in the annual Tax Levy By-law.
<b>Tax Rate</b>	The actual rate of tax applied to the Current Value Assessment (CVA) to determine taxes payable.
<b>Wastewater Treatment Plant (WWTP)</b>	Halton Region owns and operates seven Wastewater Treatment Plants that treat almost 213,000 cubic metres of wastewater every day.
<b>Water Purification Plant (WPP)</b>	Halton-owned and operated state-of-the-art Water Purification Plants deliver safe, high-quality and cost-effective drinking water. Halton is committed to the important responsibility of providing safe, clean drinking water.