

City of Burnaby
Glossary of Commonly Used Terms for Council Reports

Amenity Cost Charges (ACC)	Charges imposed by bylaw under section 570.2(1) of the <i>Local Government Act</i> for the purpose of providing funds to assist the City to pay the capital costs of providing, constructing, altering or expanding amenities to benefit, directly or indirectly, the development, and the increased population of residents or workers that results from the development for which the charge is being imposed.
Business Improvement Area (BIA)	An association of businesses and commercial property owners within a specified commercial area who join together to promote the economic development of the district through various marketing, beautification, safety and advocacy initiatives. With the support of the municipality, all or part of a funding provided through a municipality must be recovered by means of a local service tax paid for by the businesses within the boundaries of the BIA.
Community Benefit Bonus Affordable Housing Reserve (CBBAHR)	A capital reserve to fund future special needs or affordable housing as defined under the City's Community Benefit Bonus Policy.
Community Grant Application (CGA)	An application to request an operating, programming or recreational sport grant, or a fee waiver, from the City.
Comprehensive Development Plan (CD Plan)	A suitable plan of development required of applicants requesting a rezoning to a comprehensive development district. The CD Plan generally includes, but is not limited to: a site plan, architectural and landscape plans, permitted and proposed density, statement of land uses, environmental features, topography, fencing, retaining walls, and signage.
Contract Award (CA)	A notification of contract award by the City to a contractor, specifying the terms and conditions and provisional price of the agreement.
Contract Extension (CE)	An agreement between the City and a contractor of an existing contract, to extend the terms of that agreement for an additional period of time.
Contract Increase (CI)	An agreement between the City and a contractor of an existing contract to increase the provisional price of the agreement.
Contract Update (CU)	An agreement between the City and existing contractor that is being updated or moved into the next phase.
Development Cost Charges (DCC)	Charges imposed by bylaw under section 559(1) of the <i>Local Government Act</i> for the purpose of providing funds to assist the City to pay capital costs of providing, constructing, altering or expanding sewer, water, drainage, fire protection, and transportation facilities, other than off-street parking facilities, and providing and improving park land to service, directly or indirectly, the development for which the charge is being imposed.
Development Variance Permit (DVP)	A permit issued by the City, by resolution, that varies, in respect of the land covered in the permit, the provisions of a certain bylaw.
Grant Application (GA)	An application for the City of Burnaby to apply for a grant to administer a City program, service, activity or support infrastructure or development. Typically, permission to apply for grants and assign staff resources to applications and work related to the grant application are considered and approved by Council.

Grant Request (GR)	A request for Council approval to allocate funds from a City reserve or reserve fund towards a project, program or service in the form of a grant.
Heritage Revitalization Agreement (HRA)	A legally binding agreement negotiated by the City and an owner of heritage property.
Lease Agreement (LA)	A contract between a landlord and a tenant that states what the tenant will pay monthly for rent and for how long.
Liquor Licence Application (LLA)	An application to obtain or amend a licence to permit the sale of liquor at a licenced establishment.
Ministry of Transport and Infrastructure (MOTI)	The Ministry of Transportation and Infrastructure (MOTI) plans and improves transportation networks, builds new infrastructure, provides transportation services, and implements provincial transportation policies.
Municipal and Regional District Tax (MRDT)	A tax rate (up to 3%) that is set by the Council, by bylaw, and collected by accommodation providers for short-term rental accommodations. The collected tax amount is then provided to Tourism Burnaby (the MRDT the designated recipient) to fund tourism marketing, programs and projects as detailed in the City's MRDT bylaw.
Official Community Plan (OCP)	A plan that provides the long-term vision for the community.
Preliminary Plan Approval (PPA)	An approval indicating that a proposed development meets all the applicable requirements of the Zoning Bylaw.
Proposed Acquisition (PA)	A recommendation to gain ownership or rights over a real estate property.
Proposed Lease Agreement (PLA)	The terms and conditions of the leased space proposal submitted by a prospective lessor.
Public Hearing (PH)	A meeting held before adopting an amendment to a zoning bylaw, also known as a rezoning application, to allow affected citizens to provide their views to council. Some rezoning bylaws are prohibited from holding public hearings.
Rezoning (REZ)	The process of applying to have the zoning of a property changed, to use or develop land in a way that is not permitted under the current zoning.
Road Closure (ROD)	An application for the closure, sale and/or consolidation of lane allowance.
Strata Title Conversion Application (STCA)	An application for a strata title conversion.
Subdivision (SUB)	The legal process of altering a property's boundaries.
Temporary Use Permit (TUP)	A permit that allows temporary land uses not permitted under the current zoning.
Unightly Property (UP)	A property with an accumulation of filth, discarded materials, or rubbish of any kind.