



Memorandum of Understanding  
Between  
Regional District of Central Okanagan (RDCO)  
And  
City of Kelowna (COK)



Introduction

In June 2016, Associated Environmental Consultants Inc. completed the Regional District of Central Okanagan Regional Floodplain Management Plan: Phase 1 Report, which identified flood hazards and established the scope and priorities intended to be complete with Phases 2 and 3.

It is agreed that RDCO and COK wish to work cooperatively in reducing flood risk and the likelihood of damage from floods in the Central Okanagan by implementing the following recommendations as outlined in the above-mentioned report:

- Tetra Tech EBA (2014) identified critical dike areas that were at risk of not meeting the 1:200-year peak flow return period design. Since the majority of the lower reaches of Mission Creek are diked and adjacent to urban developed areas, for emergency planning purposes a dike breach analysis should be completed to assess the potential impact of dike failure at critical points during a design flood to identify areas potentially at risk.
- The floodplain mapping completed by MOE (1984) for Mission Creek is currently out of date. Using the information collected by Tetra Tech EBA (2014), floodplain mapping of Mission Creek should be updated. The update should include the previously mapped areas, as well as developing floodplain mapping for the Joe Rich area, the reach upstream and downstream of the Black Mountain Irrigation District water intake, areas along the lower reaches of the watershed that do not include diking, as well as for the area at the mouth of the creek (below the Lakeshore Road bridge). (Associated Environmental Consultants Inc., p. 4-13)

Responsibilities

This Memorandum of Understanding (MOU) provides for the following to be undertaken by each party:

RDCO agrees to provide the following 3 (three) deliverables:

1. Funding to COK in the amount of Ninety Thousand Dollars (\$90,000) in two draws of Forty-Five Thousand Dollars \$45,000 at the following Project stages: 50% Project Completion & 100% Project Completion. Funding provided to RDCO by the Union of BC Municipalities (UBCM).
2. Staff review and input during public procurement process and finalization of Project.
3. RDCO logo & UBCM recognition information.

In exchange for the funding, COK agrees to provide the following eight deliverables:

1. Project Scope, as defined in Definitions Section, completed by April 24, 2020.

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2. In the event that the Project Scope is not completed in full by April 24, 2020, and COK has not requested and received a written extension from RDCO, COK will immediately issue a full refund of monies RDCO has paid; unless COK has requested and received correspondence from RDCO stating otherwise.
3. COK to invoice RDCO to receive the funding, including copies of the consulting invoices to COK for work undertaken to complete the Project Scope.
4. Where applicable, the Project must be completed to acceptable provincial standards, including the Provincial Flood Hazard Area Land Use Management Guidelines.
5. Ensure the project accounting records are available to UBCM, should UBCM request to review the records.
6. Publically recognize UBCM & RDCO support in any advertising, print or recorded materials, related to the Project, whenever appropriate.
7. RDCO staff to review and propose changes prior to the finalization of the Project.
8. All Project Scope results be shared with, and allowed to be utilized by, RDCO and UBCM.

Although this purchase is not directly procured by RDCO, RDCO suggests that the following purchasing methods are employed when contracting a consultant to perform this work:

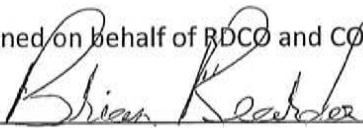
- o The scope of work should be clearly defined in writing, with the consultant requested to provide estimate hours, plus hourly rates and estimate for expenses and disbursements
- o A written agreement should be put in place for the work
- o If the expenditure on the project is expected to exceed \$75,000, then competitive quotations should be obtained.

Definitions

"Project Scope" is the work to complete the Mission Creek floodplain mapping update and dike breach analysis as outlined in the RDCO Regional Floodplain Management Plan: Phase 1 Report (2016).

Authorizations

Signed on behalf of RDCO and COK:

  
\_\_\_\_\_  
Brian Reardon, Chief Administrative Officer  
Regional District of Central Okanagan

Date: 18 DECEMBER 2019

  
\_\_\_\_\_  
Todd Cashin, Director of Community Services  
Regional District of Central Okanagan

Date: December 18, 2019

  
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JOEL SHAW, INFRASTRUCTURE ENGINEERING  
MANAGER  
City of Kelowna

Date: JAN. 20/20