



# Monthly Department Updates July 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**  
**JULY 2024 REPORT**

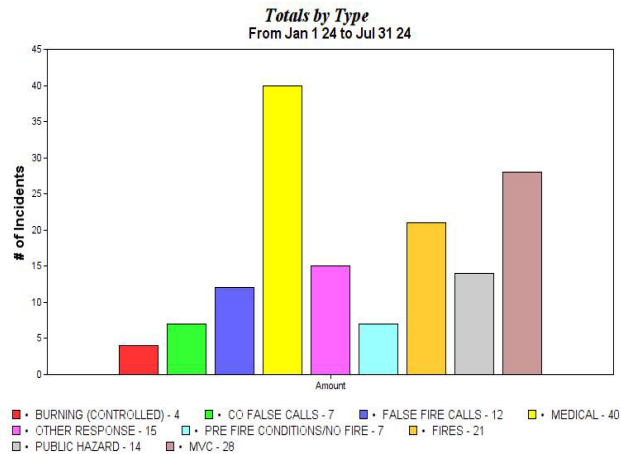
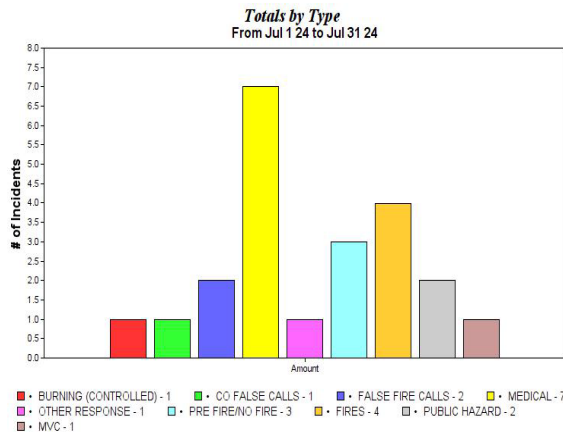
**INTRODUCTION/BACKGROUND**

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

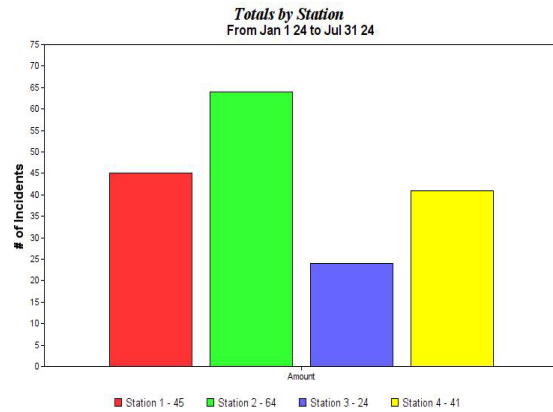
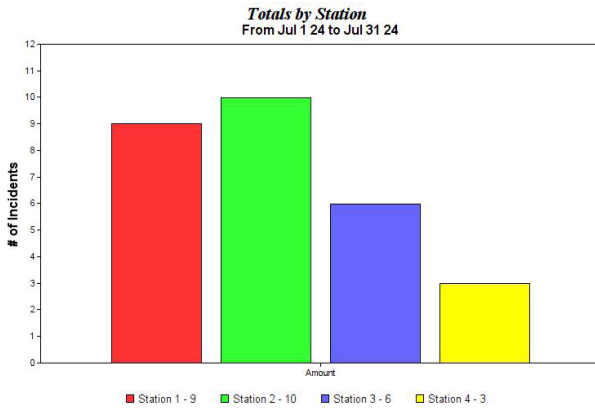
**ACTIVITY PAST MONTH**

**FIRE SERVICES**

- **EMERGENCY RESPONSE:**
  - In July 2024, the Department responded to twenty-two (22) incidents as compared to thirty (30) in 2023 and eleven (11) in 2022.



- In July 2024, Volunteer Firefighters performed approximately 158 hours of emergency response activities as compared to 753 hours in July 2023.
- Firefighters have performed approximately 1100 hours of emergency response activities from January 1, 2024 – July 31, 2024, as compared to 2705 hours in 2023 and 859 hours in 2022 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 six (6) and Station 4 to three (3).



- **PUBLIC EDUCATION:**
  - In July 2024 the fire station signs displayed the following fire safety tips and messages:
    - Fireworks should only be used by adults and according to instructions.
    - Weather on lakes can change fast – check forecast and plan ahead
    - Cottages need smoke and CO alarms too
    - Know the hazards that can occur in your community
  
- **FIRE INSPECTION/CODE ENFORCEMENT**
  - Staff are working with the RFSOC Chiefs on the recruitment of a replacement Fire Prevention Officer (FPO). The shared service FPO position is hosted through East Zorra-Tavistock and currently interviews are scheduled for the end of August with the incumbent ideally starting sometime in September.
  - Staff will ensure that fire prevention issues are addressed during the time a replacement is being sought.
  
- **TRAINING OFFICER (TO) ACTIVITIES**
  - In July, the TO coordinated an NFPA written testing session and has begun work on the 2025 Course Calendar offerings as well as finalizing invoicing from the recruit training program that was completed.
  
- **MUTUAL AID/AUTOMATIC AID**
  - In July, NFS provided Mutual Aid to South-West Oxford to assist with a vehicle fire on Highway 401.
  
- **STATION 3 REPLACEMENT**
  - Station 3 replacement of the water filling station is largely complete with a few minor items to finish. An improvement was realized in the tanker filling time.
  
- **FIRE MARQUE**
  - In July 2024, NFS did not submit any claims to Fire Marque for processing.

- BURN PERMITS
  - In July 2024, staff issued two (2) new Burn Permits as compared to one (1) in 2023 for the same period.
  
- BYLAW
  - ENFORCEMENT
    - In July, staff investigated seven (7) new complaints as compared to eleven (11) in 2023 and four (4) in 2022 for the same period.
    - Complaints pertained to dogs, 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 2024, approximately nineteen (19) parking tickets have been issued in the Township as a result of complaints of violations.
  
- EMERGENCY MANAGEMENT
  - EMERGENCY RESPONSE
    - No activities in July.
  
  - 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, hydro outages, and in connection with the seasonal weather.
      - General preparedness with links to government websites on how to prepare for emergencies ([getprepared.ca](http://getprepared.ca))
  
  - TRAINING
    - None required at this time.
  
  - 2024 PROGRAM COMPLIANCE ACTIVITIES
    - EMPC Meeting – Completed in May 2024
    - ERP Review – Completed in May 2024
    - Annual Exercise – Completed in May 2024
    - Annual CCG Training – Completed in May 2024

### **ACTIVITY FORECAST FOR NEXT MONTH (AUGUST)**

- Conduct mandatory fit testing on self-contained breathing apparatus masks.
- Meet with the Rural Fire Service Chiefs to conduct interviews for the shared service Fire Prevention Officer position hosted by East Zorra-Tavistock.
- Some NFS Firefighters to attend a shared service training opportunity on new vehicle auto extrication techniques (train the trainer approach)
- Coordinate annual hose testing at all fire stations.
- Continue reviews of SOG/SOP's for 2024 to ensure regular reviews are implemented.
- Meet with the Rural Fire Service Fire Chiefs to discuss common issues and collective approaches.
- Meet with
- Monthly meeting with the District Chiefs of the 4 Fire Stations to discuss common issues.

## **ATTACHMENTS**

- 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**  
**July 2024 Report**

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**Introduction/Background**

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

**Activity Past Month for July**

- A Meeting to Consider the Gore Municipal Drain report was held at the July 9, 2024 Council meeting.
- Acceptance of the Newton Municipal Drain – Basrai Branch report was held at the July 9, 2024 Council meeting.
- Acceptance of the Simmons-Hopkins Drain 2024 report was held at the July 9, 2024 Council Meeting

**Activity Forecast for Next Month for August**

- The Court of Revision for the Gore Municipal Drain is scheduled for the August 13, 2024 Council meeting.
- A Meeting to Consider the Newton Municipal Drain – Basrai Branch report is scheduled for the August 13, 2024 Council meeting.
- A Meeting to Consider the Simmons-Hopkins Drain 2024 report is scheduled for the August 13, 2024 Council meeting
- A Notice of Request for Improvement on the Kirkpatrick was received and is scheduled to be presented at the August 13, 2024 Council meeting.

**Attachments**

- None

Prepared by:  
Dirk Kramer  
Drainage Superintendent

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



**Department: Building Services Department**  
**Subject: Monthly activities**  
**July 2024 Report**

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**Introduction/Background**

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

**Activity Past Month**

Building Application and Permitting Activity

- **Eighteen (18)** permits, including **one (1)** septic permit, were issued in July.
- **Thirty-five (35)** applications were received in July, of those received:
  - **Twenty-eight (28)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
  - **Five (5)** were submitted **complete**, reviewed, and **issued**.
  - **Two (2)** applications were **withdrawn** (the applications which were submitted but not jurisdictional with the Township of Norwich).

Notice of Public meeting - Building By-law Fees Amendment

- Building Dept. Staff to complete report for council consideration and presentation at the Public Meeting

Zoning By-law Amendment (Housekeeping amendment)

- Review of draft changes completed by Township staff and returned to the Planner

**Activity Forecast for Next Month**

Zoning By-law Amendment (Housekeeping amendment)

- Review of draft changes to be completed by Township staff and returned to the Planner

Building By-law Fees Amendment

- Public Meeting for fees amendment and by-law to amend Sch. "A" to the by-law to be presented to Council at the Sept. 10<sup>th</sup> meeting

## **Information and Correspondence**

- none

## **Attachments**

- none

Prepared by:  
Brad Smale, B. Arch. Sci., CBCO  
Director of Building and Drainage Services/  
Chief Building Official

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





**Department: Public Works Department**  
**Subject: Monthly activities**  
**July 2024 Report**

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### **Introduction/Background**

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

### **Activity Past Month**

- Staff assisted with the Canada Day Parade in Burgessville and Nostalgia Days in Norwich.
- Road side grass cutting continued in July, along with guiderail, bridge and sidewalk trimming.
- The County Yard Waste Depot continues to receive extensive use from residents, with 13 hrs of staff time logged.
- The sidewalk replacement on Main Street Norwich and John Street Otterville was completed.
- Traffic counting continues.
- Staff continued with asphalt repairs on Ninth Road.
- Staff responded to multiple washouts due to heavy rainfall and storm.
- Multiple drain/storm sewer repairs, culvert replacements, and catch basin installations have been completed.

### **Activity Forecast for Next Month**

- The Public Works Department is anticipating the delivery of the new Tractor and road side mower in August.
- Staff will prepare for construction on Curries and Quaker Street.
- Milldale culvert and Zenda line construction will be underway.
- Asphalt patching will continue.

### **Attachments**

- N/A

Prepared by:  
Ken Farkas  
Director of Public Works

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



**Department: Community Services Department**  
**Subject: Monthly Activities**  
**July 2024 Report**

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**Introduction/Background**

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

**Activity Past Month**

- 21 total Hall and Park rentals. Rentals included
  - Canadian Blood Services Blood Donor Clinic, NCC Auditorium
  - Various Family Get togethers at all parks, pavilions and halls
  - Norwich-Otterville Minor ball hosted the U13 Girls ORSA Tournament July 12-14. 7 teams participated
- Ice install started for season on July 15<sup>th</sup>, first ice rental of the season was July 29<sup>th</sup>.
- Lighting upgrades over the arena ice surface has been completed, as per the 2024 Capital Budget.
- Tables and Chairs arrived as per the replacement schedule outlined in the 2024 Capital Budget
- Winter Ice requests were sent to all past user groups and made available on the Township website and the Community Services Facebook page. The requests will be received until August 6<sup>th</sup> and the winter schedule will be finalized in mid August.
- Community Services Department had job postings available for Part Time Operator and Part Time Attendants. Postings were advertised on the Township Website as well as the Community Services Department Facebook page.
- Oxford County experienced another water main break in the parking lot of the Norwich Community Centre on Monday July 15<sup>th</sup>. Repairs were made and next steps are currently being pursued by the County to remedy the waterline while maintaining the required fire coverage for the facility. We will continue to provide updates as they are available.

**Activity Forecast for Next Month**

- Park, Pavilion and Hall rentals continue throughout the month
- Year End tournaments
  - Burgessville (U9 A / B divisions) Aug 9-11
  - Norwich (U13 A / B divisions) Aug 9-11

- Otterville (U9 C division) Aug 9-10
- Otterville (U23 Ladies) Aug 16-18
- Last day for the 2024 pool season will be Thursday August 29<sup>th</sup>
- Cemetery Decoration Days
  - Pleasant View Cemetery (Curries) August 11<sup>th</sup>
  - Rosanna Cemetery, August 18<sup>th</sup>
  - Otterville Cemetery, August 18<sup>th</sup>
  - Milldale Cemetery, August 18<sup>th</sup>
- Burgessville Park Paving tender to be issued.
- Meadows Park Fitness equipment ordered as per the 2024 Capital Budget completed through CANOE.

### **Attachments**

N/A

Prepared by:  
James Schaafsma  
Acting Director of Community Services

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



**Department: Medical Services Department**  
**Subject: Monthly activities**  
**July 2024 Report**

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### **Introduction/Background**

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

### **Activity Past Month**

- **Physician Recruitment:** Dr. Mokone began seeing patients at the Medical Centre on July 2. She currently sees patients Monday through Wednesday.
- **Patient Wait List:** The Township waitlist now stands at 148 residents on the overall wait list of 507 prospective patients.
- **Pertussis:** Active cases of pertussis (whooping cough) continue to circulate in the area, with a recent increase in positive cases and call volumes remaining high as a result.

### **Activity Forecast for Next Month**

- Physician and staff vacations continue throughout August
- Dr. Jeffries begins hosting second Practice Ready Ontario candidate August 6
- Oxford Primary Care Networking Meeting August 12

### **Attachments**

- N/A

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

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