

**VILLAGE OF FRUITVALE
COMMITTEE OF THE WHOLE MEETING AGENDA
Council Chambers
MONDAY, MAY 25, 2020**

A. CALL TO ORDER - 4:00 PM

B. ADOPTION OF THE AGENDA

C. DELEGATIONS, PRESENTATIONS & RECOGNITIONS

D. UNFINISHED BUSINESS

E. DISCUSSION ITEMS

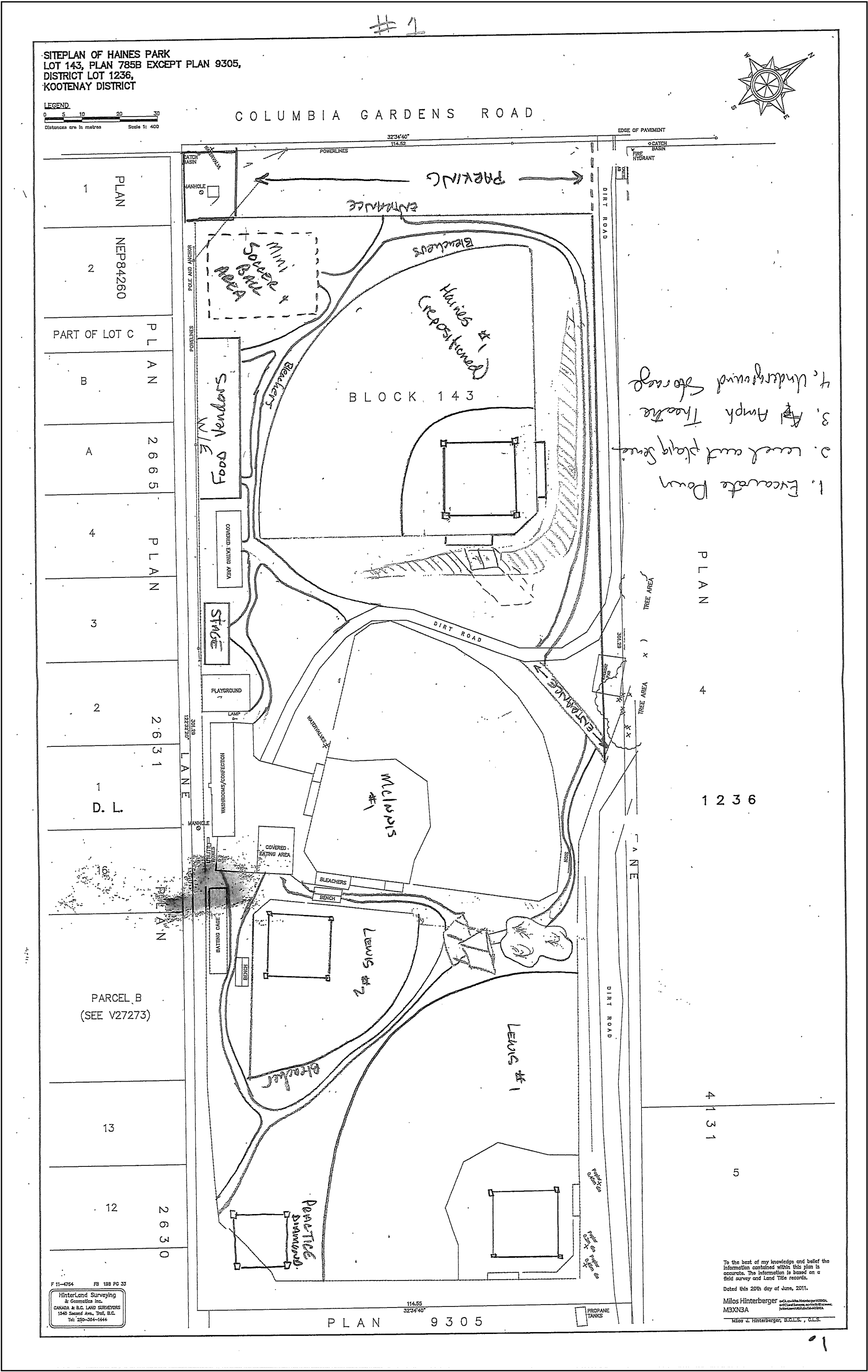
- a) Review Haines Park Master Plan Options - verbal report from J. Startup and T. Gallamore
- b) Village of Fruitvale Restart Plan
- c) Corporate Officer - Verbal Report by CAO K. Tuttle
- d) Annual Report Review

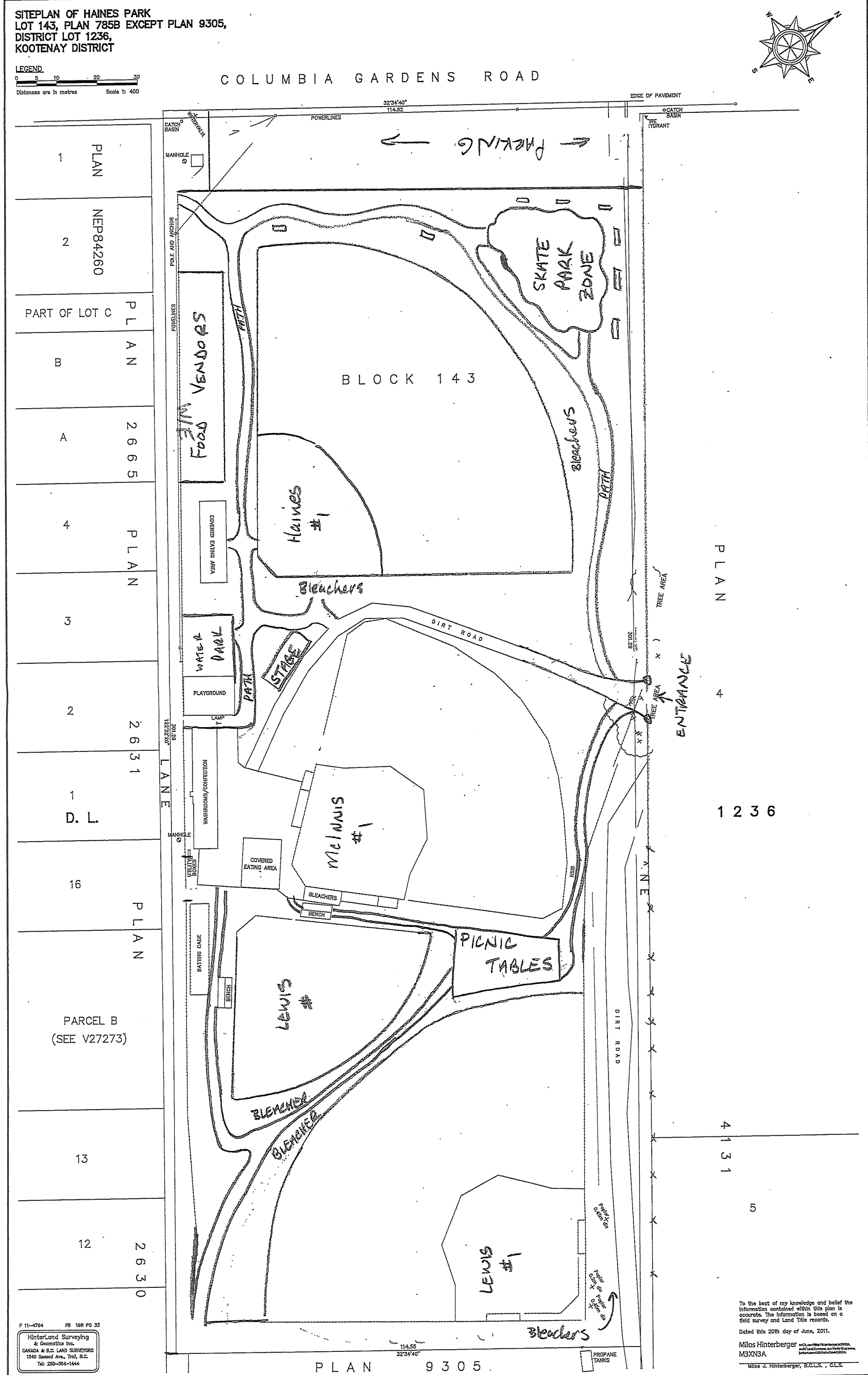
F. EMERGENT CORRESPONDENCE

G. IN CAMERA SESSION

- a) Pursuant to Community Charter Division 3, Section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; the Committee of the Whole recesses and moves to an In Camera Committee of the Whole meeting at xx:xx pm.
- b) The regular Committee of the Whole meeting reconvenes at xx:xx pm.

H. ADJOURNMENT







**THE CORPORATION OF
THE VILLAGE OF FRUITVALE**

In the "HEART OF THE BEAVER VALLEY"

Date: May 25, 2020
To: Mayor and Council
From: Kelli Tuttle, CAO
SUBJECT: **Fruitvale Restart Plan**

Introduction and Analysis:

British Columbians are now initiating B.C.'s Restart Plan in response to the COVID-19 pandemic. The restart plan provides resources to safely increase our levels of normal activities from a 30% range during the pandemic to a 60% range. Moving to the new normal in the 60% range of normal activity will continue until either mass immunization is possible or a natural immunity is built in a majority of the population.

Dr. Henry has been clear that this next phase in the COVID-19 pandemic should be initiated slowly and only if plans are in place for the transition to the next phase. To help support the transitioning Worksafe BC has been working with varying sectors of the economy to develop sector guidelines and templates for safe transitioning plans. Municipalities are to have plans in place for each sector which falls under their mandate and for the Village of Fruitvale these plans will include a plan for:

1. Office Spaces
2. Parks and Outdoor Spaces
3. Recreation and Sports

COVID-19 Safety Plans will generally include:

1. Physical distancing measures – measures to reduce the density of people.
2. Engineering controls – physical barriers like plexiglass at checkouts, increased ventilation.
3. Administrative controls – rules and guidelines.
4. Personal protective equipment – masks, gloves.

Protocols that are currently being developed include:

Village Office - installing plexiglass at the front office counter, allowing only 2 customers at a time inside the reception area, providing queue line markers outside the office and down the entrance ramp, opening the inside stairwell to provide for a separate entry and exit and establishing sanitizing protocols.

Parks and Outdoor Facilities - Signage will be installed at various locations around outdoor facilities providing instructions to users on social distancing, no large groups and handwashing.

Public Works Yard – remains closed to all visitors except by limited appointments

Recreation and Sports – as of May 19 fitness gyms have been allowed to reopen, but no safe transitioning plan template exists for these facilities or sporting events and facilities. More research will be required before proceeding with opening the fitness gym and additional communication with the BV Rec Committee and staff will be necessary to establish plans for sports events and facilities.

Recommendations – N/A

Alternatives – N/A

Budget Impacts – N/A

Bylaw/Policy – N/A

Attachment – N/A



**THE CORPORATION OF
THE VILLAGE OF FRUITVALE**

In the "HEART OF THE BEAVER VALLEY"

Date: April 20, 2020
To: Mayor & Council
From: Kelli Tuttle, CAO
SUBJECT: 2020 Annual Report

Introduction and Analysis:

The Community Charter Part 4, Division 5, Section 98 and 99 requires a Municipal Government to:

Annual municipal report

- 98** (1) Before June 30 in each year, a council must
- (a) prepare an annual report,
 - (b) make the report available for public inspection under section 97, and
 - (c) have the report available for public inspection at the meeting required under section 99.
- (2) The annual report must include the following:
- (a) the audited annual financial statements referred to in section 167 (4) for the previous year;
 - (b) for each tax exemption provided by a council under Division 7 [*Permissive Tax Exemptions*] of Part 7 [*Municipal Revenue*], the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
 - (c) a report respecting municipal services and operations for the previous year;
 - (d) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (f);
 - (e) any declarations of disqualification made under section 111 [*application to court for declaration of disqualification*] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;
 - (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
 - (g) any other information the council considers advisable.

Annual meeting on report

- 99** (1) The council must annually consider, at a council meeting or other public meeting,
- (a) the annual report prepared under section 98, and
 - (b) submissions and questions from the public.
- (2) The annual meeting must occur at least 14 days after the annual report is made available for public inspection under section 97.
- (3) The council must give notice of the date, time and place of the annual meeting in accordance with section 94 [*public notice*].

The annual report must include reporting on services and operations of the Village as well as a progress report on how well Council strategic objectives and measures were met in the previous year. Attachment 1 is a copy of the Council Strategic Plan for review of the objectives and measures achieved in 2019 to be included in the Annual Report. Council is asked to provide comments and input which will be consolidated into the 2019 Village of Fruitvale Annual Report. Council is also asked to consider any other information which they may consider advisable for inclusion in the 2019 Annual Report.

Recommendations: N/A

Alternatives: N/A

Budget Impacts: N/A

Bylaw/Policy: N/A

Attachments: N/A

Village of Fruitvale

Council Strategic Plan

2019 – 2022



www.village.fruitvale.bc.ca

Introduction

The Village of Fruitvale Council was elected in October 2018. Since that time they have been working hard to identify the goals and priorities of this administration. With the future of the Village and its citizens in mind, Council has prepared this strategic plan to guide the next four years of the Village's successes.

This document is a living document that remains flexible to incorporate any emerging issues and take advantage of new initiatives as they may develop. Council is committed to leveraging opportunities and actively responding to issues as they arise.

Council: (from left to right) Councillor Bill Wenman, Councillor



Vickie Fitzpatrick, Mayor Steve Morissette, Councillor Lindsay
Kenny, Councillor Bert Kniss



Our Community Vision

The Village of Fruitvale will be a welcoming, safe, user friendly community that meets the needs of all ages of residents to the best of our abilities.

Council Strategic Plan ♦ Village of Fruitvale

Our Core Values

Our values influence our beliefs and provision of services to ensure:

Boldness in decision making

- Challenge the status quo,
- Do what is right for the Village,
- Focus on the future.

Collaboration

- Create partnerships based on mutual trust,
- Work jointly with others to improve the Village,
- Cooperate and willingly assist others to reach objectives.

Openness

- Provide ongoing effective communication and timely responses,
- Provide improvement opportunities through communication,
- Ensure relevant information is available and easily interpreted.

Responsiveness

- Develop processes and systems that enable quick adjustment to a changing environment,
- Respond appropriately and in a timely manner to all requests and appeals.

Realistic goals and communication

- Set goals and objectives that we can reach,
- Respond to requests honestly and with integrity to avoid unrealistic expectations,
- Work within the limitations of the Village resources.

Strategic Goals



Mission:

Delivering Quality Services in a Sustainable Manner.

Council Strategic Plan ♦ Village of Fruitvale

Financial Responsibility & Economic Development

Fiscal responsibility

- Ensure utilities are self-sustaining,
 - Solid waste - rates now cover all operating and capital costs
 - Waste water – plan is in place to gradually increase user fees to cover operating costs
 - Waste water – plan is in place to gradually increase parcel tax to meet capital funding objectives.
- Work towards efficiency in service delivery,
- Review services and service levels to ensure they meet citizen needs at an affordable cost,
- Relate taxation to service levels and quality of service,
 - Adapted budget model to a management accounting model
 - Adapted financial chart of accounts to a management accounting model
 - Next steps – further develop the financial reporting model to better relate costs of services to revenues and service levels.
 - Next steps – more accurately track or attribute costs to services
- Provide rationale for tax rate levels.
 - Prepared charts and graphs of revenue and expenditures
 - Next steps – continue to develop reporting model to better relate costs of services to revenues and service levels.

Long-term financial responsibility

- Plan for the long-term sustainability of the Village,
 - Developed a model for the collection of future capital funding through the waste water parcel tax and general equipment capital
 - Next steps – further develop the model to provide future funding specifically designated to individual assets.
 - Developed a model of full cost recovery for utility costs.
- Develop financial resources to replace assets in the future that are being used up today,
 - Developed a model for the collection of future capital funding through the waste water parcel tax and general equipment capital
 - Next steps – further develop the model to provide future funding specifically designated to individual assets.
- Ensure strategic use of our resources by:
 - Proactively applying for public sector funding,
 - Pursuing sponsorships to maximize revenue opportunities and reduce costs,
 - Conducting operational reviews to seek out efficiencies.
- Review budget processes that ensure a sound and sustainable financial future,
 - Adapted budget model to a management accounting model
 - Adapted financial chart of accounts to a management accounting model

- Next steps – further develop the financial reporting model to better relate costs of services to revenues and service levels.
 - Next steps – more accurately track or attribute costs to services
- Develop policies and strategies for investments, reserves, assets and mill rate stabilization.
 - Implemented an Asset Management Policy
 - Segregated cash marked for reserve funding from operational accounts.
 - Next steps – develop policy relating to reserves and investments, provide mill rate stabilization fund.

Economic development and growth

- Work with business to identify barriers to investment,
 - Next steps – implement the Economic Development Workplan and Community Rebranding Project.
- Promote the Village of Fruitvale through a community brand,
 - Applied for Rural Dividend Fund Grant for the Economic Development Workplan and Community Rebranding Project.
 - Next steps – implement the project.
- Develop strategies to attract business and keep current businesses viable,
 - Next steps – implement the Economic Development Workplan and Community Rebranding Project.



Council Strategic Plan ♦Village of Fruitvale

- Revitalize the old middle school land as a key factor in economic growth,
 - Awarded contract of the Former Middle School Development Master Plan.
 - Next steps – review the master plan, begin phase one of the development, scope out resources for demolition of the old school.
- Review our supply and access to development land and a larger assessment base to contain tax rate increases.
- Promote the continued development of the downtown core as a key factor to attracting new businesses and tourism.
 - Next steps – implement the Economic Development Workplan and Community Rebranding Project.

Open Communication & Information

Initiate open communication and dialogue with our residents, neighbors and partners.

- Seek out opportunities to open lines of communication,
- Ensure public consultation is a part of the process,
 - Conducted budget open house
 - Conducted Former Middle School Master Plan open house
- Develop and leverage employee, citizen, inter-community and inter-governmental relationships,
 - Collaborating openly with employees
 - Conducting public open houses
 - Collaborating with LCAH, citizens, Affordable Housing on Middle School development.
 - Collaborating with LCIC on Economic Development Workplan and Community Rebranding Project
 - Involved in regional initiatives for business resiliency planning and strategy on residential building energy efficiency model
- Be open to doing things differently by making bold decisions,
 - Taxation rates, use of parcel taxes,
- Encourage continuous dialogue.

Provide open information regarding our essential services.

- Ensure information is available to residents,
 - Scrubbed website and keeping it current and relevant
 - Testing different newsletter layouts to improve readability
- Present information that accurately depicts Village services and how the services are to be funded.
 - Modelling budget and financial reporting

Expanded Arts & Culture

Recognize local talent and leverage this talent as our best known strength.

- Develop our underground talent network into a vital part of our culture,
 - Implement Public Art Project showcasing Basin Artist.
- Search out grants and other funding sources to leverage the expansion of arts and culture



Council Strategic Plan ♦ Village of Fruitvale

within the Village,

- Applied for Public Art Grant
- Next steps – implement the project
- Researching grants to fund FMC/Creekside Park indoor/outdoor space master plan
- Create spaces and events to showcase area talent.
- Researching FMC/Creekside Park indoor/outdoor space including amphitheater for showcasing area talent

Environmental Stewardship

Become careful stewards of our environment and preserve our natural surroundings.

- Reduce the use of chemicals in herbicides and pesticides applied by the Village,
 - Implemented policy on the use of herbicides and pesticides
- Educate and encourage citizens against chemical applications in private use,
- Develop active transportation networks to encourage carbon neutrality within the Village boundaries,



Council Strategic Plan ♦Village of Fruitvale

- Next steps – research prior Village trail system plans for implementation
- Develop Village roadway standards which include multimodal transportation methods
- Develop an environmental sustainability plan.
- Continue to meet and exceed the Climate Action Revenue Incentive Program objectives for a carbon neutral village.

Strong, Resilient Community

Build a strong, resilient community through well planned investment in priority resources.

- Invest in employee succession planning - training and experience,
 - Developed plan for training and experience building for current employees
- Create a focus on health & safety,
 - Developed Health and Safety Policy
 - Next step – provide OHS employee training
 - Next step – further develop specific policies safe work procedures relating to OHS
- Steadily develop future funded operational & capital reserves,
 - Developed initial model
 - Next steps – further refine model and relate to specific individual assets.
- Ensure security and availability of data and information,
 - Developing skills in FOIPP
 - Scoping network security
- Review and update bylaws and policies to meet the needs of the Village today and into the future,
 - Implemented Asset Management Policy and Health and Safety Policy
 - Updated Bullying and Harassment Policy

- Next steps – develop Community Standards Bylaw and create effective processed to enforce the standards
- Next steps – develop Rate Bylaw
- Next steps – further review policies and bylaws to update and/or renew.
- Prioritize investment into infrastructure assets based on facts from condition assessments and needs analysis.
 - Developed initial capital plan
 - Next steps – continue to refine capital plan
 - Next steps – perform condition assessments from recommendations from the I&I Study
 - Next steps – perform condition assessments on roads, playgrounds and facilities.



Council Strategic Plan ♦Village of Fruitvale

Well Planned Future

Inspire long-term planning for the future

- Financial management plan,
- Asset management plan,
- Capital plan,
- Long-term operating budget,
- Environmental sustainability plan,
- Cemetery design plan,
- Fruitvale Memorial Hall upgrade plan,
- Downtown development plan,
- Economic growth plan,
- Age Friendly Community plan,
- Prepare to be shovel ready as grants and other funding opportunities arise.

In four years,

working as a cohesive team with administration and employees we will be known for our following achievements:

Our Residents

- Governing and leading
- Fair and equitable
- Forward thinking and bold
- We have communicated
- We have listened
- We have delivered services most needed

Community Organizations

- Support innovation
- Collaborative community partners
- We have contributed
- We leverage their knowledge, expertise and successes



Our Business Community

- Open to doing things differently
- Fostering opportunities
- Sharing in the development of business
- Sharing community leadership
- We have enhanced relationships
- We have contributed to success

Neighbors and Partners

- We are credible, knowledgeable, responsive and participatory
- We are effective partners, leaders and advocates