PORT MOODY
CITY OF THE ARTS

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Quick Reference Glossary

This quick reference glossary includes the following tables of frequently used terms, including associated acronyms and short titles, which are frequently cited regarding:

1. General Terms
2. Council Standing Committees
3. Advisory Bodies and Boards
4. Frequently Referenced Legislation Citations and Short Titles

1. General Terms	
Terms and Acronyms	**Description**
Administrative Policy	An Administrative Policy provides internal direction for the operational and administrative functions of staff. Administrative Policies are approved by the City Manager and may be endorsed by appropriate department heads or the Executive Leadership Team. These policies are developed by administration due to the technical expertise, operational knowledge, and regulatory awareness they require. Administrative Policies explain the rationale behind operational expectations and support the safe, consistent, and compliant delivery of municipal programs and services by providing a single source of guidance for staff. Administrative Policies are generally characterized by: • setting operational, governance, and due-diligence expectations for staff; • establishing consistent professional and operational standards across the organization; • translating Council direction into clear, accountable, and efficient operational practices; and • incorporating risk management to support safe, compliant, and reliable service delivery.
Amenity Cost Charges (ACC)	Charges imposed by bylaw under section 570.2(1) of the *Local Government Act* for the purpose of providing funds to assist the City in paying 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.
Artist Grant Program (AGP)	A grant program for Port Moody-based artists needing financial assistance completing a project, preparing for an exhibition, or reaching the next level in their career.
Arts, Culture, and Heritage Grant Program (ACHGP)	A grant program for Port Moody-based arts, culture, or heritage organizations.
Asset Management Investment Plan (AMIP)	A strategic forecast that provides a long-term assessment of the City's infrastructure renewal needs and the level of investment required to support sustainable service delivery.
BC Assessment (BCA)	BC Assessment is an independent Province of British Columbia Crown corporation that determines the assessed value of all properties in BC each year for property taxation purposes. These assessments help local governments and the Province calculate property taxes, although BC Assessment does not set the tax rates themselves.
Bylaw (BL)	A local law passed by municipal councils, cities, or towns to govern local communities.
Community Amenity Contributions (CAC)	Negotiated cash or in-kind voluntary contributions provided by property developers to a municipality when a rezoning approval increases development potential or changes the use of the site.

Community Grant Program (CGP)	A program that provides financial assistance to community groups and non-profit organizations that contribute to the general interest and benefit of local residents and businesses.
Comprehensive Development (CD)	The development of an area embracing one or more land use classifications as an integrated unit based upon a site-specific Comprehensive Development plan.
Corporate Policy	A Corporate Policy sets out the direction and intentions of Council and the City's Administration on matters that influence how the City operates and interacts with Council, staff, and the community. These policies are approved by Council and typically endorsed by the City Manager. Corporate Policies support and align with government instruments such as bylaws, strategic plans, statutory plans, guidelines and best practices. Corporate Policies are generally characterized by: • providing organization-wide direction on practices, standards, or approaches; • supporting consistent implementation of Council direction across multiple departments; • guiding interactions between the City, staff, Council, and external stakeholders; and • aligning with strategic and statutory plans while informing administrative implementation.
Council Policy	A Council Policy applies to matters related to Council and Council Committees and are approved by Council. These policies address issues involving public interest, long-term impacts, strategic priorities, taxation, governance, and other matters requiring Council-level direction. They guide Council and Committee members in balancing economic, social, environmental, and political considerations. Council Policies are generally characterized by: • establishing principles, values, and decision-making expectations for Council and Committees; • setting standard processes for the Mayor, Councillors, and Council-appointed Committee members; • providing consistent approaches and documenting past decisions to guide future governance; and • preventing conflicting policy direction through documented subject interests of Council.
Development Approvals Process (DAP)	A municipal framework that ensures proposed developments align with community plans, zoning regulations, engineering standards, and public interest.
Development Cost Charges (DCC)	Charges imposed by bylaw under section 559(1) of the *Local Government Act* for the purpose of providing funds to assist the City in paying 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 Permit (DP)	A formal authorization from a local government that regulates the form, character, siting, exterior design, environmental protection, and hazardous conditions of a property or construction project.
Development Variance Permit (DVP)	A permit issued by Council resolution, that varies, in respect of the land covered in the permit, the provisions of a certain bylaw.
Environmental Operators Certification Program (EOCP)	The body designated by the *Drinking Water Protection Regulation* to certify water distribution, wastewater collection system, and stormwater collection system facilities and operators in British Columbia.
Federation of Canadian Municipalities (FCM)	A non-profit organization that represents more than 2,000 municipalities across Canada, advocating for municipal interests in federal policy and program development.

Floor Area Ratio (FAR)	The figure obtained when the total floor area (less permitted exclusions) of all buildings on a lot is divided by the total area of the lot.
Five-Year Financial Plan (FYFP)	Municipalities must annually prepare a five-year financial plan and adopt tax rates in accordance with the *Community Charter*. The five-year requirement encourages city councils to consider the long-term impact of current decisions. When undertaking a capital project, they must consider the annual operating and maintenance costs and not only the initial capital cost.
Green Infrastructure (GI)	A planned network of natural vegetative systems, soils, and engineered natural designs to manage water, protect the environment, and support resilient communities.
Heritage Alteration Permit (HAP)	A formal local government or municipal approval required before a protected heritage property or any property located within a designated Heritage Conservation Area (HCA) can be constructed, added to, altered, subdivided, or demolished.
Heritage Conservation Area (HCA)	A distinct area with special heritage value and/or heritage character identified for conservation by the Official Community Plan. Heritage conservation areas are intended to provide long-term protection to the area and identify some properties for protection. Port Moody has two recognized heritage conservation areas: the Ioco Townsite and Moody Centre.
Heritage Revitalization Agreement (HRA)	A legally binding, voluntary contract between a property owner and a local municipal government in British Columbia that provides protection to a heritage building, while allowing for redevelopment of the property.
Highway Use Permit (HUP)	A permit that allows an activity that may impact City-owned roads, boulevards, sidewalks, or other public right-of-way areas. This includes construction and development work, transportation-related activities, or temporary uses of public space.
Housing Agreement (HA)	A legally binding contract between a property owner and a local government regarding the occupancy of housing units identified in the agreement, including tenure and level of affordability.
Local Government Climate Action Program (LGCAP)	A Province of British Columbia initiative that provides local governments and Modern Treaty Nations with funding, data, and guidance for climate change mitigation and adaptation.
Local Government Management Association (LGMA)	A non-profit organization that supports excellence in local government administration across British Columbia through education, training, professional development, and networking.
Lower Mainland Local Government Association (LMLGA)	A non-profit area association of the Union of BC Municipalities (UBCM) representing local governments in the Lower Mainland region of BC.
Metro Vancouver (MV)	A regional district within British Columbia, comprising 21 municipalities, one electoral area, and one treaty First Nation located in the Greater Vancouver region, that is mandated to plan for and deliver regional utility services, including water, sewers and wastewater treatment, and solid waste management, regulates air quality, plans for urban growth, manages a regional parks system, and provides affordable housing.
Ministry of Transportation and Transit (MOTT)	The department in the Government of British Columbia that is responsible for developing, maintaining, and managing the province's transportation systems and policies. The aim is to provide a transportation system and provide affordable, efficient, and accessible transportation options that support economic growth.
Multi-use Path (MUP)	A two-way path shared by cyclists, pedestrians, and other active transportation users. These may be situated adjacent to roads or located away from them and are typically paved with asphalt.
Natural Assets (NA)	Natural assets are natural features or ecosystems, such as forests, wetlands, streams, and aquifers, that provide valuable services to communities, including water filtration, stormwater management, flood protection, and climate regulation. These assets can function as infrastructure, often delivering services more sustainably and cost-effectively than engineered alternatives.

Official Community Plan (OCP)	A plan that describes the long-term vision for the community. It is reviewed approximately every five (5) years; however, Council can consider and approve minor changes or amendments at any time.
Port Moody Fire-Rescue (PMFR)	A department of the City of Port Moody mandated to provide fire and rescue services per the *BC Fire Code* and the *Fire Safety Act*.
Port Moody Police Department (PMPD)	City of Port Moody Police Department.
Property Assessment Appeal Board (PAAB)	The Property Assessment Appeal Board (PAAB) is an independent tribunal that serves as the second level of appeal for property assessments in British Columbia. If a property owner disagrees with a decision of the Property Assessment Review Panel (PARP), they may appeal to the PAAB, which reviews the evidence and determines whether the assessment should be confirmed or changed.
Property Assessment Review Panel (PARP)	The Property Assessment Review Panel (PARP) is the first level of the property assessment appeal process in British Columbia. It is an independent panel that reviews complaints from property owners who believe their property assessment is incorrect and can confirm, reduce, or increase an assessment based on the evidence presented.
Public Hearing (PH)	A meeting held, pursuant to Part 14, Division 3 of the *Local Government Act*, before adopting an amendment to a zoning bylaw, also known as a rezoning application or an OCP bylaw, to allow affected citizens to provide their views to Council. The legislation prohibits the City from holding public hearings for some rezoning bylaws.
Request for Information (RFI)	A procurement process in which an early-stage document is sent to potential vendors or suppliers to learn what products, services, or general capabilities exist in the market.
Request for Proposal (RFP)	A competitive procurement process used when the City is seeking a solution to a defined need and proposals will be evaluated on multiple criteria, such as experience, methodology, service, and price. The contract is awarded to the proponent that provides the best overall value based on the evaluation criteria, which is not necessarily the lowest priced submission.
Request for Quote (RFQ)	A less formal competitive procurement process used for routine goods or services where the requirements are straightforward and well understood. Suppliers provide pricing based on a defined specification and the contract is generally awarded to the lowest compliant quotation.
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.
Sanitary Sewer Overflow (SSO)	Unintentional discharge of wastewater to the environment prior to reaching a treatment facility. SSOs occur when the capacity of the sewer system is exceeded, usually due to extreme conditions such as heavy rainfall or an obstruction or break in sewer lines.
Small-Scale Multi-Unit Housing (SSMUH)	Any residential building(s) on a lot containing a total of one or six dwelling units, inclusive of all primary dwelling units and secondary suites, which may consist of single family, duplex, and/or multiplex dwellings, but excluding rowhouse dwellings.
Strategic Priorities Intake (SPI)	A City process conducted by staff to provide an estimate of effort to undertake a project or initiative requested by Council, and to review the prioritization of strategic priorities endorsed by Council.
Sustainability Report Card (SRC)	A report card that identifies performance measures in four sustainability categories – Cultural, Economic, Environmental, and Social. These performance measures are used to evaluate development proposals. The SRC is included as part of the development application submission.
Temporary Use Permit (TUP)	A permit that allows temporary land uses not permitted under the current zoning.
Transit-Oriented Area (TOA)	Province of British Columbia mandated designated geographic areas within 800m of a rapid transit station (e.g.: SkyTrain station) and 400m of a bus exchange and West Coast Express station designed to concentrate growth around high-capacity transit

	stations, including mixed-use housing, dense communities, and active transportation. While similar to the City's TOD, TOAs also set regulations linked to height and densities around transit centres.
Transit-Oriented Development (TOD)	An area designated by the City that locates high-density, mixed-use development within walking distance from frequent transit services. TODs typically incorporate a variety of land uses, including residential, commercial (i.e.: grocery stores and retail) and community amenities (i.e.: childcare and community centres).
Union of BC Municipalities (UBCM)	A non-profit organization that represents, serves, and provides a common voice for all local governments in BC.

2. Council Standing Committees	
Name and Acronym	**Description**
City Initiatives and Planning Committee (CIPC)	The CIPC reviews, provides preliminary feedback, and makes recommendations to Council regarding items in the early stages of development related to planning, housing, transportation, road and utility infrastructure, parks, City facilities, economic development, climate action, and/or environment, and provides feedback on other City initiatives.
Council Standing Committee (CSC)	The CSC is a meeting of Council, with the same powers, duties, functions, notice requirements, and procedures as a Regular Council meeting, that is scheduled for Council to consider and ratify decisions of Advisory Bodies or other expedient matters for Council's consideration.
Finance Committee (FC)	The FC assists Council in fulfilling its financial fiduciary responsibilities for the City by reviewing and making recommendations to Council regarding: • operational and capital budgets and amendments; • interim and annual financial information; • funding requests; • external and internal audit reports; and • systems of corporate control which Management and Council have established.
Governance and Legislation Committee (GLC)	The GLC assists Council in fulfilling its responsibilities for the City to review and make recommendations to Council regarding: • effective corporate governance; • transparency and accountability to the public; • Council administrative procedures; • Corporate policies; • Committees and Council effectiveness; and • other related issues that are put forward by the City Manager or referred by Council.
Strategic Priorities Committee (SPC)	The SPC assists Council in fulfilling its responsibilities for the City by reviewing and making recommendations to Council regarding: • the Council Strategic Plan; • long-term strategic master plans and priorities; • intergovernmental relations; and • other related issues that are put forward by the City Manager or referred by Council.

3. Advisory Bodies and Boards	
Name and Acronym	**Description**
Arts, Culture, and Heritage Committee (ACHC)	The ACHC provides advice and recommendations on issues related to Port Moody's arts, cultural, and heritage resources to align these important areas for the benefit of the City of the Arts.
Board of Variance (BoV)	The BoV consists of five members appointed by Council. They listen to public appeals about the strict application of certain local government provisions and regulations. This includes building and development applications.
City/CPKC Community Advisory Panel (CCCAP)	The CCCAP provides a forum for the exchange of information between the City of Port Moody and CPKC (formerly known as Canadian Pacific Railway).
Climate Action Committee (CAC)	The CAC provides advice and recommendations on ways in which the City can achieve carbon neutrality in corporate operations and community energy and emission programs for residents and businesses, specifically through the reduction of GHG emissions as detailed within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Economic Development and Tourism Committee (EDTC)	The EDTC provides advice and recommendations on strategic economic and tourism development directions and related matters within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee	The IDEA Committee provides advice and recommendations on inclusion, diversity, equity, and accessibility issues, strategies and initiatives within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Land Use Committee (LUC)	The LUC provides City Council and the General Manager of Community Development with comments and advice on proposed land use changes and within the Committee's Terms of Reference and the Council Committee System Policy.
Port Moody Public Library Board (LB)	The LB is a governance board which operates under the authority of the *Library Act* of British Columbia. The Board is responsible for providing library services and programs in Port Moody.
Parks and Environment Committee (PEC)	The PEC provides advice and recommendations on parks and environmental issues and within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Seniors Focus Committee (SFC)	The SFC provides advice and recommendations on seniors' issues, strategies, and initiatives and within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Transportation Committee (TC)	The TC provides advice and recommendations on traffic and transportation issues and priorities within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.
Youth Focus Committee (YFC)	The YFC provides advice and recommendations on youth issues, programs, opportunities, trends, and initiatives that impact youth in the City of Port Moody within the Committee's Terms of Reference, the Council Committee System Policy, and the Council Strategic Plan.

4. Legislation

Legislative references may require an acronym or a short title, to allow for a concise name given to a piece of legislation so it can be easily cited and referenced within Council Reports. Specifically, the usage rules for each reference are as follows:

- "Short Title" means the formal, legally designated name of an act in italicized format (e.g.: *Community Charter*), which contrasts with its full legal title and legislative references (e.g.: *Community Charter, SBC 2003, c 26*).
- Acronym / Initialism: A shortened abbreviation formed from the initial letters of a piece of legislation's full or long title (e.g.: *IRPA* for the *Immigration and Refugee Protection Act*).
- Usage Rule: When writing legal or formal documents, the full official title is written out first with the acronym placed in parentheses immediately afterward, allowing the acronym or short form (such as "the Act") to be used subsequently.

Citation (Acronym) or (Short Title)	Description
***British Columbia Fire Code* (BCFC)**	A regulation of the Province of British Columbia on fire safety that covers requirements for buildings under construction and existing buildings and facilities.
***Community Charter*, SBC 2003, c 26 (Community Charter)**	A statute of the Province of British Columbia that provides municipalities and their councils with: • a legal framework for the powers, duties and functions that are necessary to fulfill their purposes; • the authority and discretion to address existing and future community needs; and • the flexibility to determine the public interest of their communities and to respond to the different needs and changing circumstances of their communities.
***Drinking Water Protection Act*, SBC 2001, c 9 (DWPA)**	A statute of the Province of British Columbia that mandates drinking water suppliers (including the City of Port Moody) to ensure the delivery of clean, safe, and reliable drinking water.
***Drinking Water Protection Regulation* (DWPR)**	A subsequent order from the Province of British Columbia's Lieutenant Governor in Council, in the form of a regulation that mandates drinking water suppliers (including the City of Port Moody) to ensure the delivery of clean, safe, and reliable drinking water.
***Fire Safety Act*, SBC 2016, c 19 (Fire Safety Act)**	A statute of the Province of British Columbia that is intended to strengthen fire safety through an enhanced system of inspections and effective enforcement in the province and will: • enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations; • establish an administrative penalty enforcement model to address noncompliance issues in a more direct, timely and effective manner; • implement a risk-based approach for fire safety compliance monitoring in municipalities. The *Fire Safety Act* helps protect people and communities through implementation of regular fire safety inspections and effective enforcement that will help prevent fire related tragedies, preserve human life, and protect property and economic loss due to fires.
***Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 (FIPPA)**	A statute of the Province of British Columbia that makes public bodies more accountable to the public and to protects personal privacy by: • giving the public a right to access records; • giving individuals a right to access to, and a right to request correction of, personal information about themselves; • specifying limited exceptions to the right of access; • preventing the unauthorized collection, use, or disclosure of personal information by public bodies; and • providing for an independent review of decisions made under this *Act*.

	This *Act* does not replace other procedures for access to information or limit in any way access to information that is not personal information and is available to the public.
***Heritage Conservation Act*, RSBC 1996, c 187 (HCA)**	A statute of the Province of British Columbia that encourages and enables the protection and conservation of physical, cultural, and archaeological heritage sites, objects, and evidence across British Columbia.
***Interpretation Act*, RSBC 1996, c 238 (Interpretation Act)**	A statute of the Province of British Columbia that serves as a legislative dictionary and rulebook for reading, understanding, and applying other laws.
***Local Government Act*, RSBC 2015, c 1 (LGA)**	A statute of the Province of British Columbia that: • provides a legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities; • provides local governments with the powers, duties, and functions necessary for fulfilling their purposes; and • provides local governments with the flexibility to respond to the different needs and changing circumstances of their communities.

***Library Act*, RSBC 1996, c 264 (Library Act)**	A statute of the Province of British Columbia that:
	• encourages the extension and use of public library service throughout British Columbia;
	• enables the delivery of public library service in British Columbia by:
	  ○ providing for the establishment and operation of municipal libraries, regional library districts, and library federations; and
	  ○ allowing existing public library associations and integrated public library systems to continue to operate; and
	• supports improvements in public library service.

***Motor Vehicle Act*, RSBC 1996, c 318 (MVA)**	A statute of the Province of British Columbia that regulates traffic, vehicle registration, licensing, and road safety on public highways in British Columbia.
***Transportation Act*, SBC 2004, c 44 (Transportation Act)**	A statute of the Province of British Columbia that regulates public works related to transportation, as well as the planning, design, holding, construction, use, operation, alteration, maintenance, repair, rehabilitation, and closing of provincial highways. The *Act* also enables the BC Transportation Financing Authority, the designation of arterial and controlled access highways, and inland ferry administration.