

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** April 17, 2025

**RE:** Proposal to add a new unplanned project to the strategic priority plan and adjust project timelines to review Electoral Area Boundaries.

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### **Administrative Recommendation:**

**THAT** the Board of Directors direct staff to adjust the work schedule and include the Electoral Area Boundary Review in the 2025 plan, and;

**THAT** the projects recommended on page 2 of this report be move to the 2026 work plan.

### **Purpose:**

This report outlines the proposal to incorporate a new unplanned project, Electoral Area Boundary Adjustment review into the current strategic priority plan. The addition of this project necessitates the rescheduling of three existing project to 2026 to ensure adequate capacity for successful completion of the projects.

### **Background:**

#### New Unplanned Project Overview – Rationalization for recommendation

- Changes in population, such as increases in housing developments or shifts in demographics, can lead to imbalances in representation.
- Ensuring that each Electoral Area is represented by a similar number of electors which is crucial for fair representation. Disparities can arise over time, necessitating a review
- Adjusting boundaries can better reflect the identities and interests of local communities, which may of changed over time and ensuring that they are effectively represented.
- The incorporation of the District of Okanagan Falls will split the current Electoral Area “D’ into a much smaller Area and may require a review.
- Reviews can help improve the efficiency and effectiveness of local governance by ensuring that Electoral Areas are manageable and appropriately sized.

## Impact on Current Strategic Priority Plan

If the Board agrees to add this project the inclusion of this project will impact the current strategic priority time lines. If this project is approved staff is recommending that the majority of this work be contracted with staff supporting the contractor. This will reduce, but not eliminate the involvement of staff. To accommodate this addition, it is proposed that three existing projects be rescheduled to 2026.

The recommended review will affect the following divisions and any projects moved to 2026 will have to affect the same divisions.

Planning - 50 Hours

Corporate Services – 400 Hours

Finance – 50 Hours

Geographic Information System (GIS) Core Work

## Recommended Project (s) to be rescheduled to 2026

Project	Project	C S	Communications	Planning	Public Works	Finance	Community & Environmental Services	CAO	Parks	Building /Bylaw	Protective Services	Fire Dept	Total Hours
Review of RDOS Transit Service By Laws for development of a more efficient transit service that benefits all residents.	25.017	160				70	180	15					425
Investigate and facilitate Lamb property decision to keep or sell	25.912	175		50	8	60		2	20				315
Review of Fire Services Bylaws & Level of Service Bylaw	25.012	70		5				25		5	60	16	181
Total Hours		405		50		130	180	42	20	5	60	16	921

Alternatives:

**THAT** the Board of Directors direct staff not to adjust the work schedule.

Communication Strategy:

Key dates and information will be published on all RDOS web and social media channels, including a project page on RDOS Regional Connections. Marketing materials will include information releases, fact sheets, maps, posters, and PowerPoint presentations.

Online and in-person public engagement sessions will be planned across the region and promoted on all RDOS platforms, including Voyent Alert!

Print and online advertising will also be scheduled, in addition to posters displayed on community notice boards.

Will a PowerPoint presentation be presented at the meeting? No

**Respectfully submitted:**

*"Jim Zaffino"*

J. Zaffino, Chief Administrative Officer