MINUTES OF THE SPECIAL MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON MARCH 19, 2024 AT 7:00 p.m.
AT THE COMMUNITY HALL

CALL TO ORDER
The meeting was called to order at 6:59 PM by Mayor Anderson.

PRESENT: **Mayor Anderson**
Councillor Taylor
Councillor Kozak
Councillor Morin
Councillor Winquist

Administrator: **Sherry Beatty-Henfrey**

AGENDA
01-03-24SP Taylor/Winquist – That the agenda be approved. CARRIED

DELEGATION
1. Colliers Project Leaders meet and greet with Erin Turner, Project Manager

Erin Collier attended the special meeting to discuss the upcoming project that was awarded through the Investing in Canada Infrastructure Program (ICIP). She wanted to discuss the scope, ICIP funding and the services that are available through Colliers Project Leaders Team.

Colliers Project Leaders is based out of Regina. Erin Turner has 15 years of project management services. She has managed $100M + of project funding. Colliers Project Leaders has 12 years of experience within Saskatchewan and 32 years of owner representation. They keep an open dialogue if we are wanting the firm to assist more. They work as a team at Colliers and lean on each other's expertise. They have worked in a variety of municipal projects over the years including Saskatoon, Regina and many rural communities such as the Town of Assiniboia with designing the arena. The Colliers Team has numerous water and infrastructure experience over the number of years.

Erin asked for an introduction from Council/Admin of who we are, where do we work, how long we've been in Craven and what our project objectives and goals are for this project. Some responses from council was that they would like to see a major improvement of infrastructure, to be able to provide valuable resources to the residents, stay in parameters and scope of the project, to be compliant for Water Security Agency and government reporting while improving the standards and to never see the water become non-potable. The timing seemed right to move forward and apply for funding. We have been awarded with (40% from Federal – totaling $801,000, 33.33% from Provincial totaling $667,433 and Municipal is to provide the remainder amount of 16.67% totaling $534,067) the grand total is $2,002,500.

Our Project Objective and Description that was approved for funding is as follows:
The project objective is for the Village to have a sufficient supply of potable water which meets the federal and provincial drinking water regulations. The project scope includes the investigation and installation of two new water supply wells, including electrical connection and appurtenances, to meet the water supply demands for the current and 20-year design horizon demands, to replace the existing

wells, which have surpassed their expected useful service life. In addition, add two new manganese greensand filters (or equivalent technology) with associated chemical addition, instrumentation and building expansion at the existing water treatment plant, to meet current and future federal and provincial water treatment requirements for the current and 20-year design horizon demands.

This project involves the following components:

- *Install two new water supply wells complete with pipeworks, electrical, instrumentation, controls and fencing;*
- *Decommission existing wells, as applicable;*
- *Add new water treatment process complete with chemical addition, pipeworks, electrical instrumentation and controls to meet provincial and federal regulatory requirements;*
- *Water Treatment Plant building expansion;*
- *Engineering, Hydrogeologist, Geotechnical and Project Management for the project.*

Erin stated that we are right within schedule pending our ACAN agreement with Wyatt Engineering. March 31, 2027 is our funding deadline to complete, we have time to Tender and get a contract in place. She stated that we will be very detailed with the government reporting and be very transparent during the process. Phase 1 is Governance, which establishes the rules, decision making, controls, communications and reporting. The outcome is a clear project delivery plan approved by Council. Part 2 of Phase 1 will be the detailed design and cost estimates from the engineer, approval to proceed to procurement and reporting. Phase 1 will be set to complete in 2024. Phase 2 will continue into 2025 and consists of construction and oversight, building, procurement with the contractor, budget/schedule and control. The final step of phase 3 will be the handover and set to be finished in 2025 if everything runs on schedule. This consists of commissioning, deficiencies, contracts and funding agreement closeout.

Erin will make sure the Engineer is aligning with the ICIP funding and requirements. She will oversee the entire process and be very transparent with Administration/council. They are held accountable if the project goes out of scope. They will make sure this doesn't happen and will work to get ahead of any deficiencies. They do understand that sometimes there's delays, but they do the full audit as to why to provide a smooth transition into the final phase.

Erin's hourly rate as a Designated Project Manager is $160/hour and it will be on an as-needed basis. April 1 was the estimated kick off. We are still on schedule if it gets pushed a month or two. The plans in April is to establish project governance, establish project controls and communications and to kick off the design.

The senior project manager (Stephan) will oversee the project but won't be charging his fees. They work as a team at Colliers, being an international company; they have many resources.
We will be using Zoom and Microsoft Teams to cut down costs as much as possible.
She will be only travelling at kick off and construction walk throughs at least twice a year, or as needed.

The proposed hourly rates exclude reimbursable expenses and applicable taxes. Reimbursable expenses will be invoiced at a fixed expense cost of 3% of the total fee on each invoice. Erin doesn't normally charge for reimbursable expenses. This would only be if the company had to print drawings off etc., that we most likely won't be needing. The 3% also includes her mileage. The transparency is very abundant through the invoices as well.

A Councillor asked if they ever had a fail and what they expect their biggest hurdles to be.
Erin replied and said she has never had a fail, they keep the engineer and contractors in line with the

scope. They have a close working relationship with Wyatt Engineering and they are very transparent as well. Erin will provide quarterly reports to the Admin/Council to keep records.
The biggest hurdle is usually cost escalation and lining up the labour. She suspects this won't be too challenging. She said they are efficient with time and materials and they build in an upset for if anything changes unexpectedly, but they usually come in under their upset.

Council asked how it would work if there is a full turnover of Council being that it is a Re-Election year. Erin said that this has happened before and they have kept consistency and the new council has appreciated that and have stayed with them. It is a risk to switch project managers in between a project, this could essentially cause delays in government reporting. Colliers is committed to this project.

She said that we will meet up again with Colliers and Wyatt Engineering before kick off to make sure we are on scope.

Her rates will stay the same even after the 30 days from her proposal deadline. They have no plans on upping their current rates. Council thanked her for her time and the very informative meeting, she said she is available for any additional questions and can come back for an open forum session with the public if it's needed in the future.

Erin from Colliers Project Management left the building.

Business

1. Colliers Project Leaders - Agreement with the Village of Craven

02-03-24SP Kozak/Morin – That the Colliers Project Leaders agreement is approved for signing pending communication with Wyatt Engineering ACAN Agreement. CARRIED

03-03-24SP Winquist – That this meeting be adjourned at 7:54 pm. CARRIED

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MAYOR **ADMINISTRATOR**