



Monthly Department Updates

December, 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
DECEMBER 2023 REPORT

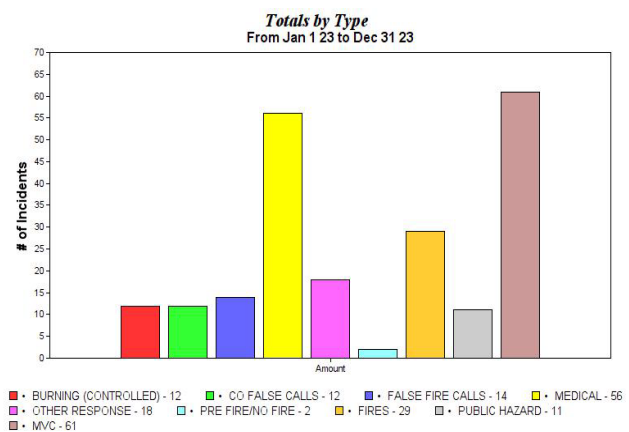
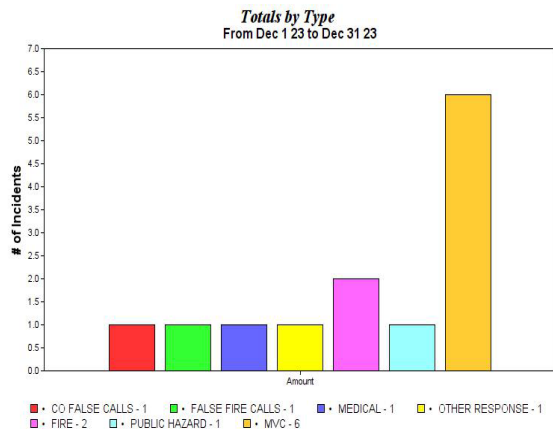
INTRODUCTION/BACKGROUND

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

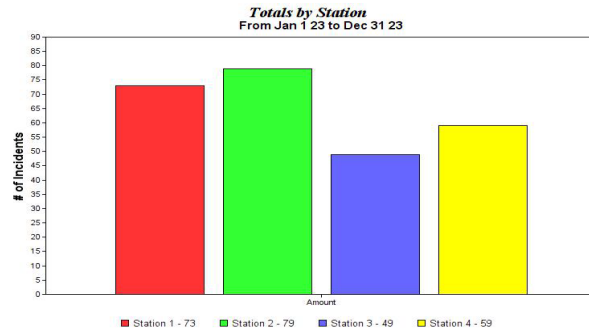
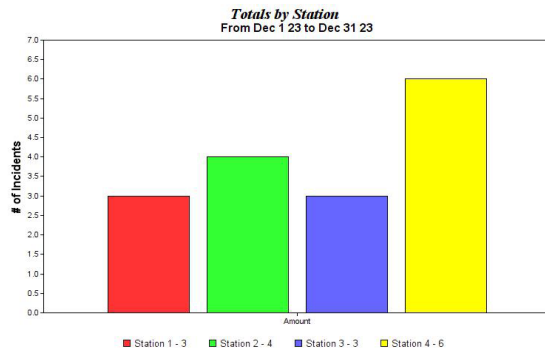
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In December 2023, the Department responded to thirteen (13) incidents as compared to nineteen (19) in 2022 and twenty-two (22) in 2021.
 - To date in 2023, NFS has responded to two hundred and fifteen (215) incidents as compared to two hundred and nineteen (219) in 2022, and two hundred and thirty- five (235) in 2021.



- Volunteer Firefighters performed approximately 409 hours of emergency response activities as compared to 254 hours in December 2022.
- Firefighters have performed approximately 3,989 hours of emergency response activities from January 1, 2023 – December 31, 2023, as compared to 2,258 hours in 2022, and 2,705 hours in 2021 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to three (3) incidents, Station 2 to four (4), Station 3 to three (3) and Station 4 to six (6).



- PUBLIC EDUCATION:
 - In December 2023 the fire station signs displayed the following fire safety tips and messages:
 - Ensure candles are properly extinguished
 - Keep an extra blanket in your vehicle.
 - Don't drink and drive
 - Happy holidays from the Norwich Fire Service

- RECRUITMENT/HIRING
 - All new hires have commenced duties in early December and are preparing to start the Rural Fire Services of Oxford County (RFSOC) recruit training program which commences in early January 2024.

- FIRE INSPECTION/CODE ENFORCEMENT
 - In the month of December, the Fire Prevention Officer (FPO) conducted inspections and follow-up on residential occupancies, follow-up inspection on one (1) vulnerable occupancy and inspections on commercial and assembly occupancies. Fire Code enforcement continues to take place as needed through follow-up inspections.

- TRAINING OFFICER (TO) ACTIVITIES
 - TO has all new recruit schedule in place, along with all required materials for orientation night in early January.
 - All certification courses have been booked with the proper authorities and the TO continues to develop course content as needed.
 - TO has commenced coordinating instructors for January RFSOC course delivery.

- MUTUAL AID/AUTOMATIC AID
 - NFS did not provide assistance in the mutual aid/automatic aid agreement in December.
 - NFS did not request any mutual aid assistance in the month of December.

- 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.

- 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 \$16,689.77, to date \$12,499.55 has been collected.
- FIRE MARQUE
 - In December 2023, NFS did not submit a claim to Fire Marque for processing.
- BURN PERMITS
 - In December 2023, staff issued two (2) new Burn Permits as compared to one (1) in 2022 for the same period.
- BYLAW
 - ENFORCEMENT
 - In December 2023, staff investigated seven (7) new complaints as compared to five (5) in 2022 and seven (7) in 2021 for the same period.
 - Complaints pertained to noise 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 eighty-four (84) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations. The amount of \$6,735 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 (JANUARY)

- Staff will coordinate with the Training Officer to ensure instructors are in place from the Norwich Fire Service for the early February recruit training days.
- Monthly meeting of the 5 rural fire Chiefs to discuss training, response, and common issues.
- Additional meeting with the 8 County Fire Chiefs (including Woodstock, Ingersoll, and Tillsonburg) to discuss common issues such as County Coordinator and to meet with new Office of the Fire Marshal Field Advisor.
- Staff to coordinate all apparatus safety and vehicle annual maintenance with local providers.
- Staff to meet with Oxford County staff regarding asset management related to buildings and equipment.
- 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
DECEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTHS for DECEMBER

- Construction of the Bishop Drain 2021 has commenced
- A pre-consideration meeting was held December 20, 2023 for the Elliott Main Drain Improvement
- Court of Revision for Branch 'B' & 'C' of the Springford Municipal Drain 2023 was held at the December 12, 2023 Council meeting.

ACTIVITY FORECAST FOR NEXT MONTH (JANUARY 2024)

- Tenders for Branch 'B' & 'C' of the Springford Municipal Drain 2023 is to be posted.
- Construction of the Bishop Drain 2021 is ongoing

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
DECEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

Permitting

- **Nine (9)** permits, including **two (2)** septic permits, were issued in December.
- **Four (4)** applications were received in December, of those received;
 - **Two (2)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
 - **Two (2)** 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

- Ongoing analysis of data and interviews by consultant. Upon completion the consultant will submit preliminary findings to the Township for review by staff. Finalization and presentation of the study findings to Council remains on schedule at this time – deliver is anticipated in March.

Zoning By-law (Increasing Residential Density)

- Continued Township staff review of draft by-law amendments. Finalization of the draft changes and amendments will be completed by Oxford Planning pending the completion of the Township staff review.

INFORMATION AND CORRESPONDANCE

(MMAH) Fee Freeze for Building Code Registrations, BCC and Minister's Rulings

- To support its goal of building at least 1.5M homes by 2031, the Ontario government is freezing a number of provincial fees that impact the building sector. This includes freezing fees for those who want to become building practitioners as well as application fees for the Building Code Commission, Building Materials Evaluation Commission and Minister's Rulings. Starting January 1, 2024, 16 provincial Building Code fees will be frozen at their current levels. Without this measure, 14 of these fees would be subject to an annual increase in line with the Consumer Price Index (CPI) each year.

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
DECEMBER 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 the assembly of the structure.
- Vandecar Line bridge was closed after OSIM inspections.
- Staff responded to only two winter events during the month, due to the mild weather.
- Sign replacement and maintenance was performed following the annual sign inspection.
- Staff trimmed and cleared trees from road allowances.
- Staff continued to maintain gravel roads when able, applying gravel and grading when possible.
- Two culvert replacements took place earlier in the month.

ACTIVITY FORECAST FOR NEXT MONTH

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

Prepared by:
Ken Farkas
Director of Public Works

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



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

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Auditorium dishwasher replacement completed as per 2023 capital budget
- Several trees removed due to disease / mechanical failure inside and outside perimeter of soccer area for safety reasons
- Various hall rentals and events throughout the month
- 6 sponsored public skates over the month of December
 - Norwich Fire Fighters – Dec. 9th
 - Skip Pol Inc. – Darryl & Krystal Schipper – Dec. 16th
 - Shep's Bakery Ltd. – Dec 23rd and Dec. 29th
 - Norwich Optimist Club – Dec. 27th
 - Salverda Enterprises – Norwich Tim Horton's – Dec. 30th

December Community Halls Activity

Oxford Centre Hall

- 8 prime rentals
- 1 non- prime rental

Pioneer Rooms

- 9 prime rentals

Norwich Community Centre

- 3 prime rentals

Springford Hall

- 11 prime rentals

ACTIVITY FORECAST FOR NEXT MONTH

- Norwich and District Skating Club Star 1-4 Competition, Jan 26-28

- Entire Facility to be used, last year approximately **150 individual** skates were completed at various levels. This year's competition is approximately 4 times larger with approximately **450 individual** and team skates.
- Community Flag Pole quotes have been requested and awaiting replies
- Community Services Staff have had a preliminary meeting RE: arena ice surface light replacement project / upgrade to LED system
- Maintenance at Community Halls will continue through January after a busy holiday season. Maintenance includes: Seasonal HVAC service, touch up painting, deep cleans and general housekeeping.

ATTACHMENTS

none

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
DECEMBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- **Physician Agreements:** Met with all physicians to discuss agreements with the Township and prepared final agreements for Council review in January.
- **Transition to Office 365:** Transition to Microsoft Office 365 began at the Medical Centre on December 13 and was finalized on December 19.
- **Physician Recruitment:** Continued preparations for Dr. Punia's practice at the Norwich Medical Centre. Anticipated start date January 2024.
- **Cervical Cancer Screening Working Group:** Met with a representative from the Oxford and Area Ontario Health Team on December 18 to finalize details of the data-sharing agreement and to discuss logistics of the cervical cancer screening clinics.
- **Patient Wait List:** Added 20 new patients to practices through the end of December. Township waiting list is currently at 56 prospective patients, 45 of whom are currently waiting for a specific physician.
- **Holiday Coverage:** Coverage plan for patients established for December 22, 2023 through January 1, 2024.

ACTIVITY FORECAST FOR NEXT MONTH

- Continue seasonal respiratory virus vaccination program
- Complete final project agreement and program logistics for Cervical Cancer Screening Program. Program to begin February 2024
- Norwich Neighbourhood Network meeting January 18
- Establish Dr. Punia's practice
- Operating budget preparations

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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

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