

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** May 7, 2026

**RE:** **Strategic Actions Workplan Amendments**

---

### **Administrative Recommendations:**

THAT the Board of Directors adopt the amendment to the Strategic Actions Workplan in Schedule 1; to modify the project scope of 26.962 - Regional Trails gap analysis and assessment, and;

THAT the Board of Directors adopt the amendment to the Strategic Actions Workplan in Schedule 1; to defer 25.907 – Regional Trail, Similkameen Trail South Similkameen “G”.

### **Alternatives:**

THAT the Board of Directors remain status quo with the project for 26.962 – Regional Trails gap analysis and assessment.

### **Purpose:**

The purpose of this report is to present two proposed amendments to the 2026 Strategic Actions Workplan. This report is in relation to the rise and report item from the April 16, 2026, closed meeting: KVR Deactivation Princeton West.

Board support for two amendments will authorize staff to proceed with planning and implementation work within existing approved capacity and funding. The recommended changes maintain alignment with the organization’s strategic direction while addressing capacity, readiness, and implementation considerations identified during workplan execution. Staff recommend adding 193 hours to the workplan and deferring 87 hours.

At a divisional level, the scope change will increase hours across several divisions to support a broader, region-wide deliverable, most notably Parks, Capital Projects, CES MD, GIS, and Communications, and will introduce new work for Procurement and Engineering. In contrast, deferring the Similkameen Trail “G” project will decrease 2026 FTE hours for the divisions previously assigned to that work (Purchasing, CES MD, Parks, Capital Projects, and Communications). Overall, the net impact (+106 hours) is a shift of staff effort away from the deferred project and toward the expanded regional trails assessment, with added cross-department coordination requirements.

---

## Strategic Priorities:

Operational

### Background & Analysis:

Staff have reviewed workplan progress and resourcing requirements and recommend amendments to two actions identified in Schedule 1. Based on the information summarized in the tables, one project is recommended for a scope change to better align deliverables with region-wide needs, and one project is recommended to be deferred to the holding list due to timing, resources and capacity considerations.

“26.962 - Regional Trails gap analysis and assessment” is recommended for an expanded scope. The current scope is focused on the KVR Summerland gap analysis and planning for improvements of Princeton to Tulameen. The amended scope expands the deliverable to a comprehensive operations and maintenance (O&M), capital, and lifecycle assessment for all RDOS regional trails. The scope change increases the estimated effort from 304 hours to 497 hours (+193 hours) and adds coordination requirements reflected in the proposed allocation of hours across additional divisions (including Procurement and Engineering) for consultant procurement and contract administration.

“25.907 - Regional Trail, Similkameen Trail South Similkameen “G”” is recommended to be deferred to the holding list (-87 hours) to focus resources on the regional trail gap analysis and assessment. Deferral will allow staff to focus on higher-readiness priorities while these items are repositioned for future consideration when capacity, dependencies, and timing are better aligned.

### Financial Implications:

Trans Canada Trail has contributed \$50,000 to support the expanded project scope of 26.962. The deferral of the Similkameen Trail “G” project will require borrowing subject to elector assent. The intent is to better understand regional trail needs and funding requirements, rather than relying on one-off borrowing for small, isolated trail segments.

### Communication Strategy:

A communication strategy has been considered, and none is required at this time. Staff will continue to work with project partners and provide public communication as projects progress.

Will a PowerPoint presentation be presented at the meeting?    No

Some material in this report was generated using Microsoft Copilot and was reviewed for accuracy by a member of the Office of the CAO Department before publication.

### Respectfully submitted:

“Matt Hatch”

M. Hatch, Executive Assistant

### Endorsed by:

“Jim Zaffino”

J. Zaffino, CAO

### Amendment #1 – Scope Change

26.962 - Regional Trails region-wide gap analysis with operations and maintenance (O&M), capital, and lifecycle assessment.

Addition, Removal, Deferral or Scope Change?	Current Tracking Code & Action Name	Amended Tracking Code & Action Name
Scope Change	26.962 - Regional Trails gap analysis and assessment - KVR Summerland and a plan for Princeton to Tulameen	26.962 - Regional Trails region-wide gap analysis with operations and maintenance (O&M), capital, and lifecycle assessment.
Lead Division	Current estimated hours	Amended estimated hours
Parks	304 hours	497 hours (+193hrs)
Notes (if applicable):	Divisions Involved & current estimated hours	Amended hours by division
Contract administration for consultant to perform detailed assessment.  Support from external resources or professionals required.	General Finance – 5 GIS – 35 CES MD – 18 Parks – 120 Capital Projects – 120 Communications – 6	General Finance – 5 GIS – 40 CES MD – 30 Parks – 200 Capital Projects – 160 Communications – 10 Procurement – 12 Engineering – 40

<b>Current Scope:</b>
Aligns with goals from PRTGP from 2022 and 2025 project from director Coyne. This project will review all Regional Trails to identify gaps and needs for capital investments.
<b>Amended Scope:</b>
Aligns with goals from PRTGP (Parks, Recreation and Trails Grant Program) from 2022 and 2025 which will review all regional trails to identify gaps and needs for capital investments, including a comprehensive, region-wide operations and maintenance (O&M), capital, and lifecycle assessment for all RDOS regional trails.

## Amendment #2 – Deferral

25.907 - Regional Trail, Similkameen Trail South Similkameen "G"

Addition, Removal, Deferral or Scope Change?	Current Tracking Code & Action Name	Amended Tracking Code & Action Name
Defer to Holding List	25.907 - Regional Trail, Similkameen Trail South Similkameen "G"	n/a
Lead Division	Current estimated hours	Amended estimated hours
Parks	87 hours	n/a
Notes (if applicable):	Divisions Involved & current estimated hours	Amended hours by division
n/a	Purchasing – 12 CES MD – 10 Parks – 20 Capital Projects – 40 Communications – 5	n/a

<b>Current Scope:</b>
<p>Phase 1 of 3: Engagement and negotiation efforts with landowners to identify work to be completed.</p> <p>Future Phase 2*: RFP/RFQ.</p> <p>Future Phase 3*: Resurfacing of trail from Hwy 3 to 10 Street, Keremeos, as per design from 2025.</p> <p>*Phases 2 and 3 are contingent on funding and the adjacent missing link trail negotiations.</p>
<b>Amended Scope:</b>
n/a