



Monthly Department Updates

January 2024

1. **Fire and Protective Services**
2. **Drainage Services**
3. **Building Services**
4. **Public Works Services**
5. **Community Services**
6. **Medical Centre Services**



DEPARTMENT: FIRE AND PROTECTIVE SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

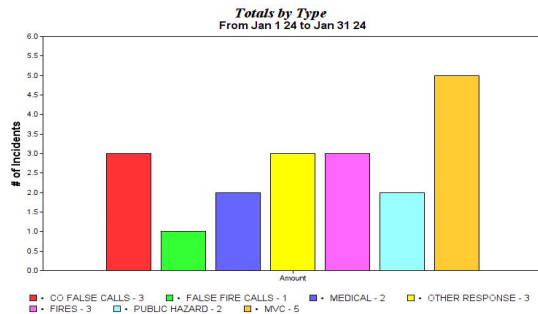
INTRODUCTION/BACKGROUND

To provide Council with a summary of monthly departmental activities within the Fire and Protective Services Department.

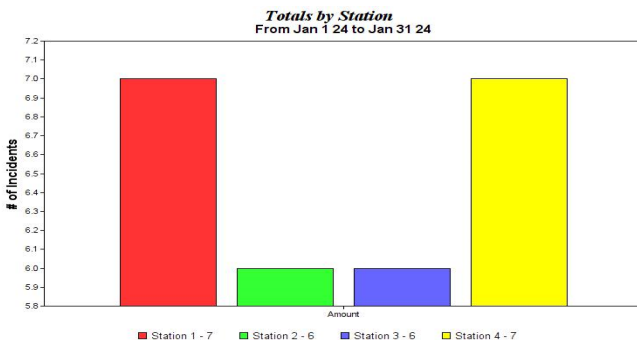
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In January 2024, the Department responded to nineteen (19) incidents as compared to thirteen (13) in 2023 and eleven (11) in 2022.



- Volunteer Firefighters performed approximately 320 hours of emergency response activities as compared to 446 hours in January 2023.
- Under the Norwich Fire Service response protocols, Station 1 responded to seven (7) incidents, Station 2 to six (6), Station 3 to six (6) and Station 4 to seven (7).



- PUBLIC EDUCATION:
 - In January 2024 the fire station signs displayed the following fire safety tips and messages:
 - Wishing you a safe and happy New Year
 - Keep vents free of ice and snow
 - Maintain farm equipment to reduce fire risks
 - Let someone know your route if you are heading out in bad weather

- FIRE INSPECTION/CODE ENFORCEMENT
 - In the month of January, the Fire Prevention Officer (FPO) conducted inspections and follow-up on two (2) industrial occupancies, two (2) commercial occupancies, one (1) property zoning application site visit, as well as one (1) one assembly occupancy and one (1) vulnerable occupancy. Fire Code enforcement continues to take place as needed through follow-up inspections.

- TRAINING OFFICER (TO) ACTIVITIES
 - TO continues to coordinate the recruit training of the new recruit class for 2024. Class has 25 recruits from the 5 rural municipalities. All training is directly connected to provincial mandatory firefighter training.
 - In January, the TO coordinated course delivery of the DZ license program as well as Officer training.
 - At the request of the rural Fire Chiefs, TO is looking into information on training for emergency response related to Electric Vehicles. Currently, there are some companies willing to provide this training for free and staff are exploring options.

- MUTUAL AID/AUTOMATIC AID
 - NFS provided assistance to Blandford-Blenheim in the mutual aid/automatic aid agreement in January.
 - NFS did not request any mutual aid assistance in the month of January.

- STATION 3 REPLACEMENT
 - Station 3 replacement of the water filling station inside the building continues to work toward a resolution.

- FIRE MARQUE
 - In January 2024, NFS did not submit a claim to Fire Marque for processing.

- BURN PERMITS
 - In January 2024, staff issued two (2) new Burn Permits as compared to zero (0) in 2023 for the same period.

- BYLAW
 - ENFORCEMENT
 - In January 2024, staff investigated four (4) new complaints as compared to four (4) in 2023 and six (6) in 2022 for the same period.
 - Complaints pertained to dogs, property standards and parking.
 - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
 - To date in 2024, approximately five (5) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations.

- EMERGENCY MANAGEMENT
 - EMERGENCY RESPONSE
 - No activities in January.

 - PUBLIC EDUCATION/AWARENESS
 - Fire station signs and Norwich Fire Service social media page are displaying safety messaging for the public regarding:
 - Emergency preparedness during storms and hydro outages in connection with the seasonal weather.
 - General preparedness with links to government websites on how to prepare for emergencies (getprepared.ca)

 - TRAINING
 - None required at this time.

 - 2023 PROGRAM COMPLIANCE ACTIVITIES
 - EMPC Meeting – planned completion in May 2024
 - ERP Review – planned completion in May 2024
 - Annual Exercise – planned completion in May 2024
 - Annual CCG Training – planned completion in May 2024

ACTIVITY FORECAST FOR NEXT MONTH (FEBRUARY)

- Delivery of the recruit training in early February at the Norwich Fire Station.
- Attend petroleum emergency awareness workshop
- Attend change of use online learning session
- Apply for relevant grants related to fire service needs.
- Develop emergency management training exercise for May delivery and connect with relevant stakeholders to ensure scheduling in place.
- Monthly meeting of the 5 rural fire Chiefs to discuss training, response, and common issues.
- Staff to coordinate all apparatus safety and vehicle annual maintenance with local providers.
- Monthly meeting with the District Chiefs of the 4 Fire Stations.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

Prepared by:
Derek Van Pagee
Director of Fire and Protective Services

Approved by:
Lee Robinson, P.Eng.
Chief Administrative Officer



DEPARTMENT: DRAINAGE SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the Drainage Services Department.

ACTIVITY PAST MONTHS for JANUARY

- Construction of the Bishop Drain 2021 is continuing.
- A pre-construction site meeting was held for the Treffry and Pennington 2023 drains on New Road January 23, 2024.
- Tenders for Branch B & C of the Springford Municipal Drain 2023 have been sent out and posted.

ACTIVITY FORECAST for NEXT MONTH (FEBRUARY 2024)

- Tenders for Branch 'B' & 'C' of the Springford Municipal Drain 2023 are closing February 6, 2024.
- Construction of the Bishop Drain 2021 is ongoing and is scheduled to be completed before the end of February.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

Prepared by:
Dirk Kramer
Drainage Superintendent

Approved by:
Lee Robinson, P.Eng.
Chief Administrative Officer



DEPARTMENT: BUILDING SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the Building Services Department.

ACTIVITY PAST MONTH

Permitting

- **Ten (10)** permits, including **two (2)** septic permits, were issued in January.
- **Seventeen (17)** applications were received in January, of those received:
 - **Eleven (11)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval,**
 - **Six (6)** were submitted **complete**, reviewed, and **issued.**

Planning/Development Fees Study 2023/24

- Department Staff coordinated with the consultant to arrange for in person interviews to be conducted Jan. 10th and 11th and also continued to provide data and related analysis necessary to complete the study.

Zoning By-law (Increasing Residential Density)

- Norwich Staff meet with County Planning staff on Dec. 15th to discuss the draft application for the housekeeping amendment to Zoning By-law in process of implementing the changes as outlined by the County OP amendment to permit increased residential density.

ACTIVITY FORECAST FOR NEXT MONTH

Planning/Development Fees Study 2023/24

- Consultant interviews with staff, review and analysis of data complete. Draft findings have been submitted and are currently being reviewed by Senior staff, where report to council tentatively scheduled for April in order to coordinate with by-election schedule.

Zoning By-law (Increasing Residential Density)

- Finalization of the draft changes and amendments have been completed by Oxford Planning report on implementation pending the completion of the Township staff review and schedule tentatively for May to coordinate with by-election schedule.

INFORMATION AND CORRESPONDANCE

- None

POTENTIAL BUDGET IMPACTS

- None

Prepared by:
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Approved by:
Lee Robinson, P.Eng.
Chief Administrative Officer



DEPARTMENT: PUBLIC WORKS DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the public Works Department.

ACTIVITY PAST MONTH

- The Rocks Mill bridge construction continues with the assembly of the structure.
- Staff performed gravel resurfacing and grading due to mild temperatures.
- Staff responded to 19 winter events during the month.
- Holiday decorations were removed and placed back in storage.
- Staff trimmed and cleared trees from road allowances.
- Ongoing cold patching on hardtop roads along with washout repairs.
- Staff received delivery of the 2024 ½ ton pickup as per the 2024 capital budget.
- The Tractor / brusher approved in the 2024 capital budget has been ordered through Canoe Procurement, the purchase price was 6.5% percent over the budgeted price.

ACTIVITY FORECAST FOR NEXT MONTH

- Equipment and facility maintenance, road side cutting, and winter maintenance will be dependent on weather for February.

Prepared by:
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Approved by:
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Chief Administrative Officer



DEPARTMENT: COMMUNITY SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the Community Services Department.

ACTIVITY PAST MONTH

- Holiday hall rentals continued through the first portion of the month of January throughout various facilities.
- Helped host the Woodstock Wildcats Hockey Tournament on January 5th & 6th. Revenue collected was \$3,125.58.
- 3 free public skates sponsored by Royal Lepage (1) and the Norwich District Skating Club (2)
- NDSC hosted large Skating Competition. Competition used the entire facility for 3 days (Jan 26-28). Competition was very successful for the club and was a great event to host for the Community Centre. Total revenue for the event was \$6,964.19 (incl. HST). Financial breakdown is as follows:

\$4,418.30	-	Ice rentals
\$2,295.03	-	Auditorium & Kitchen rentals
<u>\$250.86</u>	-	Optimist hall (upstairs blue line room)
<u>\$6,964.19</u>	-	TOTAL

- Small maintenance jobs completed through all facilities by facility staff.
- Community Flag pole has been ordered. Installation quotes still being finalized.
- Preliminary meeting held in regards to dehumidifier replacement

ACTIVITY FORECAST FOR NEXT MONTH

- NMHA first round of hockey playoffs to wrap up on Family Day Weekend
- Norwich Jr. 'C' Merchants regular season will end on February 24th, Playoffs to follow
- NMHA will host the Aaron Jull Memorial U9LL Tournament on February 24 – 25.
- 10th Annual "A Play Date with Emily Stowe" Prime Rib Dinner and Auction will be held March 2nd.
- Grass Tender will be posted
- Finalize new zero-turn pricing

- Place 2024 table and chair order per replacement program as per 2024 Capital Budget

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

Prepared by:
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Director of Community Services

Approved by:
Lee Robinson, P.Eng.
Chief Administrative Officer



DEPARTMENT: MEDICAL SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
JANUARY 2024 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the Medical Services Department.

ACTIVITY PAST MONTH

- **Cervical Cancer Screening Working Group:** Met with representatives from the Oxford and Area Ontario Health Team and Thames valley Family Health Team on January 4 to finalize details for the cervical cancer screening clinics. Clinics will be offered bi-weekly from February through July. Prepared and sent initial correspondence to 275 eligible patients offering screening in the clinic. First two clinic dates are February 7 and 21.
- **Physician Recruitment:** Dr. Punia had his first day in the office on January 16. Patients are currently being accepted off the waiting list to meet the Ministry of Health's enrolment targets for new physicians.
- **Patient Wait List:** Added 90 new patients to practices through the end of January.
- **Secure Messaging Proof-of-Concept Pilot:** Submit applications for Dr. Wendling and Dr. Jeffries to the Ministry of Health for the Secure Messaging Proof-of-Concept Pilot to support the delivery of services to patients by secure messaging to complement care within existing patient-physician relationships and to support increased patient access to care.
- **Operating budget preparations:** Prepared 2024 operating budget

ACTIVITY FORECAST FOR NEXT MONTH

- Finalize operating budget. Operating Budget presentation February 22.
- Oxford Primary Care Networking meeting February 6.
- Initial Cervical Cancer Screening Program clinics February 7 and 21.
- Continue integration process for online appointment booking.
- Secure Messaging Pilot.
- Continue building Dr. Punia's practice.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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