

MEMORANDUM OF UNDERSTANDING

Between

The **Regional District of Okanagan-Similkameen (RDOS)**

and

The **Thompson Okanagan Tourism Association (TOTA)**

1. PURPOSE

This Memorandum of Understanding ("MOU") establishes the terms under which TOTA will provide grant funding to the RDOS for infrastructure improvements to the Kettle Valley Rail (KVR) Trail, specifically at the staging areas around Adra Tunnel (the "Improvements"). RDOS will be responsible for implementing the Improvements to the best of their ability, while supporting the overall intent of the grant objectives.

2. FUNDING

TOTA agrees to provide RDOS with grant funds totaling **\$271,893.83** for the implementation of the agreed-upon Improvements. RDOS will invoice TOTA for the full amount, and TOTA shall issue payment no later than **March 31, 2025**.

3. SCOPE OF IMPROVEMENTS

The Improvements covered under this agreement include, but are not limited to, the following:

- Benches, picnic tables and bike racks
- Trail resurfacing (within Adra Tunnel and at the adjacent staging areas)
- Signage installation
- Parking upgrades
- Installation of one or more pit toilets (subject to tenure approvals and necessary permissions)
- Other related amenities

The forgoing is based on preliminary site design work, developed jointly by RDOS and Urban Systems (2024-03-13), and may be adjusted based on design feasibility, site conditions and budget considerations.

4. ROLES AND RESPONSIBILITIES

- **RDOS** shall be responsible for procurement, project management, and implementation of the Improvements. RDOS will liaise with TOTA during the procurement process with regards to potential donation of material or labour by local suppliers.
- **TOTA** shall be kept apprised of changes/updates to the preliminary site design work, and shall review and approve the final site design before implementation begins.
- RDOS shall keep TOTA informed of progress and provide periodic updates.

5. PROJECT TIMELINE

- The MOU and invoice must be finalized by **March 31, 2025**.
- Improvements will be implemented no later than **December 31, 2026**.

6. REPORTING & LIABILITY

- RDOS assumes no responsibility for TOTA's grant reporting or compliance obligations.
- TOTA shall not hold RDOS accountable for any reporting, auditing, or other obligations related to the source of the funds.
- RDOS shall provide TOTA with project expenditure summaries and substantiating documentation upon request.

7. DISPUTE RESOLUTION & FINAL DECISION-MAKING

- In the event of a dispute, both parties agree to engage in good-faith discussions to resolve the matter.
- As the tenure holder and long-term maintainer of the asset, RDOS shall have final decision-making authority regarding all aspects of the Improvements.

8. SIGNATURES

This MOU is entered into and agreed upon by the undersigned representatives of RDOS and TOTA.

Regional District of Okanagan-Similkameen

Authorized Signatory: _____

Date: _____

Thompson Okanagan Tourism Association

Authorized Signatory: *Ellen Walker-Matthews*
Ellen Walker-Matthews (Feb 26, 2025 12:36 PST)

Date: February 26, 2025

 Mark Koch - Managing Director, Community and Environmental Services

cc. Jim Zaffino






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Final Audit Report

2025-02-26

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