

## **Town of Berwick Council Meeting**

June 11, 2024

Town of Berwick Council Chambers

6:30 pm

### **AGENDA**

**1. Call to Order**

**2. Approval of the Agenda**

**3. Approval of the Minutes**

- a. May 14, 2024 Public Hearing Minutes
- b. May 14, 2024 Council Minutes
- c. May 27, 2024 Special Council Minutes

**4. Presentation**

- a. Lucy Sanford – 5G small-cell antennae

**5. New Business**

- a. RFD020-2024 - Public Works Hybrid Service Truck
- b. RFD021-2024 - Gala Drive Open Ditching
- c. RFD022-2024 – Approval to Submit for Provincial Capital Assistance  
(Storm Water Management Plan)

**6. Correspondence**

**7. Mayor's Report**

**8. In-Camera**

**9. Adjournment**



# REQUEST FOR DECISION

## RFD020-2024: Public Works Service Vehicle – Hybrid Truck



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**To:** Council  
**From:** Director of Public Works  
**Date:** 05 June 2024  
**Subject:** Public Works Service Vehicle (Hybrid F150 Pickup Truck)

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### **References/Attachments**

- Tender Bid Response (Bruce Auto Group)
- Tender Bid Response (Connell Chrysler Dodge)

### **Recommendation**

That the Town of Berwick approve the purchase of one 2024 Ford F150 XLT Hybrid as presented from Bruce Auto Group for use as a Service Vehicle, with a total purchase price of \$63,130.00, plus \$1,000 for a 7.2 kW Pro Power Onboard Generator (pre-HST); \$73,749.50 including HST.

### **Background**

The BEC and Town of Berwick (TOB) issued Tender BER2024-006 on 01 May 2024 seeking one new or used mid-size hybrid / full electric SUV for BEC and one new or used half-ton hybrid / full electric truck for the TOB. This request for decision seeks approval for the TOB vehicle, which is intended to replace the 2009 GMC Sierra which has reached the end of its service life (145,000 km).

Key highlights include:

- Two tender responses were received as follows:
  - Bruce Auto Group – offering one 2024 Ford F150 XLT Hybrid, with a total purchase price of \$72,599.50 (HST included), with a lead time of 3-4 months.
  - Post tender clarification received from Bruce Auto Group clarified that a 7.2 kW Pro Power Onboard Generator could be added for an additional \$1000 (pre-HST), for a total revised purchase price of \$73,749.50 (HST included), with no change to lead time.
  - Connell Chrysler Dodge – offering one 2024 Ram 1500 gasoline vehicle, with a total purchase price of \$87,599.76 (HST included), with the vehicle being in-stock, subject to availability.

The tender response from Bruce Auto Group meets the requirements of the Tender Specification, and the lead time is as expected for a hybrid vehicle. The tender response from Connell Chrysler Dodge does not meet the requirement for a hybrid or full electric vehicle.

**REQUEST FOR DECISION**  
**RFD020-2024: Public Works Service**  
**Vehicle – Hybrid Truck**



**Financial Implications**

An expenditure of \$73,749.50 from the 2024/25 TOB Capital Budget (\$100,000.00 approved budget).

Additional costs will be incurred for a back rack, amber light, branding, under-coating etc.; not expected to exceed an additional \$5,000.00.

**Priority Alignment**

<b>Check Applicable</b>	<b>Strategic Priority Area</b>	<b>Comments</b>
X	Economic	
X	Environmental	
	Social	
	Cultural	

**Alternatives**

N/A

**Community Engagement/Communication**

N/A

**CAO Comments**

I support staff recommendation.

CAO Initials: JB

Target Decision Date: Jun 11, 2024

# REQUEST FOR DECISION

## RFD021-2024: Approval of Funds for Gala Drive Open Ditching



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**To:** Council  
**From:** Director of Public Works  
**Date:** 05 June 2024  
**Subject:** Approval of Funds for Gala Drive Open Ditching

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### **References/Attachments**

- Complaints from residents regarding standing water in Gala Drive Open Ditch (Storm).

### **Recommendation**

That the Town of Berwick approve the reallocation of up to, but not exceeding \$18,000 (HST included) of 2024/25 capital funds allocated for vehicles, for the grading and rock-lining of the stormwater open ditch located west of the new section of Gala Drive.

### **Background**

There is a section of open ditch storm infrastructure that separates residential properties on Beckwith Dr from a new section of Gala Dr that is currently under development. The open ditch is a part of the Town of Berwick stormwater management infrastructure and aids in moving stormwater that falls on the wooded property north of the Kings Mutual Century Centre and Bezanson Dr. The open ditch flows in a northerly direction and connects to a culvert that conveys storm water under Gala Dr, and ultimately towards Main Street.

Residents of Beckwith have made requests to council and town staff for the past few seasons on the need for improvements to the open ditch, primarily with respect to grading, to prevent stagnant water accumulation which breeds mosquitoes and other insects.

In 2023/24, a portion of the open ditch was re-graded, scoured, and rock-lined by C. R. Nichols Construction Limited per the last phase of the subdivision. This fiscal year, town staff are would like to continue the re-grading and rock-lining on the older section to improve water flow and prevent stagnant water.

As the residential properties continue to be developed in the new section of Gala Dr, it may be necessary to perform additional maintenance on the open ditch in future years. A maintenance plan for stormwater will be part of the stormwater management plan scheduled to be completed this fiscal year.

### **Financial Implications**

The reallocation of, up to, but not exceeding \$18,000 (HST included) of capital funds originally allocated for the Public Works service truck replacement is possible, as the

**REQUEST FOR DECISION**  
**RFD021-2024: Approval of Funds**  
**for Gala Drive Open Ditching**



tendered bids for the new service truck came in lower than anticipated. For this reason, this work can be completed with the reallocation of funds, with no increase in the 2024/25 fiscal year budget.

**Priority Alignment**

<b>Check Applicable</b>	<b>Strategic Priority Area</b>	<b>Comments</b>
X	Economic	
X	Environmental	
X	Social	
	Cultural	

**Alternatives**

Defer the work until the completion of residential development along Gala Dr, which would defer the cost. The work may be more difficult to complete if deferred, as access to the open ditch will be hindered by developed properties, relative to the access that is available currently.

**Community Engagement/Communication**

N/A

**CAO Comments**

I support the recommendation of staff.

CAO Initials: JB

Target Decision Date: June 11, 2024

# REQUEST FOR DECISION

## RFD022-2024: Approval to Submit for PCAP for Storm Management Plan



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**To:** Council  
**From:** Director of Public Works  
**Date:** 10 June 2024  
**Subject:** Approval to Submit for Provincial Capital Assistance

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### **References/Attachments**

- Approved Capital Budget for the 2024/25 fiscal year for the Town of Berwick (Storm Water Management Plan).
- Asset Management Capital Plan

### **Recommendation**

That Council approve the application for grant funding through the Provincial Capital Assistance Program to update the Town of Berwick Stormwater Management Plan.

### **Background**

The Town of Berwick Stormwater Management Plan was last updated in September 2004.

As residential development continues within the Town, as existing storm infrastructure nears the end of its useful life, and as the frequency of weather events continues to change, the need for an updated stormwater management plan becomes increasingly important.

High-priority infrastructure and development considerations within the Town of Berwick that will benefit from an updated Storm Water Management Plan include:

- Maple Ave sidewalk / active trails upgrades
- Bezanson Drive upgrades
- Gala Drive Development
- Kent Field Estates Development (Main St)
- Kathleen Ct Extension Development

A revised Storm Water Management Plan can address the following:

1. Identify and prioritize areas at risk of flooding through discussions with Public Works and Emergency Management Office (EMO) Staff. This will consider the existing landscape permeability (e.g. rooftops, sidewalks, roadways, natural land

**REQUEST FOR DECISION  
RFD022-2024: Approval to Submit  
for PCAP for Storm Management  
Plan**



- cover), existing topography, and proximity to vulnerable areas.
- 2. Topographical data for the Town to inform the direction of water flow during weather events.
- 3. Revision of the existing rainfall amounts to assess peak stormwater flows relative to existing pipe (and other related infrastructure) sizing.
- 4. Electronic inventory of the existing storm sewer system which can be imported into the Town GIS database for improved accessibility for the purposes of asset management and ongoing maintenance.
- 5. Provide the Town with digital recordings of pipe inspections (e.g. by CCTV) for the purpose of asset management and ongoing maintenance.
- 6. Provide the Town with a Storm Water Management Strategy which will provide the framework to address the current risk of flooding during storm events as well as providing clear direction and guidelines for (ongoing and) future development.
- 7. Systematic approach to Capital Priorities as they pertain to storm water management.
- 8. Systematic approach to the review of storm water management plans associated with current and future land-use developments.
- 9. Reduced likelihood of localized flooding in the residential and commercial areas within the Town.

**Financial Implications**

PCAP Application will facilitate the spending of approved and allocated funds (Net Project Cost to Town forecasted to be \$50,000) to update the Storm Water Management Plan. This project was approved in the 2024/25 Capital Investment Plan.

**Priority Alignment**

Check Applicable	Strategic Priority Area	Comments
X	Economic	
X	Environmental	
X	Social	
	Cultural	

**REQUEST FOR DECISION  
RFD022-2024: Approval to Submit  
for PCAP for Storm Management  
Plan**



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**Alternatives**

N/A

**Community Engagement/Communication**

N/A

**CAO Comments**

I support the recommendation of staff.

CAO Initials: JB

Target Decision Date: June 11, 2024