



**Request for Proposals
Village of Fruitvale**

**OCP Comprehensive Revision
and
Zoning Bylaw Housekeeping**

Issue Date: April 1, 2026

Closing Date and Time: April 27, 2026 at 3:00 p.m. Pacific Daylight Time

Inquiries during the request for proposal period should be directed to:

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1. Introduction

1.1 Purpose

The Village of Fruitvale (the Village) is requesting submissions of proposals from qualified consultant(s) with proven experience in small municipality land use planning and community sustainability for the review of the Village of Fruitvale Official Community Plan (OCP), adopted in 2011 and suggestions to update sections / streamline the Village of Fruitvale Zoning Bylaw, adopted in 2013.

Part 1 is a comprehensive review of the OCP to ensure the OCP meets the requirements of Bill 44 – Small Scale Multi Use Housing and to include masterplans, visions and accomplishments achieved in the Village since 2011.

Part 2 is a review of the Village of Fruitvale Zoning Bylaw 846, 2013 to ensure its compatibility with the OCP (especially for parcels in the commercial zones) and suggestions for streamlining, modernization or simplification of Sections 3.3 General Definitions, Section 9 – Parking and Loading and Sections 12 to 18 Specific Zones.

The review of the OCP is not expected to include major updates to the OCP Development Permit Areas / Development Permit parameters (Sections 17.5 to 17.12) nor the related DPA Schedules.

This RFP document outlines the overall scope of consultant services to be provided, expectations for the work, and resources available for the review of the OCP and Zoning Bylaw. It also provides the evaluation criteria that will be used to award the work.

1.2 Background

The Village of Fruitvale is a hidden gem located in the West Kootenays. The region is surrounded by mountains and B.C. forests providing recreational opportunities for discovering outdoor adventures. Highway 3B, the Burlington Northern and Santa Fe Railway and Beaver Creek run through the Village Center Commercial Zone. The Village has recently completed an Active Transportation Network Plan to address pedestrian and cycling safety and improve infrastructure. There is a masterplan for a nine-acre parcel of land, the former Middle School to develop housing.

Fruitvale has a population just under 2,000 people, a number it has hovered around the past two decades. The community was largely developed pre-1980s, accounting for 67% of the housing stock.

The Regional District of Kootenay Boundary Interim Housing Needs Report, February 2025 includes the Village of Fruitvale as follows:

Planning Horizon	New Units Required	Total Units (incl. existing)
5 years (2021–2025)	107	962
20 years (2021–2041)	291	1,146

These figures provide the base for evaluating whether current OCP policies, future land use designations, and zoning permissive capacity are sufficient to accommodate projected housing need.

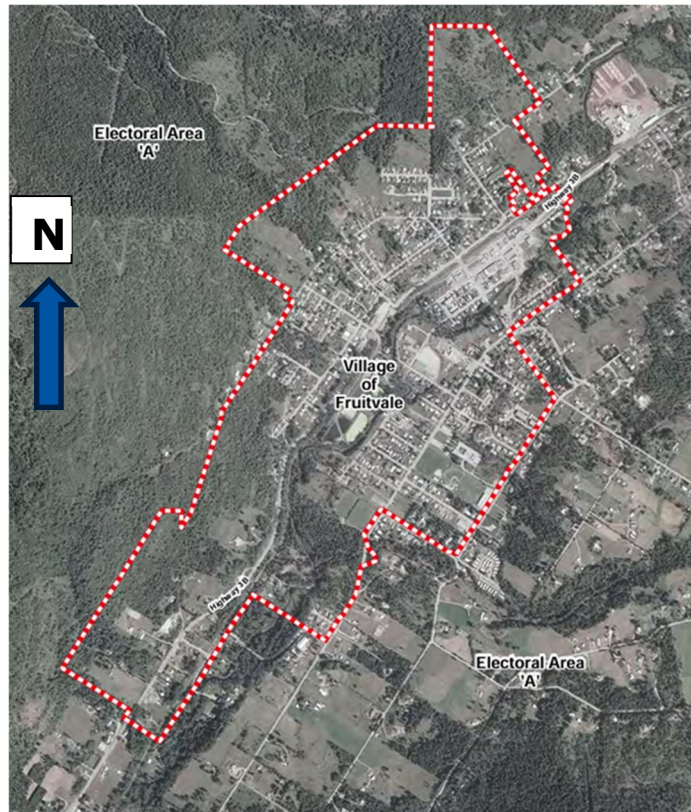
A preliminary assessment of the Housing Needs Report indicates:

- The OCP’s existing residential land use designations provide a framework for a range of residential densities (including single and multiple family designations) consistent with projected need.
- A targeted update to the **Future Land Use Schedule** and housing policy should be considered to explicitly indicate that land use designations permit the total number of units projected in the Interim HNR. This would ensure consistency with provincial requirements under Section 473.1 of the *Local Government Act*.
- Comprehensive detailed capacity analysis (e.g., water and sewer build-out capacity, serviced land availability) is suggested as part of the overall OCP update, to support long-term planning.

The Village of Fruitvale OCP articulates a long-term policy framework for land use and housing, including:

- **Goals** to provide diverse housing opportunities for varying demographic and income groups.
- **Objectives** to ensure a range of housing types and densities are available to meet current and future needs.
- **Policy direction** to evaluate housing conditions and pursue an affordable housing strategy aligned with community needs.

**Figure 1: The Village of Fruitvale Boundary
(within Electoral Area A of the Regional District of Kootenay Boundary RDKB)**



1.2.1 Regulatory Context

The Village of Fruitvale is a member municipality of the Regional District of Kootenay Boundary (RDKB) and situated in the Beaver Valley along with its closest neighbour, the Village of Montrose (6 km to the south on Highway 3B). The Village works closely and shares services with the Regional District of Kootenay Boundary (RDKB) Rural Electoral Area A.

Most parcels within the Village of Fruitvale are connected to the Village sanitary sewer system, though some large rural residential parcels in the south part of the Village are individually serviced with on-site septic systems. The Village partners with the RDKB to provide water to most of the Village through the Beaver Valley Water District – a system wholly owned by the RDKB. A number of properties outside the village boundaries to the north are also serviced by this system. A few southern village parcels are served by the independently operated Beaver Falls Water District.

Note that some Village parcels boarder Highway 3B or roads outside the Village boundary (e.g., Kootenay Avenue South, Columbia Gardens Road, Green Road, Tamarac Avenue, Old Salmo Road).The Ministry of Transportation and Transit (MOTT) is responsible for roads outside the Village boundary and Highway 3B. MOTT requires permits for access points where applicable, including encroachments and setbacks less than 4.5m from roads.

The Village of Fruitvale’s Current OCP was adopted in 2011. Many projects have been completed in the past 15 years, and Council has directed staff to coordinate a review of the Official Community Plan during 2026 (with expectation of adoption in 2027) to reflect these changes and developments. The updated OCP will review and consider findings from Village and Regional District planning documents such as:

- Former Beaver Valley Middle School Master Plan, 2020
- Parks Masterplan / Development (RV Park, North Creekside, Haines Park)
- Fruitvale Active Transportation Network Plan, 2024
- Regional District of Kootenay Boundary South Kootenay Green Link Active Transportation Plan, 2024
- Beaver Creek Park Masterplan, 2024
- Regional District of Kootenay Boundary Interim Housing Needs Report, 2025
- Beaver Creek Flood Risk Assessment, 2025

Other Village Bylaws to consider include but not limited to:

- Village of Fruitvale Zoning Bylaw No. 846, 2013 and all amendments
- Development Permits within the Commercial and Village Centre Development Permit Area, Bylaw No. 847, 2013
- Subdivision and Development Servicing Bylaw No. 561, 1979
- Building Bylaw No.698, 2003
- Business License Bylaw No. 981, 25

1.2.2 Indigenous/First Nations

The Village is located on the unceded traditional territory of the Ktunaxa and Sinixt Nations. The region is also recognized as part of the traditional territory of the Okanagan and Secwepemc peoples.

1.2.3 Population & Demographics

The 2021 population of Fruitvale is 1958. Fruitvale is a residential community with a rural feel, it featured a 2% population growth from 2016, with a high homeownership rate of over 80% and a median age around 46–50. (Census 2021)

2. Scope of Work

Project Timing	The project will begin once the project is awarded, expected in May 2026. Public consultation and development of Draft OCP / Zoning text must take place in 2026, under the funding requirements. It is intended that adoption of an updated OCP and zoning bylaw, including the related public hearing process, would be in 2027 under the direction of the next Village Council.
Funding Sources	Capacity Funding for Local Government Housing Initiatives
Reporting Requirements	Brief written progress reports must be submitted to the Chief Administrative Officer by the consultant(s) three times over the course of the contract: June 1, 2026, October 31, 2026 and December 31, 2026.
Minimum Meeting Requirements	In 2026, one (1) virtual kick-off meeting with staff (option to be virtual); and two-four (2-4) progress meetings with staff (option to be virtual). Plus one (1) informal public meeting (in person open house idea) and one (1) Council Meeting presentation (option to be virtual).
Scope of Work	<p>Work Plan</p> <ul style="list-style-type: none"> Develop a detailed work plan to guide the project, incorporating a community engagement strategy, and key deliverables identified within specified timeframes. <p>Background Research</p> <ul style="list-style-type: none"> Review of the existing background information provided by Village staff, and legislative requirements. Develop a background report containing technical information that will inform any updates to land use designations and development of community objectives and policies (including, but not limited to, inventory and analysis of housing, hazards, environment, GHG emissions, servicing and land uses). Develop community engagement strategy. Option to establish a working steering committee. <p>Community Engagement</p> <ul style="list-style-type: none"> Adherence to all legislated requirements for a major review of an Official Community Plan and text amendments to a zoning bylaw, including but not limited to, consultation and preparation for a public hearing.

	<ul style="list-style-type: none"> • Preparation of advertising materials and website content, in coordination with community engagement strategy. • Preparation for, and participation in, public meetings, as outlined in community engagement strategy. • Preparation of, and participation in, staff meeting(s), including presentations (option to participate virtually). • Collection and analysis of community engagement feedback. • Preparation and distribution of summary reports (“What We Heard”) of public meetings and other community engagement outcomes. • Presentation to Village Council for first reading of OCP Bylaw and Zoning Bylaw amendment (option to participate virtually). • Preparation for Public Hearing (likely to be held in 2027), in accordance with <i>Local Government Act</i> (must be in-person). <p>Bylaw Preparation</p> <ul style="list-style-type: none"> • Prepare Final OCP Bylaw Schedules in Word and PDF format, including all sections of the OCP except development permit areas (proposed objectives, policies, and implementation strategy). • Prepare Final zoning amendment Bylaw in Word and PDF format. • Summary report, including an annotated version of final OCP and Zoning Bylaws or similar report, explaining the intent and rationale for all proposed significant changes to the OCP and Zoning Bylaws. 	
Final Deliverables	<ul style="list-style-type: none"> • Final DRAFT OCP Bylaw (text) ready for public hearing. • Final DRAFT Zoning Bylaw (text) updates for a streamlined modernized version of the current Zoning bylaw. • Final OCP Bylaw Schedules (maps). GIS staff of RDKB could assist with map creation based on direction from the consultant. • Summary report with annotated version of final bylaws • Project source files, data, and documents. 	
Roles and Responsibilities	Village of Fruitvale	<p>The Village will:</p> <ul style="list-style-type: none"> • Enter into a contract with the consultant(s); • Support creation of a steering committee (if desired) and provide names and contact information for potential key informants and potential Steering Committee members; • Post/display project information on Village website, newsletter and notice boards; and

		<ul style="list-style-type: none"> • Assist with posting of surveys and other communications material as required. • Perform a review of the draft documents and provide feedback to be incorporated before the bylaw is finalized.
	Consultant	<p>The Consultant(s) will:</p> <ul style="list-style-type: none"> • Prepare a work plan for the project including creative ways to engage the public. • Meet the meeting requirements and scope of work as described above. • Conduct community engagement. • Prepare material for posting on the Village Website, Newsletter and/or social media. • May develop a separate project website to manage communications. • Ensure an inclusive process for qualitative data collection that includes but is not limited to: Village staff; First Nations; key informants; and the general public. • Prepare a DRAFT OCP bylaw and DRAFT Zoning bylaw, including text and graphics where applicable. • Provide direction to Village staff for any updates to associated maps. This information will be relayed to the RDKB GIS department who provides general mapping services to the Village. • Prepare a summary report, including an annotated copy of the OCP and Zoning bylaws. • Present to Village staff and any consultant organized "steering committee" to gain feedback and incorporate suggested changes or amendments. • Present the final DRAFT versions of the Bylaws to the Village Council. • Meet all legislated requirements for an Official Community Plan, including but not limited to, consultation and preparation for a public hearing in 2027.

3. Timing and Budgets

The review of the Village Official Community Plan and Zoning Bylaw text amendments must be completed by December 15, 2026. It is expected that the Public Hearing and bylaw adoptions will take place in 2027.

4. Reference Materials

- The Village of Fruitvale Official Community Plan, 2011 Bylaw No.
<https://fruitvale.ca/wp-content/uploads/2022/08/835-Official-Community-Plan-Bylaw.pdf>
- The Consolidated Version (2026) of the Village of Fruitvale Zoning Bylaw No. 846, 2013 <https://fruitvale.ca/services/bylaw/>
- Village of Fruitvale Annual Report that document progress since OCP adopted in 2011 <https://fruitvale.ca/services/reports-publications/>
- RDKB RFP – Active Transportation Plan South Kootenay Green Link
<https://rdkb.com/Portals/0/Administration/Notices/RFP-KootenaySouthPlan2022.pdf?ver=2022-05-26-132917-317>
- Middle School Master Plan prepared July 2020 and background report:
<https://fruitvale.ca/wp-content/uploads/2022/10/Former-Middle-School-Project-Preliminary-Background-Report-January-2020.pdf>

Concerning the Village of Fruitvale compliance with Bill 44:

- All residential zones permit a minimum of two family residential in the Village of Fruitvale Zoning Bylaw, 846, 2013
- An updated Housing Needs Report was completed/approved in March 2025 by the Regional District and Village – see attached
- The Village will undertake an OCP update in 2026 (for adoption in 2027) to incorporate findings of the Regional District of Kootenay Boundary Interim Housing Needs Report, February 2025 <https://rdkb.com/Plan-Build/Planning/Housing-Needs>

5. Consultant Expertise

The successful consultant must have expertise and experience in developing Official Community Plans and updating Zoning Bylaws in small municipalities and will submit evidence of same.

6. Personnel

The proposal must specify the team members who would do the actual work; the estimated hours involved; charge-out rates; and qualifications of each of the individuals, including a summary of their experience with related work.

7. Submission Requirements

The following items must be included in the proposal submission and will be used as the basis for evaluation of the proposal:

- Qualifications of the primary project consultant and other individuals who would be involved in the project. A clear indication of the role of the primary consultant and other individuals involved and both the percentage of time and the components of the project each would be involved in.
- Description of experience with similar projects.
- Methodology: work plan including the proposed method of revising the OCP and amending the zoning bylaws, including a timeline for the project and community engagement strategy.
- Assurance that the consultant is not in a position, which may be perceived as a conflict of interest with respect to undertaking this project.
- The total cost to complete the work including disbursements net of GST.
- Samples of similar work that has been prepared by the firm and experience that the team members have working together on other projects completed in the last 3/5 years.

Proposals will be reviewed that address all, or part, of the scope of work identified in this request, and the Village reserves the right to accept or reject any or all proposals, or to accept any proposal in whole or in part.

8. Evaluation Criteria

The following evaluation criteria will be used in the selection process:

- Proposed methodology;
- Consultant’s understanding of the context, issues, and the ultimate objectives of the project;
- Experience and qualifications of those involved;
- Fees and disbursements;
- Schedule; and
- Reference checks.

9. General Instructions and Terms and Conditions

1.	<p>Proposals will be accepted by email in pdf format only: Email (PDF format only) until 3:00 pm Pacific Daylight Time on April 27, 2026 to cao@village.fruitvale.bc.ca with "Fruitvale OCP-Zoning" in subject line. Proposals will be accepted in the following formats:</p> <p>Village of Fruitvale office, located at: 1947 Beaver Street, Fruitvale, BC V0G 1L0</p> <p>Village Phone: 250-367-7551 email : cao@village.fruitvale.bc.ca</p>
2.	<p>The Village reserves the right to reject any and all proposals for any reason, or to accept any proposal in whole or in part on the basis of the proposals received which the Village, in its sole unrestricted discretion, deems to be the best value for the Village. Proposals will be received and reviewed that address only part of the scope of work identified herein.</p>

3.	Proposals will be open for acceptance by the Village for at least 60 days after the date of Closing.
4.	The Village will not be responsible for the costs of preparing proposals.
5.	The successful consultant will be authorized to proceed only upon approval from the Village.
6.	The proposed budget for the project is approximately \$100,000.
7.	Invoices, no more frequently than monthly, will be required before the Village will make payments. Each invoice must include a breakdown of staff, hours, rates, a general description of work performed, and total disbursements incurred.
8.	The consultant selected to produce the revised Village of Fruitvale OCP and Zoning amendment Bylaws will be required to enter into a contract with the Village.
9.	The draft Bylaws will be submitted to the Village digitally. The final Bylaw will be submitted in a format satisfactory to the Village.
10.	The consultant will be required to have in place a general liability insurance policy for not less than \$2,000,000 during the project, naming the Village as an additional insured.
11.	The Proponent shall provide a WorkSafeBC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a service Contract, provide proof of payment of claims in good standing with WorkSafeBC.
12.	The Proponent shall obtain a valid Village of Fruitvale business license or provide proof of owning a current one specific to the village or an intermunicipal license valid in the West Kootenays.