

Elk Point / St Paul Regional Water Commission Technical Committee

TERMS OF REFERENCE

Project:

The Project is composed of two areas:

1. Elk Point/St Paul Water Transmission Line
2. St Paul Water Treatment Plant Upgrades required to meet the needs of the communities of Elk Point/County of St Paul

Authority:

The Committee authority is to provide advice to the Councils on the projects listed. The Town of St Paul is the authority for decision regarding to the Water Treatment Plant. The Town of Elk Point has authority in regards to the decisions pertaining to the Regional Water Line.

Purpose:

To provide recommendations to the Councils on technical matters and issues relating to the construction and operation of the water transmission pipeline system including engineering services, the negotiation and implementation of the water service agreements and any other matters assigned to it by the Councils.

Membership:

1. One administrative representative of each of the communities
2. One Technical Person for each of the communities
3. One Councilor from each community
4. Provincial Representatives
 1. Alberta Environment
 2. Alberta Transportation
5. The Project Manager

Meetings

- The Chairman of the Meetings shall be the Project Manager

- The Agenda will be the responsibility of the Project Manager. Members of the Committee can forward items to the Project Manager for the agenda.
- Meetings will be called by the Chairman on an as needed basis.

Minutes

Minutes of the meeting shall be kept for all meetings and forwarded to the Councils as information and recommendations of action where applicable.

Functions

Specifically the Committee shall be responsible for:

1. Review engineering recommendations received for any component of the project design and construction of the transmission pipeline Water Treatment Plant and make recommendations to the appropriate Council.
2. Provide advice as required to the Project Manager and consulting engineers in the preparation of construction tenders and the administration of construction contracts
3. Make recommendation of Tenders to the Board
4. Review the progress of the construction of the line
5. Other duties assigned by the Board