

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: July 3, 2025

RE: **UBCM 2025 Community Excellence Award application**

Administrative Recommendation:

THAT the Board endorse the submission of the RDOS Strategic Priorities Progress Tracking initiative for the UBCM 2025 Community Excellence Award in the category of Excellence in Governance.

Purpose:

Staff have submitted an application for the UBCM 2025 Community Excellence Award, showcasing the RDOS Strategic Progress Tracker (STP) as an effective and adaptable tool for aligning resources with strategic priorities. Staff believe the STP offers a practical model that other local governments could benefit from.

To complete the application, a Board resolution of support is required. The purpose of this report is to obtain that resolution, which staff must submit to UBCM no later than August 15, 2025.

Strategic Priorities:

6.1 Operational

Background & Analysis:

The Strategic Progress Tracker (STP) was developed by the Regional District of Okanagan-Similkameen to improve coordination of staff resources and bring greater clarity to organizational planning. Previously, departments created individual work plans in isolation, resulting in overcommitment, inefficiencies, and missed deadlines. The STP addresses these challenges by centralizing project data and aligning departmental efforts with Board-approved strategic priorities.

Through a structured process, staff estimate and allocate Full-Time Equivalent (FTE) hours to specific Actions, which are then compared against available departmental capacity. This ensures that resources are realistically distributed and that only feasible initiatives are included in the current work plan, with others deferred as needed. Introduced in December 2024, the tool has since become a cornerstone of RDOS's strategic planning process, enabling leadership to monitor progress, balance workloads, and make informed decisions that support long-term organizational goals.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

None.

Alternatives:

None.

Will a PowerPoint presentation be presented at the meeting? No

Respectfully submitted:

"Matt Hatch"

M. Hatch, Executive Assistant

Endorsed by:

Jim Zaffino

J. Zaffino, CAO