



**2021
APPROVED OPERATING
AND CAPITAL BUDGETS**

**SUPPORTING AND
STRENGTHENING
OUR COMMUNITY**

***To request information in alternate formats,
email accessibility@brampton.ca or fill out the [online form](#).***

Illustrations and Renderings are Artist's concept. E.&O.E.

*Please note: some photo(s) were taken prior to onset of COVID-19 and
introduction of physical distancing and mandatory face covering regulations.*

2021 APPROVED OPERATING AND CAPITAL BUDGETS

APPENDIX 1 FINANCIAL POLICIES

Budget Policy (FIN-140)

June 27, 2018

To outline the principles and framework that the City will utilize to develop and manage its operating and capital budgets.

Care, Custody and Control of City Assets (13.4.1)

April 26, 2007

To remind all staff who have in their possession, either on a fulltime basis, or on loan for a short period, City owned/issued assets, (computers, laptops, cell phones, blackberries, digital cameras, vehicles, equipment, etc.) whether while at work, away from their normal workplace or at their place of residence, of their duties and responsibilities towards the care, custody and control of these City assets.

Controllership (13.0.1)

November 28, 2007

To set of the basic principles by which City controllership policies, by-laws, policies, procedures and practices shall be developed to ensure that the policy statement can be achieved.

Financial Spending Authority (FIN-100)

December 6, 2018

To establish business rules and guidelines with respect to the City's financial spending approval authority. It outlines to whom and when financial spending approval authority may be delegated.

Financing Policy (FIN-150)

June 27, 2018

To outline the principles and framework employed by the City to manage its external, internal and capital lease financing for the prudent management of the City's operating and infrastructure needs.

Insurance (13.4.0)

March 24, 2003

Acceptance of insurance policies from insurers that meet a specific rating requirement ensures that the interests of the City are protected. This policy identifies the minimum requirement that an insurer must have before an insurance policy, where the City is added as an additional insured, is accepted by the City.

Investment (13.6.0)

June 24, 2020

To provide investment guidelines which will direct the investment of the City's funds not immediately required, with the goal of preserving capital, maximizing investment yields, minimizing investment risk, maintaining liquidity and ensuring compliance with The Municipal Act 2001, Eligible Investments, Regulation 438/97 (amended to O. Reg 373/11).



Letters Of Credit (13.7.0)

May 26, 2003

Acceptance of only certain types of letters of credit ensures that the interests of the City are protected. This policy identifies:

- the City's requirements for the format of letters of credit;
- the requirements which must be met by the issuing institution;
- acceptable alternatives to a letter of credit; and
- responsibility for administration of letters of credit.

Mayor and Councillors' Expense Policy (13.3.6)

September 30, 2020

To ensure only eligible expenses are reimbursed.

Property Tax Billing and Collection (13.10.0)

June 4, 2014

To ensure that municipal tax revenues are collected in a timely and effective manner. To ensure that all taxpayers (customers) are treated fairly and equitably and to provide staff guidance for decision-making, consistent with the City's strategic plan in Corporate Excellence and continued financial stability.

Purchasing By-Law (19-2018)

February 21, 2018

To promote procurement activities and decisions which are consistent with the strategic, financial, social and environmental objectives of the City. To provide professional and ethical leadership through the provision of fair and transparent procurement processes. To promote the most cost effective and efficient use of City funds by achieving best value for money. To maintain trust and confidence in the stewardship of public funds.

Strategic Asset Management Policy (ASM-100)

July 1, 2019

To govern the practice of asset management at the City.

Tax Policy and Assessment (13.12.0)

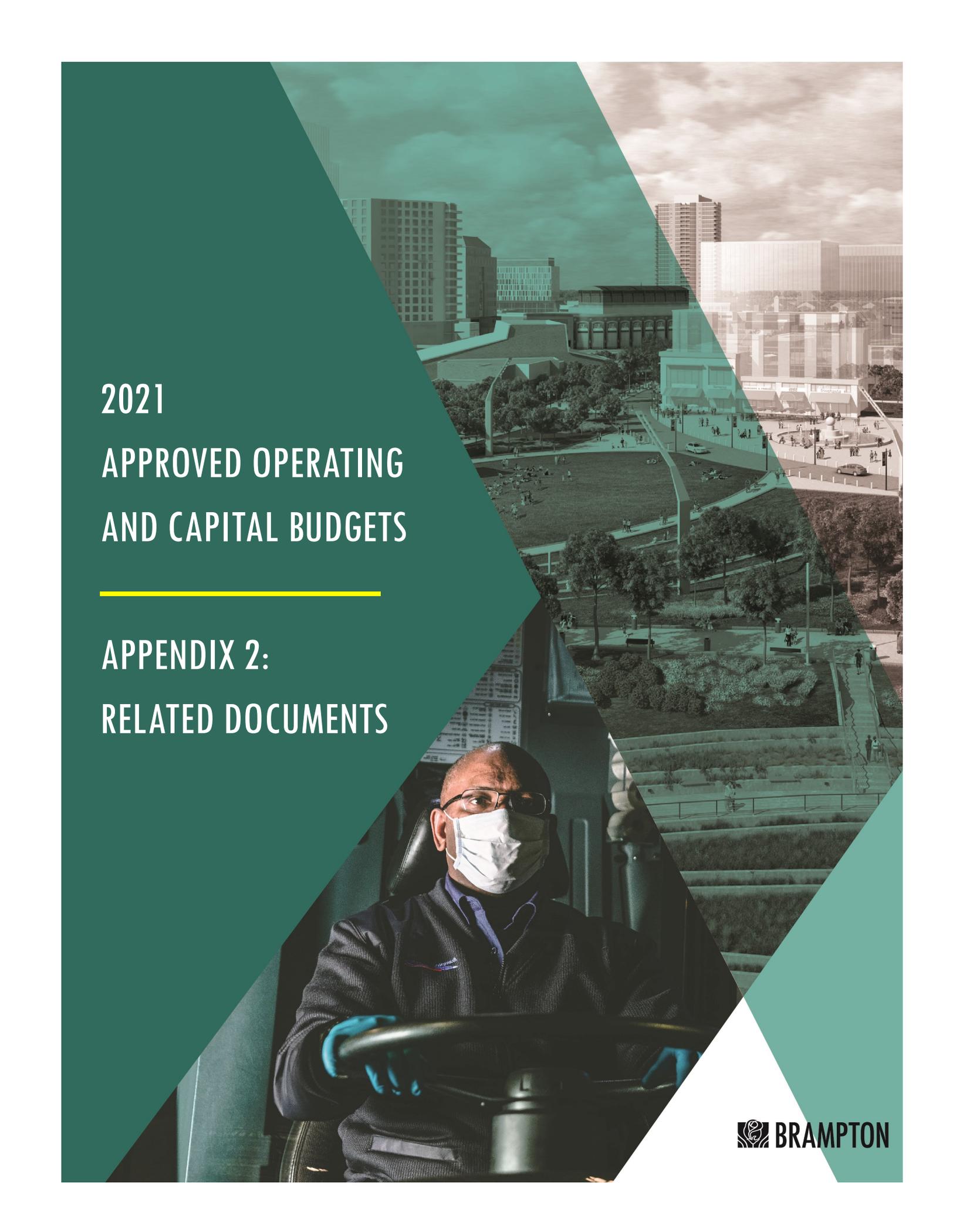
June 1, 2007

To ensure that all properties within the City of Brampton are assessed fairly within the legislative framework provided by the provincial government to generate appropriate tax revenues. To provide guidance for staff in the administration of their responsibilities. To actively monitor the product of the Municipal Property Assessment Corporation (MPAC) and ensure that municipal interests are achieved.

Links to all City of Brampton Corporate Policies can be found here:

<https://www.brampton.ca/EN/City-Hall/policies-directives/Pages/Welcome.aspx>





2021 APPROVED OPERATING AND CAPITAL BUDGETS

APPENDIX 2: RELATED DOCUMENTS

Brampton's Strategic Plan

Brampton 2040 Vision: Living the Mosaic, a bold new Vision for the future of Brampton.

This is an aspirational document to guide what Brampton will become over the next quarter century. It's about environment, transportation, jobs, recreation, health, social issues, and arts and culture. Most importantly, it's about people.

<http://www.brampton.ca/EN/City-Hall/Brampton-2040-Vision/Pages/Welcome.aspx>

Term of Council Strategic Priorities, 2019-2022

Priorities are organized in five directions: opportunities, mosaic, green, healthy & safe, and well run.

<https://www.brampton.ca/EN/City-Hall/Council-Priorities/Pages/Welcome.aspx>

Long-Term Financial Master Plan

The Long Term Financial Plan from Hemson highlights the City's current financial sustainability and provides a series of policy recommendations to enhance rigorous financial management of the City's resources. It also identifies potential funding alternatives for addressing the major strategic initiatives that will be subject to decisions in the short to medium term.

<http://www.brampton.ca/EN/City-Hall/budget/Pages/Long-Term-Financial-Master-Plan.aspx>

Annual Financial Report 2019

The Annual Financial Report contains the City's consolidated financial statements for 2019.

<https://www.brampton.ca/EN/City-Hall/Annual-Report/Documents/2019%20Annual%20Report%20as%20of%20June%2019.pdf>

Budget Toolkit

Part of the City's Budget website, this page provides links to various tools and sources of information including educational videos, infographics and a budget quick reference guide.

www.brampton.ca/budget - click "Budget Toolkit"

Financial Information Return 2018

"The Financial Information Return (FIR) is a standard set of year-end reports which capture financial and statistical information for each Municipality in the Province. Every Municipality in the Province will complete and submit a Financial Information Return to the Ministry each year." - *Ministry of Municipal Affairs and Housing*

<http://www.brampton.ca/EN/City-Hall/Annual-Report/FIR/FIR2018.pdf>

Budget Committee Meeting Agenda and Minutes

Budget Committee met on November 24, 26, 30 and December 1 for deliberations on the 2021 Proposed Operating and Capital Budgets. The agenda includes copies of all reports and presentations made during deliberations, and the minutes include all recommendations made to Council at the conclusion of the meeting.

Agenda - <https://pub-brampton.escribemeetings.com/FileStream.ashx?DocumentId=11427>

Minutes - <https://pub-brampton.escribemeetings.com/FileStream.ashx?DocumentId=12427>





2021 APPROVED OPERATING AND CAPITAL BUDGETS

APPENDIX 3 GLOSSARY & ACRONYMS

GLOSSARY:

Accrual Accounting

Recognizes revenues as they become measurable, expenditures as the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

ActiveAssist

ActiveAssist is a fee subsidy program designed to help low-income families and individuals in Brampton participate in Recreation programs.

Amortization

Accounting process of allocating cost less residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use. Also known as “depreciation accounting”.

Assessment growth

The additional value of assessed properties (e.g. new properties) added to a municipality in a given year.

Asset

An item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible, financial or non-financial and includes consideration of risks and liabilities.

Asset Capitalization

An accounting rule whereby an organization making a large asset purchase expenses it over a long period of time, such as for the duration of the useful life of the asset. The cost of such asset is said to be capitalized.

Audit

A review of processes and related controls to ensure they are functioning as intended. Includes determining if services can be improved or become more efficient, and ensuring resources are being used effectively.

Budget – balanced

Where revenues plus other funding sources equal expenditures. Municipal operating budgets, per the *Municipal Act, 2001*, and as outlined in City of Brampton’s Budget Policy (FIN-140), must be balanced. Offsets at year-end (deficits or surpluses) are made through transfers in or out of reserves to balance the budget.



Budget – base

The previous year’s approved budget before any budget changes are reflected for current or future years.

Budget – capital

Forecasted funding and costs categorized by projects. Capital budgets include the cost of purchase, construction, major repair, replacement and renewal of assets. Capital budgets are long-term and reflect an investment in the future of the city.

Budget – operating

Forecasted revenues and costs to run the city for a one-year period (January-December). Operating budgets are for day-to-day expenses to keep the city’s operations running. A municipality’s operating budget must be balanced (i.e. projected revenues must equal projected costs).

Budget deficit

Occurs when actual costs exceed actual revenues. In the operating budget, the shortfall must be covered by a draw from reserves in order to maintain a “balanced budget”. In the capital budget, approval must come from Council to increase funding for the project that has exceeded its budget.

Budget surplus

Occurs when actual revenues exceed actual costs. In the operating budget, remaining funds must be placed into reserves in order to maintain a “balanced budget”. In the capital budget, remaining funds must be returned to the reserve(s) from which funding was obtained for the project.

COVID-19

A novel (new) coronavirus, identified as Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). Global data suggested the contagion was spreading through human-to-human contact, and by mid-January 2020, the virus had spread to several countries and resulted in a worldwide pandemic.

Cloud Computing

The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.

Credit rating

A value assigned to the city by a credit agency that reflects the financial stability of the city’s finances.



Debenture

A loan secured to cover long-term investment. For Brampton, debentures would be issued by the Region of Peel and are restricted for use on capital projects.

Debt – DC-supported

External debt secured for capital projects that will ultimately be paid back, including interest, through the collection of development charges from builders.

Debt – external

Debt secured from sources outside the city (i.e. not from internal city bank accounts).

Debt – internal

Debt used to fund capital projects secured from city reserves. Loans are paid back, with interest at the prevailing rate(s), to the reserve.

Debt – tax-supported

External debt secured for capital projects that will ultimately be paid back, including interest, through property taxes.

Depreciation

The cost that reflects the loss in value of the city's assets annually (wear and tear).

Development Charges (DC)

Fees collected from developers, at the time a building permit is issued, to pay for infrastructure such as roads, transit, water and sewer infrastructure, community centres and fire and police facilities in new developments.

Engagement

Engagement measures how much and how often others interact with the City.

Expenditures - Capital

Expenditures made on capital projects (those that include the purchase, construction, major repair, replacement and renewal of assets). Capital expenditures reflect an investment in the future of the city.

Expenditures - Operating

Expenditures made to pay for day-to-day expenses to keep the city's operations running.



Feasibility Studies

An assessment of the practicality of a proposed plan or method.

Followers

Someone who subscribes to receive updates via Twitter, Facebook etc.

Funding – one-time

Funding that is not ongoing and does not form part of the “base budget”. Can be used to fund one time or emergency costs. Cannot be used to fund ongoing expenses such as salaries. Examples include annual surplus funds or draws from reserves.

Funding – ongoing

Funding that is sustainable through an ongoing source (e.g. property taxes) and forms part of the “base budget”. Used to fund ongoing expenses. Examples include property taxes, recurring revenues and permanent transfers from other levels of government.

Infrastructure deficit

The accumulated shortfall in savings for repair and replacement of city assets.

Infrastructure levy

The portion of property taxes collected for the purpose of funding repair and replacement of city assets.

Internet of Things (IoT)

The Internet of Things (IoT) refers to the growing network of technology and devices that communicate over the internet.

Jumpstart

Canadian Tire Jumpstart Charities is a registered charity dedicated to removing financial barriers so children across Canada have the opportunity to get off the sidelines and get into the game. Jumpstart’s core purpose is to enrich the lives of children (from 4 to 18) in need through sports and physical activity. They assist with the costs associated with registration, equipment and/or transportation.

MPAC

Municipal Property Assessment Corporation. Its role is to accurately assess and classify all properties in Ontario. The assessments provided by MPAC are used to calculate the property taxes payable by property owners.



Pain Points

A problem or need a business or company aims to solve.

Personal Transportation Company (PTC)

A ride share company such as Uber or Lyft.

Record of Site condition

A record of site condition (RSC) summarizes the environmental condition of a property, as of a certification date, based on the completion of one or more environmental site assessments (ESAs) conducted or supervised by a qualified person (QP) (some aspects of an ESA must be conducted by the QP and may not be delegated).

Reserves

Earmarked revenue that is not tied to any specific asset and is not required to be segregated. Reserves may be established for a predetermined purpose (e.g. General Rate Stabilization Reserve). Often referred to as “contingency” or “rainy day” funds.

Reserve Funds

Revenues which are earmarked, segregated and restricted to meet the purpose of the reserve fund. A reserve fund is established based on a statutory requirement or a defined financial commitment/liability payable in the future. There are two types: obligatory and discretionary.

Reserve Funds - Obligatory

Funds segregated, as mandated by statute (e.g. Development Charges) or as a result of a legal agreement (e.g. subdivision agreement). To be used solely for the purpose prescribed for them.

Reserve Funds - Discretionary

Reserve funds that are created by Council to earmark revenue to finance a future expenditure (e.g. hospital, university, road widening, facility construction).

Smart City

A smart city is an urban development vision to integrate multiple information and communication technology (ICT) and Internet of Things (IoT) solutions in a secure fashion to manage a city's assets – the city's assets include, but are not limited to, local departments' information systems, schools, libraries, transportation systems, hospitals, power plants, water supply networks, waste management, law enforcement, and other community services.



ACRONYMS:

- ACC – Architectural Control Compliance
- AIM – Accessible Interactive Maps
- AMANDA – Building Permit Tracking System
- AMPS – Administrative Monetary Penalty System
- ATU – Amalgamated Transit Unit
- AVL – Automated Vehicle Locator
- BAS – Building Automation Systems
- BCA – Building Condition Assessment
- BEC – Brampton Entrepreneur Centre
- BEMO – Brampton Emergency Management Office
- BEPAC – Brampton Environmental Planning Advisory Committee
- BFES – Brampton Fire and Emergency Services
- BFIP – Bicycle Facility Implementation Plan
- BILD – Building Industry and Land Development Association
- BL – Brampton Library
- BPL – Brampton Public Library
- BPFFA – Brampton Professional Fire Fighters Association
- BRIMS – Brampton Records and Information Management System
- BRT – Bus Rapid Transit
- CAMP – Corporate Asset Management Plan
- CAO – Chief Administrative Officer
- CAS – Council and Administrative Services
- CCTV – Closed Circuit Television
- CERV – Community Emergency Response Volunteer
- CIL – Cash In Lieu
- CIP – Community Improvement Plan



Appendix 3 - Glossary and Acronyms



- Class EA – Class Environmental Assessment
- CLT - Corporate Leadership Team
- COB – City of Brampton
- CofA – Committee of Adjustment
- COO – Chief Operating Officer
- CPI – Consumer Price Index
- CSO – Corporate Services Office
- CSP – Customer Service Portal
- CUPE – Canadian Union of Public Employees
- CVC – Credit Valley Conservation Authority
- DC – Development Charge
- DECRS – Downtown Etobicoke Creek Revitalization Study
- DES – Data Encryption Security
- DDGs – Development Design Guidelines
- DPS – Development Permit System
- DTIMS – Deighton Total Infrastructure Management System
- EA – Environmental Assessment
- EAB – Emerald Ash Borer
- EMP – Environmental Master Plan
- ERP – Enterprise Resource Planning
- FCCC – Flower City Community Campus
- FOI – Freedom of Information
- FSEO – Festivals and Special Events Office
- GEA – Ontario's Green Energy Act
- GFOA – Government Finance Officers Association
- GIS – Geographic Information System
- GOC – Games Organizing Committee



Appendix 3 - Glossary and Acronyms



- GPS – Geographical Positioning System
- GRS – General Rate Stabilization
- GTA – Greater Toronto Area
- GTHA – Greater Toronto and Hamilton Area
- HLRT – Hurontario Light Rail Transit
- HR – Human Resources
- IAQ – Indoor Air Quality
- ICI – Institutional Commercial Industrial
- ILS – Integrated Library System
- IMET – Inter Municipal Enforcement Team
- IMS – Infrastructure Management System
- IoT – Internet of Things
- ISO – International Standards Organization
- IT – Information Technology
- ITS – Intelligent Transportation Systems
- ITSM – Information Technology Service Management
- IWMS – Integrated Workplace Management System
- JFCC – Joint Fire Communications Centre
- KPIs – Key Performance Indicators
- LCD – Liquid Crystal Display
- LEED – Leadership in Energy and Environmental Design
- LED – Light Emitting Diode
- LID – Low Impact Design
- LRAP – Licensing Renewal Analysis Project
- LRAP – Licensing Review Automation Process
- LRT – Light Rail Transit
- MAA – Municipal Access Agreement



Appendix 3 - Glossary and Acronyms



- MAG – Ministry of Attorney General
- MAS – Management Advisory Services
- MFIPPA – Municipal Freedom of Information and Protection of Privacy Act
- MMS – Minimum Maintenance Standards
- MNR – Ministry of Natural Resources and Forestry
- MPAC – Municipal Property Assessment Corporation
- MPI – Municipal Price Index
- MPMP – Municipal Performance Management Program
- OBC – Ontario Building Code
- OCA – Office of the Central Area
- OCE – Ontario Centres of Excellence
- OCE – Office of Community Engagement
- OMB – Ontario Municipal Board
- OP – Official Plan
- OPA – Official Plan Amendment
- OPPI – Ontario Professional Planners Institute
- PLANTRAK – Development Tracking System
- PM (in capital project titles) – Preventative Maintenance
- PM (other) – Project Manager
- POA – Provincial Offences Act
- PSAB – Public Sector Accounting Board
- PTC – Personal Transportation Company
- ROP – Region of Peel
- ROW – Right of Way
- SME – Small / Medium Enterprises
- SOGR – State of Good Repair
- SOP – Standard Operating Procedure



Appendix 3 - Glossary and Acronyms



- SP – Secondary Plan
- SWM – Storm Water Management
- TCA – Tangible Capital Asset Reporting
- TDM – Travel Demand Management
- TLMS – Talent Learning Management System
- TMS – Talent Management System
- ToR – Terms of Reference
- TRCA – Toronto and Regional Conservation Authority
- TSSA – Technical Standards & Safety Authority
- TMP – Transportation Master Plan
- WHO – World Health Organization
- WSIB – Workplace Safety and Insurance Board

