



# **Monthly Department Updates**

## **November, 2023**

- 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**  
**NOVEMBER 2023 REPORT**

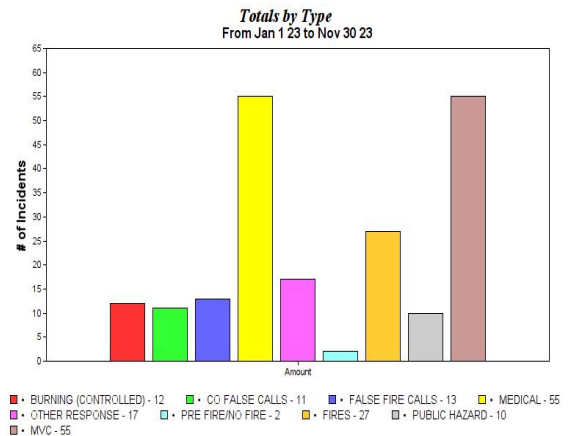
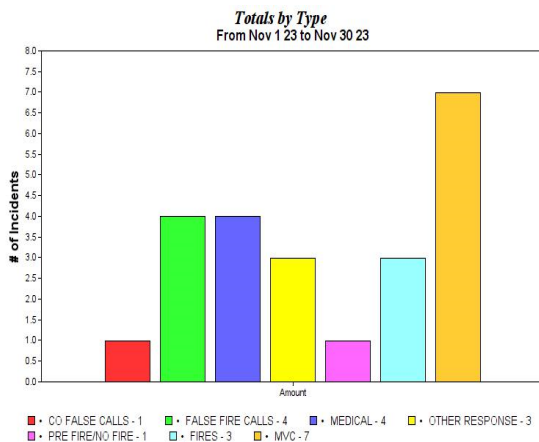
**INTRODUCTION/BACKGROUND**

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

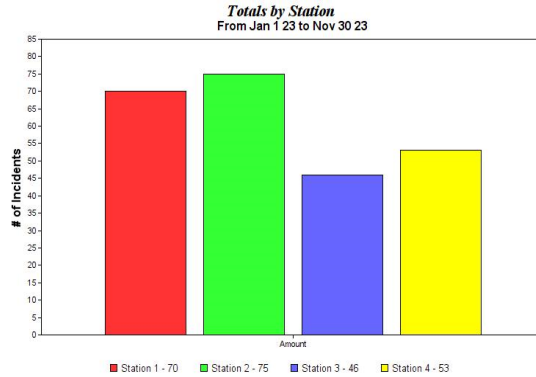
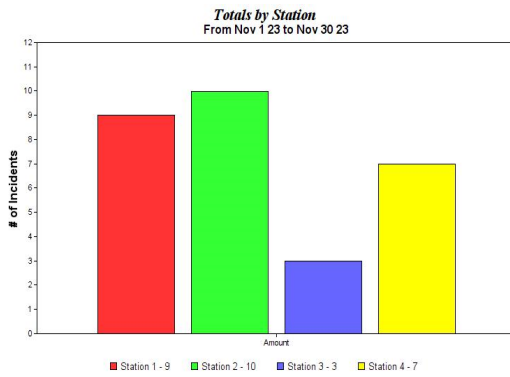
**ACTIVITY PAST MONTH**

**FIRE SERVICES**

- **EMERGENCY RESPONSE:**
  - In November 2023, the Department responded to twenty-three (23) incidents as compared to sixteen (16) in 2022 and twenty-three (23) in 2021.
  - To date in 2023, NFS has responded to two hundred and two (202) incidents as compared to two hundred (200) in 2022, and two hundred and thirteen (213) in 2021.



- Volunteer Firefighters performed approximately 186 hours of emergency response activities as compared to 172 hours in November 2022.
- Firefighters have performed approximately 3,532 hours of emergency response activities from January 1, 2023 – November 30, 2023, as compared to 2,004 hours in 2022, and 2,543 hours in 2021 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to nine (9) incidents, Station 2 to ten (10), Station 3 to three (3) and Station 4 to seven (7).



- **PUBLIC EDUCATION:**
  - In November 2023 the fire station signs displayed the following fire safety tips and messages:
    - Keep Christmas trees well-watered
    - Keep combustibles away from heater
    - Check weather forecast before heading out
    - Lighters and matches should be stored away from children
  
- **RECRUITMENT/HIRING**
  - Norwich Fire Service has hired four (4) new firefighters to replace outgoing and vacant positions in NFS. All new hires will commence duties in early December.
  
- **FIRE INSPECTION/CODE ENFORCEMENT**
  - In the month of November, the Fire Prevention Officer (FPO) conducted inspections and follow-up on four (4) residential occupancies, follow-up inspection on one (1) vulnerable occupancy, one (1) assembly occupancy inspection and follow-up, as well as two (2) sessions of Oxford County TAPP-C program.
  
- **TRAINING OFFICER (TO) ACTIVITIES**
  - TO continues coordinating NFPA weekend courses on behalf of the Rural Fire Services of Oxford County (RFSOC) related to officer development, medical training, fire service educators, incident management, and DZ licensing.
  - TO has completed 2024 scheduling for new recruit class as well as booking all provincial certification testing with the Office of the Fire Marshal for 2024. Course development and posting courses on the new online course registration platform continues as all RFSOC firefighters become registered and book in for various courses in 2024.
  
- **MUTUAL AID/AUTOMATIC AID**
  - NFS provided assistance in the mutual aid/automatic aid agreement to one (1) incident in November.
  - NFS did not request any mutual aid assistance in the month of November.

- STATION 3 REPLACEMENT
  - Station 3 replacement of the water filling station inside the building continues to work toward a resolution. Staff have met with representatives at the Burgessville Station to review a proposed solution and will update Council once everything is finalized.
- STATION 2 TANKER
  - Station 2 Fort Garry tanker is now in-service and responding to all medical calls in addition to other incidents.
- GENERAL REVENUES
  - From incidents in 2023, NFS invoiced property owners for responses and inspections as per the Township Fees By-law in the amount of \$16,520.27, to date \$12,499.55 has been collected.
- FIRE MARQUE
  - In November 2023, NFS did not submit a claim to Fire Marque for processing.
- BURN PERMITS
  - In November 2023, staff issued two (2) new Burn Permits as compared to four (4) in 2022 for the same period.
- BYLAW
  - ENFORCEMENT
    - In November 2023, staff investigated eight (8) new complaints as compared to zero (0) in 2022 and four (4) in 2021 for the same period.
    - Complaints pertained to property standards, noise, zoning and land clearance.
    - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
    - To date in 2023, approximately seventy-six (76) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations. The amount of \$6,630 has been collected to date.
  - DOG LICENSING
    - DocuPet continues to send out notifications to those past due on their dog licenses.
- EMERGENCY MANAGEMENT
  - EMERGENCY RESPONSE
    - No activities in October.
  - 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 – Completed for 2023
  - ERP Review – Completed for 2023
  - Annual Exercise – Completed for 2023
  - Annual CCG Training – Completed for 2023

**ACTIVITY FORECAST FOR NEXT MONTH (DECEMBER)**

- New recruits commence training in first week of December at their respective stations – Staff have worked closely with station officers to ensure that all recruits are outfitted with appropriate personal protective equipment.
- Monthly meeting of the 5 rural fire Chiefs to discuss training, response, and common issues.
- Staff to attend Oxford County IT meeting to discuss joint training and opportunities.
- Finalize sale of the old tanker through GovDeals as per Council direction.
- Monthly meeting with the District Chiefs of the 4 Fire Stations.
- Staff to attend half day training seminar on integrated systems testing of fire protection and life safety systems – CAN/ULC-S1001.
- Staff to meet with Oxford County Staff regarding Building Condition Assessment findings and asset management.

**ATTACHMENTS**

- None

**POTENTIAL BUDGET IMPACTS**

- None

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

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



**DEPARTMENT: DRAINAGE SERVICES DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**NOVEMBER 2023 REPORT**

---

**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTHS for NOVEMBER**

- Tenders for the construction of the Bishop Municipal Drain were received November 8<sup>th</sup>, and awarded to Robinson Farm Drainage at the November 14 Council meeting.
- A Completion Certificate was received for the construction of the Harvey Drain November 22, 2023.
- Consideration of Branch B & C of the Springford Municipal Drain report was held at the November 14<sup>th</sup>, 2023 Council Meeting
- 

**ACTIVITY FORECAST FOR NEXT MONTH (DECEMBER 2023)**

- Construction of the Bishop Municipal Drain due to commence in December, 2023.
- Court of Revision for Branch B & C of the Springford Municipal Drain report scheduled to be held December 12<sup>th</sup>, 2023.

**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**  
**NOVEMBER 2023 REPORT**

---

**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

Permitting

- **Twenty-four (24)** permits, including **four (4)** septic permit, were issued in November.
- **Thirteen (13)** applications were received in November, of those received;
  - **Seven (7)** submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
  - **Six (6)** applications were submitted **complete**, reviewed, and **issued**

**ACTIVITY FORECAST FOR NEXT MONTH**

Planning/Development Fees Study 2023

- Staff are proceeding with collecting data and corresponding with the consultant (Glenn Tunnock, Tunnock Consulting Services) for purposes of conducting the draft study. Scheduling of related staff interviews will be ongoing through December and January.

Zoning By-law (Increasing Residential Density)

- Staff are meeting with County Planning on Dec. 15<sup>th</sup> to discuss amendments to the Zoning by-law facilitating change to allow for increases in residential density within serviced settlement areas (Norwich) and semi-serviced areas (Otterville, Springford) within the Township, thereby permitting more housing options through amended permitted uses in residential zones and/or removing/amending any provisions that create barriers to 'as of right' construction of residential units.

**INFORMATION AND CORRESPONDANCE**

Building By-law 2024 Fees update

As per the provisions of the Building Permit Fees study and the amended Schedule "F" to the Township's Building by-law, effective January 2<sup>nd</sup> the building permit fees will be adjusted as per the attached.

These changes effect the base fees so as to adjust for an anticipated annual COLA and CPI increase at a rate of 2.4%/yr. through July 1st, 2026. This is in keeping with the methodology approved under the Fees Study and via the by-law amendment approved in May of 2023. Notice of the changes will be posted on the Township website.

### **ATTACHMENTS**

- Appendix “F” (2024) to by-law 42-2023 (2023 amendment to building by-law 16-2019)

### **POTENTIAL BUDGET IMPACTS**

- None

Prepared by:  
Brad Smale, B. Arch. Sci, CBCO  
Manager, Building Services/Chief Building Official

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



## Schedule "F"

TO BY-LAW 42-2023

CLASS OF PERMIT	CONSTRUCTION TYPE	2023 BASE FEE	2024 Base Fee (\$)	2025 Base Fee (\$)	2026 Base Fee (\$)
<b>RESIDENTIAL CONSTRUCTION</b>					
New Residential Construction	Group C, Low Density Residential: Single or Semi-Detached, Duplex, Triplex, incl. on-site constructed Tiny Home (New and Additions)	<b>\$1100</b>	\$1,126	1,153	1,181
	Group C, Medium Density Residential: Multi-Unit, and Townhouses/Apartment Dwellings <6 storeys/<600 sq.m., all Group Homes Including Retirement Homes (New and Additions)	<b>\$3000</b>	\$3,072	3,146	3,221
	Group C, High Density Residential: Apartment (>6 storeys), and Wood framed Mid-rise apartments 4>6 storeys, all multi-unit Res. >600 sq.m. Building Area	<b>\$4000</b>	\$4,096	4,194	4,295
Residential buildings: Renovations, Alterations, Repairs, and Change of Use Migrant Worker Housing: New, Renovation and/or Repair	Extensive Renovations to ex. dwelling, ARU's and Converted Dwellings, Tiny Homes, Migrant Worker Housing (Bunkhouse <10 occupants), or any Change of Use adding suite(s))	<b>\$750</b>	\$768	786	805
	Basic Renovations / Alterations (< \$15,000 value or <55 sq. m.) Attached or Detached Garage / Carport / Shops / Misc. Accessory Structures >592 sq.ft. (55 sq. m.)	<b>\$400</b>	\$410	419	429
	Decks / Shed > 15 sq. m./ Misc. Accessory Structures <592 sq.ft. (55 sq. m.), Accessory Building Renovations / Alterations	<b>\$275</b>	\$282	288	295
<b>AGRICULTURAL BUILDINGS</b>					
New / Additions to Principal Farm Buildings (Requiring NMA / MDS)	New/Additions to Animal and Poultry Housing Units	<b>\$1500</b>	\$1,536	1,573	1,611
	New/Addition to Manure Storage Facilities	<b>\$750</b>	\$768	786	805
New / Addition / Alteration to Accessory Farm Buildings and Structures (No NMA / MDS Required)	Hay Sheds, Implement Storage, Repair Shops, etc..	<b>\$600</b>	\$614	629	644
	Grain Bins, Silos, Horizontal Bunkers, etc., or Reno./ Repair/ C o U to Ex. Farm Buildings	<b>\$400</b>	\$410	419	429

<b>CLASS OF PERMIT</b>	<b>CONSTRUCTION TYPE</b>	<b>2023 BASE FEE</b>	<b>2024 Base Fee (\$)</b>	<b>2025 Base Fee (\$)</b>	<b>2026 Base Fee (\$)</b>
<b>INSTITUTIONAL BUILDINGS</b>					
Institutional (Group A & B)	New / Additions	<b>\$3000</b>	\$3,072	3,146	3,221
	Renovation / Alterations	<b>\$1300</b>	\$1,331	1,363	1,396
<b>COMMERCIAL BUILDINGS</b>					
Commercial (Group D & E)	New / Additions	<b>\$1500</b>	\$1,536	1,573	1,611
	Renovation / Alterations	<b>\$900</b>	\$922	944	966
<b>INDUSTRIAL BUILDINGS</b>					
Industrial (Group 'F')	New / Additions	<b>\$2100</b>	\$2,150	2,202	2,255
	Renovation / Alterations	<b>\$900</b>	\$922	944	966
<b>MISCELLANEOUS</b>					
Demolitions		<b>\$150</b>	\$154	157	161
Signs, Woodstoves, or Water/Sewer Connections		<b>\$225</b>	\$230	236	242
Conditional Permits		<b>\$700</b>	\$717	734	752
Tents & Designated Structures (non-wind towers)		<b>\$250</b>	\$256	262	268
Wind Towers		<b>\$1450</b>	\$1485	\$1521	\$1558
Occupancy Permit (> 1 yr last insp.)		<b>\$450</b>	\$461	472	483
Moving Building or Temporary Mobile Home		<b>\$400</b>	\$410	419	429
Permit Renewal/ Revisions		<b>\$400</b>	\$410	419	429
<b>SEWAGE SYSTEMS</b>					
Classes IV and V - Small System (New or Replacement),		<b>\$1100</b>	\$1,126	1,153	1,181
Class IV and V - Large System (New or Replacement)		<b>\$2750</b>	\$2,816	2,884	2,953
Existing Class IV and V Systems – Repair, Alteration, Extension		<b>\$900</b>	\$922	944	966
Class II and III System - New, Replacement, Alteration/Repair		<b>\$700</b>	\$717	734	752
<b>ENFORCEMENT</b>					
Additional Inspections Enforcement, Call-Backs (cost recovery)		<b>\$375</b>			



**DEPARTMENT: PUBLIC WORKS DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**NOVEMBER 2023 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 concrete abutment repairs.
- Staff have removed the large flower pots from Norwich for the winter season.
- Holiday lights have been installed, and two of the three parades have been organized and the third to be on Dec 13 in Burgessville.
- Staff trimmed trees in villages to accommodate the trackless for winter sidewalk clearing. As well as trimming and tree removals on rural road sides.
- Staff responded to four winter events which required the roads to be salted.

**ACTIVITY FORECAST FOR NEXT MONTH**

- Equipment maintenance, fall grading, asphalt patching and two culvert replacements are planned for December, weather permitting.

Prepared by:  
Ken Farkas  
Director of Public Works

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



**DEPARTMENT: COMMUNITY SERVICES DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**NOVEMBER 2023 REPORT**

---

**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

- Ducky Dennis multi use court drain work and fencing replacement completed.
- Fall clean ups of outdoor properties completed
- Ducky Dennis Park sign installed by staff **(pic attached)**
- Norwich Meadows Park tree planting – a total of 8 trees were planted to provide future shade for the park. A variety of species were planted including: Hackberry, Sugar Maple, Linden and Red Oak **(pics attached)**

**November Community Halls Activity**

**Oxford Centre Hall**

4 rentals

**Pioneer Rooms**

4 rentals

**Norwich Community Centre**

7 rentals

**Springford Hall**

5 rentals

**ACTIVITY FORECAST FOR NEXT MONTH**

- All Township Halls extremely busy on weekends in December (staff to provide rental update In January)
- Report on total number of sponsored public skates in month of December

**ATTACHMENTS**

- Picture of Ducky Dennis Park sign
- Pictures of trees planted in Norwich Meadows Park

**POTENTIAL BUDGET IMPACTS**

none

Prepared by:  
Patrick Hovorka  
Director of Community Services

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









**DEPARTMENT: MEDICAL SERVICES DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**NOVEMBER 2023 REPORT**

---

**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

- **Online Appointment Booking:** Completed second step of integration process to proceed with online appointment booking pilot program.
- **Cervical Cancer Screening Working Group:** Finalized data sharing agreement for implementation of the Cervical Cancer Screening Program.
- **Seasonal Respiratory Virus Vaccinations:** Continued rollout of flu vaccine for the 2023/2024 season. COVID-19 vaccines have periodically been offered at the office as stock is available onsite. Thus far the office has administered > 600 doses of flu vaccine. Both vaccines continue to be available at participating pharmacies. Patients are encouraged to inform the office if they have received their flu vaccine elsewhere. New for 2023./2024 is a vaccine for Respiratory Syncytial Virus (RSV) that the office began prescribing and administering at the office in November. The RSV vaccine is currently funded through the high-risk older adult vaccine program for adults aged 60 years and older living in long-term care homes, Elder Care Lodges, and retirement homes licensed to provide dementia care services. Individuals aged 60 years and older that do not meet the funding criteria are able to purchase the vaccine through a local pharmacy with a prescription from their family doctor or other primary care provider. RSV is a respiratory virus that causes lower respiratory illness, with significant illness most common amongst older adults and those with underlying health conditions such as asthma, chronic heart or lung disease, and those with weakened immune systems.  
(<https://www.ontario.ca/page/respiratory-syncytial-virus-rsv-prevention-programs>)
- **Oxford Primary Care Meeting:** Met with representatives from the Oxford and Area Ontario Health Team on November 17. Discussions focused around current barriers facing primary care in Oxford County, existing resource limitations, and potential opportunities to overcome some of these challenges moving forward.
- **Physician Recruitment:** Continued preparations for the addition of a new physician to the Family Health Organization, practicing out of the Norwich Medical Centre. Anticipated start has been delayed until early 2024.
- **Capital Budget Preparation and Presentation**



## **ACTIVITY FORECAST FOR NEXT MONTH**

- Complete final step of integration process for online appointment booking in anticipation of January 2024 rollout
- Continue seasonal respiratory virus vaccination program
- Oxford Primary Care Networking Meeting December 5
- Complete final project agreement for Cervical Cancer Screening Program in anticipation of January 2024 rollout
- Finalize necessary requirements for the addition of new physician
- Plan for coverage for holiday period

## **ATTACHMENTS**

- None

## **POTENTIAL BUDGET IMPACTS**

- None

Prepared by:  
A.J. Wells  
Director of Medical Services

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