

FORMATION OF TECHNICAL ADVISORY COMMITTEE AND DELEGATION OF AUTHORITY

Issue

Formation of the Foothills Okotoks Regional Water Technical Advisory Committee and its associated roles, responsibilities and delegation of authority are provided for approval.

Motion Proposed by Administration

That a Technical Advisory Committee is formed pursuant to and in alignment with the Intermunicipal Committee's Memorandum of Understanding, and that the Technical Advisory Committee and Owners' Project Management Group adopt the responsibilities and delegated authorities as presented.

Report, Analysis and Financial Implications

Preliminary Design of the Foothills Okotoks Regional Water ("FORWater") project is currently under way. Given the aggressive timelines, there is a need for the partners to provide input and make quick, efficient decisions. To this end, a Technical Advisory Committee ("TAC") is being formed as contemplated in the Intermunicipal Committee ("IMC") Memorandum of Understanding ("MOU"). To ensure transparent and efficient progression of this project, the roles, responsibilities and delegated authority need to be laid out for the TAC and Owners' Project Management Group ("OPMG").

The MOU outlines the formation of a TAC and contemplates that project management functions may be delegated to the TAC on behalf of the IMC. The preliminary design of this project is rapidly progressing and requires input and technical direction from the partners in order to ensure the project's successfully delivered as per the proposed timeline. In accordance with the FORWater MOU the proposed roles and responsibilities of the Partner Councils, IMC, TAC, and the OPMG are outlined in attached Table 1. The OPMG is made up of the owner's project manager consultant which represents both Partners, and with one project lead from each of the Partner organizations.

Attachment(s)

1. Summary of Roles and Responsibilities

Prepared by: Angela Alambets PM
Reviewed by: Jeremy Huet, Jeff Edgington
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Table 1. Summary of Roles and Responsibilities for the FORWater Project

Councils	IMC	TAC	OPMG
<ul style="list-style-type: none"> • Makes the final decision to proceed with any further steps, undertakings, arrangements or other matters. • Approve budgets, cost sharing agreements and operating plans. • Approve governance agreements. 	<ul style="list-style-type: none"> • Act as a forum for communication regarding project status and budget. • Review and endorse TAC recommendations for Council approval regarding proposed budgets and operating plans. • Endorse governance models and cost sharing, for approval by Council. • Ensure that the activities contemplated by the MOU are being carried out as and when required. • Delegate authority for oversight of the project to the TAC. 	<ul style="list-style-type: none"> • Act as a forum for communication, planning, analysis, project management, regulator engagement and similar functions including ensuring that the activities contemplated by [the] MOU are being carried out as and when required. • Prepare and recommend budgets and operating plans to IMC for review and endorsement. • Make decisions of a technical nature related to system design, engineering analysis, and design project execution. • *Approve award of work to consultants for the Project. • *Approve other major supply arrangements. <p><i>*delegated within the MOU</i></p>	<ul style="list-style-type: none"> • Track and monitor project progress on a day to day basis. • Prepare budgets for approval. • Identify TAC decision requirements as communicated by the design consultant and confirm TAC meeting agendas. • Provide background information to Consultants, TAC and IMC to make decisions. • Manage work within approved budgets. • Approve and recommend payment for consultant invoices in accordance with approved cost sharing agreements. • Report on project status to the TAC. • Submit regulatory approvals and grant applications on behalf of the partners for this project. • Recommend approval of consulting and major supply work to the TAC.