



Monthly Department Updates

September, 2023

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



DEPARTMENT: FIRE AND PROTECTIVE SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
SEPTEMBER 2023 REPORT

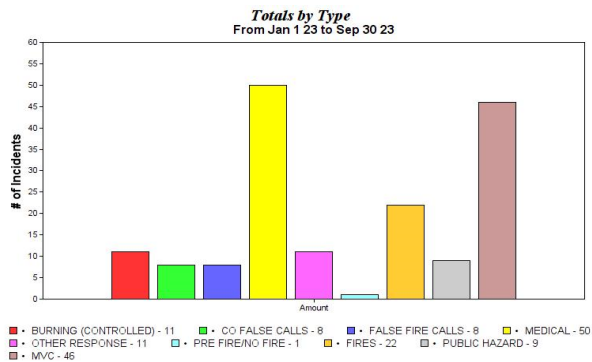
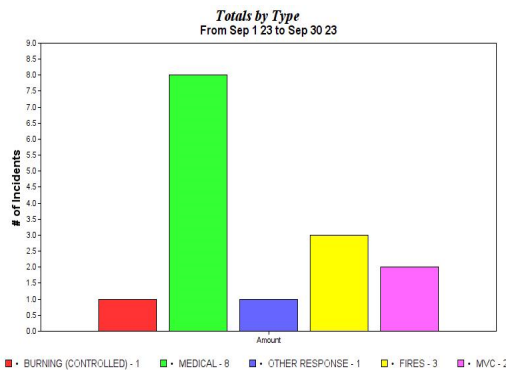
INTRODUCTION/BACKGROUND

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

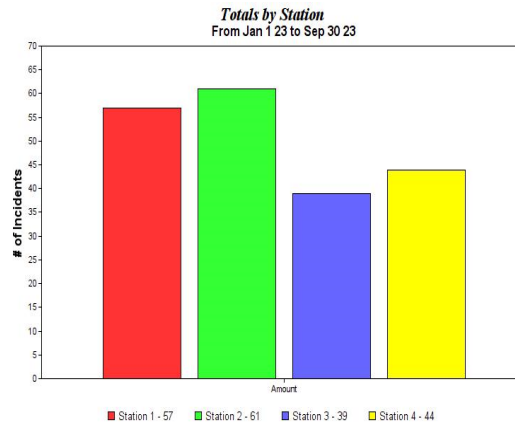
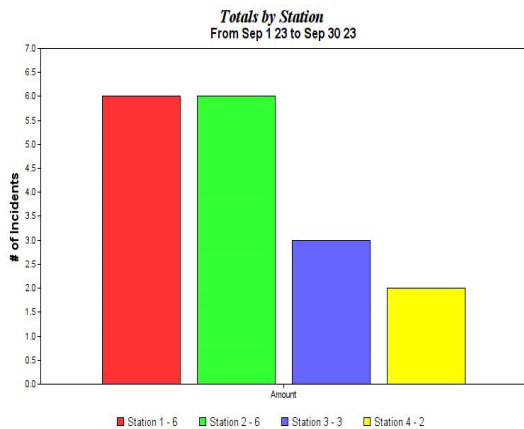
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In September 2023, the Department responded to fifteen (15) incidents as compared to twenty-five (25) in 2022 and fifteen (15) in 2021.
 - To date in 2023, NFS has responded to one hundred sixty-six (166) incidents as compared to one hundred fifty-seven (157) in 2022, and one hundred seventy-two (172) in 2021.



- Volunteer Firefighters performed approximately 132 hours of emergency response activities as compared to 566 hours in September 2022.
- Firefighters have performed approximately 2,990 hours of emergency response activities from January 1, 2023 – September 30, 2023, as compared to 1,661 hours in 2022, and 2,249 hours in 2021 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to six (6) incidents, Station 2 to six (6), Station 3 to three (3) and Station 4 to two (2).



- **PUBLIC EDUCATION:**
 - In September 2023 the fire station signs displayed the following fire safety tips and messages:
 - Be prepared for emergencies – check out getprepared.ca
 - If clothes catch on fire – stop, drop and roll.
 - Never Dive in shallow water
 - Kids heading back to school – watch for them crossing roads

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - Fire Prevention Officer (FPO) continues to conduct fire inspections and follow-ups. Additionally, the FPO continues to conduct inspections related to the downtown core and is in the process of completing vulnerable occupancy fire drills to ensure provincial compliance for 2023.
 - FPO is further working on pre-incident plans to assist in fire response to key locations.

- **TRAINING OFFICER (TO) ACTIVITIES**
 - TO coordinating NFPA weekend courses on behalf of the Rural Fire Services of Oxford County related to officer development, pump operations, DZ licensing, and fire instructor.
 - TO working on 2024 scheduling for new recruit class as well as new online course registration platform with Oxford County IT

- **MUTUAL AID/AUTOMATIC AID**
 - NFS did not provide assistance in the mutual aid/automatic aid agreements to surrounding municipalities.
 - NFS did not request any mutual aid assistance in the month of August.

- **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 REPLACEMENT**
 - Station 2 tanker, which the Township ordered in April 2022, remains on schedule for delivery. In response to health and safety for arrival of a new

apparatus, Staff have developed a new apparatus training sign off that all station personnel will complete before the apparatus is put into service.

- 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 \$7,760.04, to date \$5,580.19 has been collected.
- FIRE MARQUE
 - In September 2023, NFS did not submit any claims to Fire Marque for processing.
- BURN PERMITS
 - In September 2023, staff did not issue any new Burn Permits as compared to zero (0) in 2022 for the same period.
- BYLAW
 - ENFORCEMENT
 - In September 2023, staff investigated nine (9) new complaints as compared to seven (7) in 2022 and one (1) in 2021 for the same period.
 - Complaints pertained to land clearance, dogs, noise, animals, parking, and zoning.
 - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
 - To date in 2023, approximately sixty- nine (69) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations. The amount of \$5,705 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 August.
 - 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 (OCTOBER)

- Staff to meet with the Provincial Advisory Committee for Fall Meeting related to Emergency Management
- Conduct interviews for candidates related to position openings in Station 3 Burgessville (1) and Station 4 Oxford Centre (4).
- Complete virtual final inspection on new tanker mid October-for Station 2 Norwich
- Fire Prevention Week – Host Station 2 Open House for members of the public with various educational sessions for attendees
- Quarterly all officer meeting with officers from 4 stations to discuss relevant topics
- Continue reviewing Standard Operating Procedures and Guidelines so that an annual number are reviewed each year in a systematic manner.
- Meet with RFSOC Fire Chiefs monthly to discuss joint training and common challenges and opportunities.
- Conduct mandatory annual review of Community Risk Assessment for the Norwich Fire Service
- Input communication data into online emergency management software working closely with Oxford County and surrounding municipalities

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
SEPTEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTHS for SEPTEMBER

- A Meeting to Consider the Bishop Municipal Drain was held September 12, 2023
- Ongoing drainage maintenance and repair activity.

ACTIVITY FORECAST FOR NEXT MONTH (OCTOBER 2023)

- First sitting of the Court of Revision scheduled for October 10, 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
SEPTEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

Permitting

- **Twelve (12)** permits, including **three (3)** septic permits, were issued in September.
- **Fifteen (15)** applications were received in September, of those received;
 - **Fourteen (14)** submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
 - **One (1)** application was submitted **complete**, reviewed, and **issued**

Training

- Staff attended the OBOA Annual General Meeting and Training Sessions (AMTS) in Niagara Fall from Sept. 24th to the 27th – details in update to MMAH plans for implementation of the new edition of Ontario’s Building Code were discussed (more information is available upon request)

Planning/Development Fees Study

- RFQ was forwarded to and received by 3 qualified consultants. Question period ends Oct. 6th and the quotes are due prior to Oct 31st, 2023.

ACTIVITY FORECAST FOR NEXT MONTH

Planning/Development Fees Study

- Question period ends Oct. 6th and the quotes are due prior to Oct 31st 2023.

ATTACHMENTS

- None

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



**DEPARTMENT: PUBLIC WORKS DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
SEPTEMBER 2023 REPORT**

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Construction projects continue with the removal of Rocks Mill Bridge, as well as the installation of the new guiderail on New Road.
- Our annual line painting program was completed.
- Public work staff relocated the Curries Park entrance, working with staff from Community Services.
- Staff continued with asphalt patching, road side trimming, and gravel road maintenance.
- The demolition of buildings at the former Burgessville Public Works yard is near completion.
- Chainsaw and first aid training was completed in September.

ACTIVITY FORECAST FOR NEXT MONTH

- Asphalt patching, road side brushing and the installation / maintenance of winter control equipment will begin next month.
- Staff training in October will include forklift, and annual "Snow School" for all equipment operators.

ATTACHMENTS

- Rocks Mill Bridge, Removal.
- Guiderail Installation, New Road.

POTENTIAL BUDGET IMPACTS

- N/A

Prepared by:
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Director of Public Works

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

Rocks Mill Bridge Removal



New Road – Guardrail installation





DEPARTMENT: COMMUNITY SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
SEPTEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Otterville Pool shut down for season. Pool was winterized Sept. 15th
- Otterville Splash Pad shutdown and winterized for season Sept. 15th
- Opti-Mist (Norwich) Splash Pad shutdown for season Sept. 11th. Pad was winterized Sept 29th.
- Park rentals slowing for the season
- Arena winter ice season started in September. Nearly all weekly users have started during the month of September.
- New Public Wi-Fi system up and running at the NCC.
- Concrete pads for bleachers completed in Dillon Park
- HVAC service taken place at Community Halls for the fall season
- Ducky Dennis Park winterized for season

ACTIVITY FORECAST FOR NEXT MONTH

- Otterville Park winterized for season
- Southwest Park armour stone installed
- Fall Clean ups taking place throughout Parks and Cemeteries
- Ducky Dennis Multi-Use pad reno to begin
- Ducky Dennis Park garden and pillar removal to take place
- Ducky Dennis Park sign install

ATTACHMENTS

- Pics of cement pads at Dillon park

POTENTIAL BUDGET IMPACTS

- Dehumidifier required repair to keep unit running during ice start up. Unit is needed to manage air quality inside the arena ice surface.

Prepared by:
Patrick Hovorka
Director of Community Services

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







DEPARTMENT: MEDICAL SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
SEPTEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- **Patient Wait List:** The Township waitlist now stands at 80 residents on the overall wait list of 233 prospective patients, with six prospective patients having started the intake process since the last update.
- **Oxford and Area OHT:** Obtained two licenses for Medical Centre physicians to offer online appointment booking to patients as part of a local pilot project. Continued work to collaborate with partners across Oxford regarding clinics to offer cervical cancer screening in an effort to improve local screening rates.
- **Influenza Season:** Began planning for the 2023 influenza season, including offering of flu vaccine clinics to patients of the Medical Centre. Initial shipment of vaccine received on September 26 and will be provided to high-risk individuals. Flu shots are expected to be available for the general population toward the end of October, and are also expected to be available at participating pharmacies. All patients are encouraged to contact the office to schedule their immunization or if they have received their flu vaccine elsewhere.

ACTIVITY FORECAST FOR NEXT MONTH

- Initial rollout of influenza vaccine, initially targeting high risk individuals then rolling out to the general population later in October
- Physician Recruitment Group meeting
- Oxford Primary Care Network meeting
- Cervical Cancer Screening Working Group meeting
- Implementation of online appointment booking
- Medical Centre Building Condition Assessment
- Physician Recruitment planning

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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

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



DEPARTMENT: Corporate Services/Clerks Department
SUBJECT: Monthly Activities
SEPTEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

To provide Council with a summary of monthly departmental activities within the Corporate Services/Clerk's Department

ACTIVITY PAST MONTH

2023 Municipal By-Election

The Clerks Department has been very busy for the last four months facilitating the Ward 2 By-Election. Election preparation is very time consuming, including but not limited to the following activities: preparation of several prescribed notices, including advertising and/or posting, preparation of Nomination packages, the Preliminary List of Electors, voters list revisions, preparation of the final Voters List, ordering, preparation and organization of various supplies for in office and the voting location, tabulator training as well as many after election requirements.

It is estimated that 40- 50% of staff time was spent on these preparations, taking away from other responsibilities. Additionally, municipal staff from other departments and one additional public hire were utilized to effectively run the Advance Poll, Voting Day and also required to attend a training session.

Direct costs related to supplies and materials, public hire, vote tabulator and advertising total \$14,230 for the Ward 2 By-Election. The number of hours for municipal staff who worked the advanced poll and the voting day poll total approximately 200 hours.

ACTIVITY FORECAST FOR NEXT MONTH

Notice of Retirement – Activity Forecast for January 2024

Councillor Scholten has announced his intention to retire effective December 31, 2023.

At the first meeting in January, subsequent to Councillor Scholten's retirement, Council will be able to declare the Ward 1 Council seat to be vacant. Also at this time, staff will bring forward a report outlining Council's options for filling this vacancy, which include appointing a person to fill the vacancy or holding a by-election.

As per the requirements of The Municipal Act R.S.O. 1990, no actions may be taken until such time as the Council seat is declared vacant.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- Budget impacts were previously provided to Council and are outlined in this report.

Prepared by:
Kimberley Armstrong
Director of Corporate Services/Clerk

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