

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** February 20, 2025

**RE:** **Naramata Parks Maintenance**

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**Administrative Recommendation:**

THAT the RDOS assume maintenance of Naramata parks using its own forces;

And THAT the Board approve the Program Change Request to reallocate \$59,000 from Contract Services (7540-3520) to Salaries & Wages (7540-1000) in the Electoral Area “E” Parks and Recreation Service area and the creation of a new seasonal (0.66) Park Attendant position.

**Purpose:**

Maintain the Parks and Amenities in Naramata to the desired service level.

**Reference:**

Program Change Request Form

**Business Plan Objective:**

2.0: Optimize the Customer Experience.

**Background:**

Through the Electoral Area ‘E’ Parks and Recreation service area, the Community of Naramata enjoys excellent access to park spaces and amenities. Historically, routine maintenance of Naramata parks has been completed via a contractor, with a budget set at \$60,000 for 2025. This budget was determined based on past service rates provided by a local vendor with some increases for new assets over the last year.

The Naramata Parks Maintenance services contract was posted for competitive bidding and closed in January 2025. Through this process, three bids were received, ranging from \$110,000 to \$167,000—all of which exceed the budgeted amount of \$60,000. Without a vendor capable of providing these services within budget, an alternative approach is required to maintain the desired and essential service levels for these valued community assets.

It is important for the RDOS to follow appropriate procurement procedures. In order to avoid being accused of “bid shopping”, the same RFP cannot be reposted unless there is a material change in scope. Bid shopping undermines the integrity of the bidding process and can damage an organization’s reputation. There is also potential for legal disputes and liabilities.

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**Analysis:**

The provision of park maintenance services through a contractor is unique, as most core park maintenance services elsewhere in the region are provided by RDOS staff. Under this model, the Parks function ensures a high-quality maintenance program while benefiting from economies of scale, including better access to equipment, resources, skills, and internal knowledge.

When reviewing the existing service delivery in Area 'E,' RDOS staff already provide routine maintenance for the cemetery, regional trails, and facilities, as well as winter park maintenance in Naramata. Parks maintenance begins in March, making timing critical to ensure that this service is in place with adequate time to deliver the required services. Since these are RDOS-managed sites, staff allocation is already necessary for system maintenance, technical work, project oversight, and other tasks.

By integrating existing RDOS resource allocations within Naramata and throughout the region, service levels can be maintained by adding one seasonal staff member. This adjustment can be achieved within the existing budget while improving service efficiencies for parks, trails, and facilities in the region.

**Financial Implications:**

None – Budget Adjustment of \$59,000 from 7540-3520 (Contracted Services) to 7540-1000 (Salaries & Wages)

**Alternatives:**

1. Reduce scope and enter negotiations with highest scoring proponent
2. Repost the RFP with amended scope

**Respectfully submitted:**

"J. Shuttleworth"

J. Shuttleworth, Manager of Parks

**Endorsed by:**

"M. Koch"

M. Koch, Managing Director, Community & Environmental Services

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