

**City of Burnaby**  
**Glossary of Commonly Used Terms for Council Reports**

<b>Amenity Cost Charges (ACC)</b>	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.
<b>Business Improvement Area (BIA)</b>	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.
<b>Community Benefit Bonus Affordable Housing Reserve (CBBAHR)</b>	A capital reserve to fund future special needs or affordable housing as defined under the City's Community Benefit Bonus Policy.
<b>Community Grant Application (CGA)</b>	An application to request an operating, programming or recreational sport grant, or a fee waiver, from the City.
<b>Comprehensive Development Plan (CD Plan)</b>	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.
<b>Contract Award (CA)</b>	A notification of contract award by the City to a contractor, specifying the terms and conditions and provisional price of the agreement.
<b>Contract Change (CC)</b>	An agreement between the City and a contractor of an existing contract to change the provisional price of the agreement.
<b>Contract Extension (CE)</b>	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.
<b>Contract Update (CU)</b>	An agreement between the City and existing contractor that is being updated or moved into the next phase.
<b>Development Approvals Process (DAP)</b>	A municipal framework that ensures proposed developments align with community plans, zoning regulations, engineering standards, and public interest.
<b>Development Cost Charges (DCC)</b>	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.
<b>Development Variance Permit (DVP)</b>	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.

<b>Grant Application (GA)</b>	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.
<b>Grant Request (GR)</b>	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.
<b>Heritage Revitalization Agreement (HRA)</b>	A legally binding agreement negotiated by the City and an owner of heritage property.
<b>Lease Agreement (LA)</b>	A contract between a landlord and a tenant that states what the tenant will pay monthly for rent and for how long.
<b>Liquor Licence Application (LLA)</b>	An application to obtain or amend a licence to permit the sale of liquor at a licenced establishment.
<b>Ministry of Transport and Infrastructure (MOTI)</b>	The Ministry of Transportation and Infrastructure (MOTI) plans and improves transportation networks, builds new infrastructure, provides transportation services, and implements provincial transportation policies.
<b>Municipal and Regional District Tax (MRDT)</b>	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.
<b>Official Community Plan (OCP)</b>	A plan that provides the long-term vision for the community.
<b>Parks Recreation and Culture (PRC)</b>	The Parks, Recreation and Culture (PRC) Department is responsible for the stewardship and delivery of Burnaby's natural, recreational and cultural amenities, programs and services.
<b>Preliminary Plan Approval (PPA)</b>	An approval indicating that a proposed development meets all the applicable requirements of the Zoning Bylaw.
<b>Proposed Acquisition (PA)</b>	A recommendation to gain ownership or rights over a real estate property.
<b>Property Inquiry (PI)</b>	A report providing information and seeking approval regarding a property, transaction, or any other aspect of the real estate process.
<b>Proposed Lease Agreement (PLA)</b>	The terms and conditions of the leased space proposal submitted by a prospective lessor.
<b>Public Hearing (PH)</b>	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.
<b>Request for the Community Benefit Bonus (RCBB)</b>	A request to Council for approval of the community benefit bonus density value for a proposed development.
<b>Rezoning (REZ)</b>	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.
<b>Road Closure (ROD)</b>	An application for the closure, sale and/or consolidation of lane allowance.
<b>Strata Title Conversion Application (STCA)</b>	An application for a strata title conversion.
<b>Subdivision (SUB)</b>	The legal process of altering a property's boundaries.

<b>Status Update (SU)</b>	A report providing an update on ongoing or existing projects, portfolio, strategies or action plans for receipt of information by Council and public transparency.
<b>Temporary Use Permit (TUP)</b>	A permit that allows temporary land uses not permitted under the current zoning.
<b>Unightly Property (UP)</b>	A property with an accumulation of filth, discarded materials, or rubbish of any kind.

## Advisory Bodies and Boards

<b>Access Advisory Committee (ACC)</b>	The Access Advisory Committee, legislated under <i>the Accessible BC Act</i> , advises Council on improving access and inclusion for community members with disabilities.
<b>Audit Committee (AC)</b>	The Audit Committee assists, advises, and makes recommendations to Council regarding the fulfillment of Council's oversight responsibilities relative to City financial reporting, external audit requirements, internal control and audit, quality assurance and risk management, and compliance with financial regulations and policies.
<b>Board of Variance (BOV)</b>	The Board of Variance, legislated under the <i>Local Government Act</i> , is a Board of Appeal that considers minor variances to the Burnaby Zoning Bylaw. The Board may hear appeals regarding the siting, dimensions, or size of a building but not those involving use or density.
<b>Community Heritage Commission (CHC)</b>	The Community Heritage Commission, established by the Burnaby Community Heritage Commission Bylaw, advises Council on matters concerning the identification, management and preservation and/or restoration of buildings and sites with historical significance in Burnaby.
<b>Environment Committee (EC)</b>	The Environment Committee advises Council on issues related to environmental matters, including policy recommendations to ensure the City meets urgent environmental targets and goals. Foundational documents including the Burnaby Environmental Sustainability Strategy (ESS), the Official Community Plan (OCP), the Community Energy and Emissions Plan (CEEP), the Corporate Strategic Plan (CSP), and the Climate Action Framework inform and provide context for the priorities and actions of the Committee.
<b>Executive Committee of Council (ECC)</b>	The Executive Committee of Council is an advisory body that assists Council in setting and maintaining the strategic direction of the City and advancing the achievement of the Corporate Strategic Plan. The Committee's responsibilities include community and festivals grants, the oversight of strategic direction in the areas of corporate governance, community and inter-government relations, organization and people, and providing advice on corporate affairs, special initiatives, and priorities of Council.
<b>Financial Management Committee (FMC)</b>	The Financial Management Committee oversees the planning and construction of major civic buildings and advises on the City's annual budget and expenditures.
<b>International Relations and Friendship Cities Committee (IRFCC)</b>	The International Relations and Friendship Cities Committee is an advisory body on international relations and the Sister/Friendship City program and assists Council in exploring opportunities for mutual economic and cultural benefits with other cities across the globe.
<b>Parcel Tax Roll Review Panel (PTRRP)</b>	The Parcel Tax Roll Review Panel, legislated by the <i>Community Charter</i> , approves new charges for Sewer Parcel and Local Area Service Taxes. Property owners who provide advance written notice to the Panel are given the opportunity to appeal against the Local Area Service Frontage and Sewer Parcel Tax assessments. The assessments confirmed by the Panel form the basis for the Local Area Services and Sewer Assessment Tax Rolls.

<b>Parks, Recreation and Culture Committee (PRCC)</b>	<p>The Parks, Recreation and Culture Committee provides advice and makes recommendations to Council on matters related to parks, recreation and culture services, programs and facilities within the municipal boundaries of the City of Burnaby. In accordance with its purpose, the Committee considers and formulate recommendations to Council regarding parks, recreation and culture:</p> <ul style="list-style-type: none"> <li>• plans and activities and associated programs and services;</li> <li>• policies and procedures relating to parks, recreation and culture;</li> <li>• proposed or in-development plans, including the preparation of comments regarding adequacy, scope, nature and impacts when they are referred from Council;</li> <li>• matters for which Council refers to the Committee and requests input.</li> </ul>
<b>Planning and Development Committee (PDC)</b>	<p>The Planning and Development Committee advises Council on affordable housing, City land leasing for non-market and special needs housing, planning issues for residential land use and the reports on the impacts of federal and provincial policies on the aforementioned topics.</p>
<b>Public Library Board (PLB)</b>	<p>The Public Library Board, legislated under the <i>BC Library Act</i>, sets strategic priorities and oversees all the financial and operational aspects of the library.</p>
<b>Public Safety Committee (PSC)</b>	<p>The Public Safety Committee collaborates with the Burnaby Detachment RCMP, Burnaby Fire Department, City departments and external stakeholders to implement and promote public safety programs and initiatives while providing an opportunity for the public to have input into community safety priorities.</p>
<b>Simon Fraser Liaison Committee (SFLC)</b>	<p>The Simon Fraser University Liaison Committee coordinates with Simon Fraser University (SFU) on matters of common interest.</p>
<b>Social Planning Committee (SPC)</b>	<p>The Social Planning Committee advises on a variety of social issues including but not limited to the needs of seniors, youth, families, ethnic groups, LGBTQ2S+, persons with disability and socio-economic equity issues. The Committee is also responsible for making recommendations regarding inclusivity initiatives as they relate to the aforementioned groups. Foundational documents including the Social Sustainability Strategy (SSS), the Official Community Plan (OCP), and the Corporate Strategic Plan (CSP) inform and provide context for the priorities and actions of the Committee.</p>
<b>Transportation Committee (TC)</b>	<p>The Transportation Committee advises Council on strategic priorities relating to the planning and implementation of multi-modal transportation initiatives and projects, such as:</p> <ul style="list-style-type: none"> <li>• long range road and active transportation network development;</li> <li>• policies related to transportation supportive measures;</li> <li>• active transportation improvement projects; and</li> <li>• traffic management upgrades and road safety improvements, which are not directly linked to a development application.</li> </ul>