



Monthly Department Updates

October 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
OCTOBER 2024 REPORT

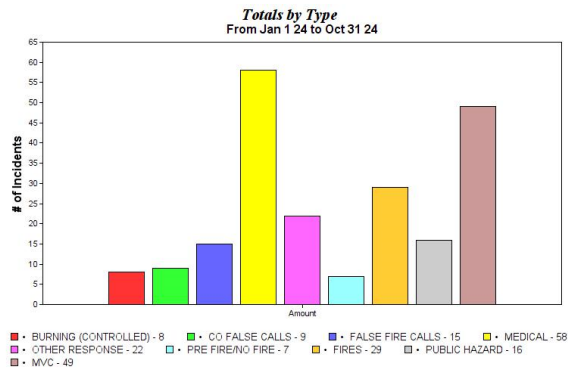
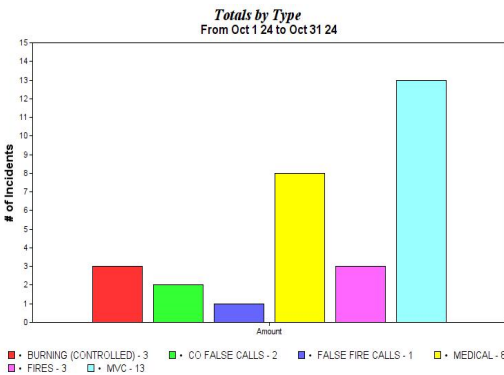
INTRODUCTION/BACKGROUND

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

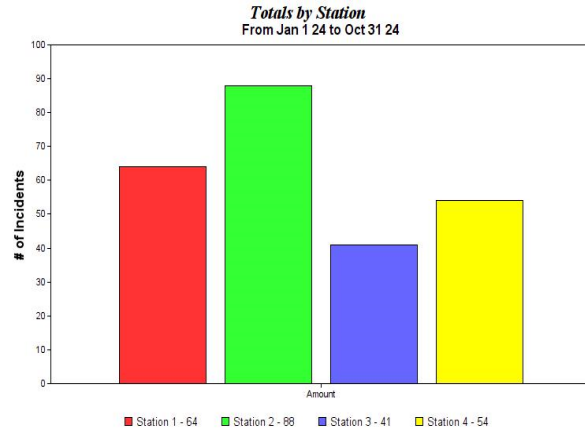
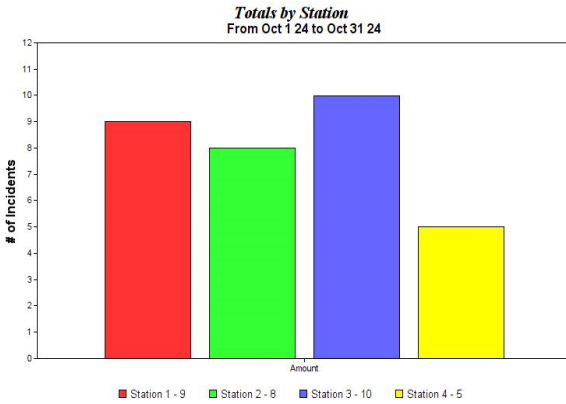
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In October 2024, the Department responded to thirty (30) incidents as compared to thirteen (13) in 2023 and twenty-seven (27) in 2022.



- In October 2024, Volunteer Firefighters performed approximately 204 hours of emergency response activities as compared to 218 hours in October 2023.
- Firefighters have performed approximately 1,864 hours of emergency response activities from January 1, 2024 – October 31, 2024, as compared to 3,346 hours in 2023 and 1,833 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to nine (9) incidents, Station 2 to eight (8), Station 3 to ten (10) and Station 4 to five (5).



- **PUBLIC EDUCATION:**
 - In October 2024 the fire station signs displayed the following fire safety tips and messages:
 - Get your chimney cleaned and inspected.
 - Distracted driving kills
 - Alarms should be replaced according to manufacturer recommendations
 - Watch out for children at Halloween

- **FIRE RECRUITMENT/HIRING**
 - Norwich Fire Service has hired five (5) firefighters this year as compared to five (5) last year. Recruit orientation is slated to take place in mid-November and new recruits start attending station training during the first week of December.

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - FPO continues to conduct inspections and follow-up inspections on properties.
 - In October, the FPO conducted follow-up inspections on 8 separate properties and issued orders on a property related to a complaint received.

- **TRAINING OFFICER (TO) ACTIVITIES**
 - TO Mussel has announced that she will be leaving for a Training Officer position with a nearby municipality.
 - The TO position has been advertised and staff are hoping to interview candidates at the end of November with the goal of filling the position sometime in December so that the new TO can assume the leadership of the recruit training program which commences in early January.

- **MUTUAL AID/AUTOMATIC AID**
 - In October, NFS did not request or provide mutual aid to any fire incidents.

- **FIRE MARQUE**
 - In October 2024, NFS did not submit any claims to Fire Marque for processing.

- BURN PERMITS
 - In October 2024, staff issued three (3) new Burn Permits as compared to two (2) in 2023 for the same period.

- BYLAW
 - ENFORCEMENT
 - In October, staff investigated five (5) new complaints as compared to four (4) in 2023 and nine (9) in 2022 for the same period.
 - Complaints pertained to noise, dogs, zoning, and fires.
 - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
 - To date in 2024, approximately twenty-five (25) parking tickets have been issued in the Township as a result of complaints and violations.

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

 - 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)

 - 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 (NOVEMBER)

- Meet with the District Chiefs to discuss common issues
- Coordinate to ensure delivery of Ontario Fire College Rope Technician Level Course being hosted in Burgessville.
- Deliver orientation session to new NFS recruits prior to training commencement.
- Attend virtual Ontario Fire College Regional Training Centre meeting.
- Conduct Training Officer interviews with the 5 Rural Fire Chiefs.
- Coordinate delivery of Medical Delegation training for all NFS personnel by Oxford County Paramedics.

- Coordinate NFS personnel attendance at a lithium-ion battery training session.
- Attend annual Chiefs conference with topics related to: health and safety, rural round table discussions, training and education advisory panels, OFM updates, grant opportunities, etc.
- Meet with the Oxford County Fire Chiefs and allied agencies such as EMS, OPP, and County Emergency Management to discuss common issues and collective approaches.

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
October 2024 Report

Introduction/Background

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

Activity Past Month for October

- A revised report for the Basrai Branch of the Newton Municipal Drain was accepted by Council on October 22, 2024.
- An onsite meeting was held for the Kirkpatrick Award Drain on October 10, 2024.
- A pre-consideration meeting was held for the Haight Municipal Drain on October 29, 2024.

Activity Forecast for Next Month for November

- A revised report for the Basrai Branch of the Newton Municipal Drain is scheduled for Consideration at the Council meeting November 12, 2024.
- Tenders are due for the Merriam Municipal Drain and the Gore Municipal Drain on November 29, 2024.

Attachments

- None

Prepared by:
Dirk Kramer
Drainage Superintendent

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



Department: Building Services Department
Subject: Monthly activities
October 2024 Report

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

- **Twenty-three (23)** permits, including **four (4)** septic permits, were issued in October.
- **Nineteen (19)** applications were received in October, of those received:
 - **Fourteen (14)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval,**
 - **Five (5)** was submitted **complete**, reviewed, and **issued**.

OBOA/MMAH – 2024 OBC Roadshow (Training to Build a Safe Ontario)

- Building Dept. Staff attended the Roadshow training event cohosted by the OBOA and Ministry. This Training event provided additional overview and insight on over 2000 documented changes from the 2012 OBC to the 2024 OBC. Implementation of the 2024 OBC is to occur Jan. 1st, 2025 and the transition period to “phase-in” projects designed under the OBC 2012 will extend until April 1st, 2025. Council is encouraged to direct any inquiries directly to the Building Department staff for more information on these changes and what they entail to the community and building industry at large.
- A QR Code has been added to the appendix of this report that will allow council to access to more information on a variety of topics related to this transition and also to a free digital copy of the 2024 OBC for private (non-commercial) use.

Building Services Report - Charges/ Fines for Building without Permit

- In follow-up to resolution #20 at the Sept. 24th meeting, a report outlining the options available for enacting Fines and/or Charges for building without permits and that staff collate and summarize a list of other municipalities which may have adopted a procedure or otherwise implemented or facilitated instruments under legislation necessary to undertake charges or fines for contraventions to the s. 8 - Building Permits, and s. 10 - Change of Use provisions of the Building Code Act of Ontario (BCA).

Agricultural/Rural Zoning

- Planning and Building staff met on Oct. 31st to begin work to develop and review amendments to the Townships Zoning by-law to align with the recently implemented ag policy amendments made to the County Official Plan.

Activity Forecast for Next Month

Agricultural/Rural Zoning – Policy amendments to ZBL (Phase1, ongoing)

Information and Correspondence

none

Attachments

- 2024 OBC Provincial information page (QR Code)

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

Use the QR Code below or this link to access [the Ontario Building Code](#).

Resources



[Please use hyperlinks below or scan the QR Code:](#)

1. [Free digital Building Code copy can be downloaded here](#)
2. [Updated Qualification and Registration Tracking System \(QuARTS\):](#)
3. [Interactive public registry available](#)
4. [2024 Ontario Building Code - Technical Bulletins](#)
5. [MMAH Webinars for the new 2024 Building Code](#)



Department: Public Works Department
Subject: Monthly activities
October 2024 Report

Introduction/Background

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

Activity Past Month

- All staff completed the annual “snow school” training, this is joint training with the surrounding Townships, Cities and Oxford County Staff.
- Maintenance on trucks and preparations for winter operations has begun.
- The salt/sand dome has been filled for winter.
- Staff continued with asphalt patching, ditching, spot grading and tree removal.
- 20hrs of Staff time was booked to the Yard Watse Depot.
- The Tractor/ Brusher has been out daily trimming up the road sides.
- Milldale culvert replacement continues.
- Zenda Line South construction is on going.

Activity Forecast for Next Month

- Fall grading of the gravel roads will be completed.
- Preparation for winter operations will be completed.

Attachments

NA

Prepared by:
Ken Farkas
Director of Public Works

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



Department: Community Services Department
Subject: Monthly Activities
October 2024 Report

Introduction/Background

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

Activity Past Month

- 23 total Hall rentals. Rentals included;
 - Various private family rentals at all halls.
 - Norwich and District Historical Society Dinner and Auction, Oxford Centre Hall
 - Norwich Firefighters Association Wing Ding, Norwich Community Centre
 - Township of Norwich Employee Recognition Night, Norwich Community Centre
- Gant application submitted for the Community Sport and Recreation Infrastructure Fund through the Province of Ontario.
- Site meetings held with Brantco Construction for the Ducky Dennis Park Pathway and Parking Lot paving, and ABC Recreation for the Meadows Park Fitness equipment install.
- Cross Connection surveys completed at all required locations as per Oxford County By-law No. 6544-2023 Cross Connection and Backflow Prevention. Quoting of required work and testing to follow over the coming weeks.
- With the warmer temperatures throughout the month of October grass cutting and seasonal clean ups were underway throughout the entire month, cleanups and cutting will come to an end in November.
- Winterizing of park facilities took place, Otterville Park, Ducky Dennis Park and the Norwich Opti-Mist Splash Pad.

Activity Forecast for Next Month

- Tree maintenance to be completed in Otterville Park.
- South Oxford Storm November Classic Hockey Tournament, Nov. 1st Norwich Community Centre
- Ducky Dennis Park Paving to begin

- Meadows Park fitness equipment to be installed.
- Oxford County Hydrant install and water line decommissioning to be completed in Norwich Community Centre parking lot.
- Chamber of Commerce Taste of Norwich, Nov. 7th Norwich Community Centre
- 2025 Capital Budget preparations
- Canadian Blood Services Blood Donor Clinic, Nov. 4th and 25th Norwich Community Centre
- Norwich Jr. 'C' Merchants Fish Fry, Nov. 16th Norwich Community Centre
- Grass Cutting and property cleanups to continue through the month of November as weather permits
- Royal Canadian Legion "Lest We Forget" Flag will be flown on the Community Flag Pole Nov. 5th – 12th.
- As per Township of Norwich Flag protocol, flags at the Administration Office and the Fire Halls in observation of Remembrance Day.

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
October 2024 Report

Introduction/Background

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

Activity Past Month

- Continued recruitment process for casual Medical Assistant position with interviews and reference checking completed
- Fall startup inspection for rooftop HVAC units October 7
- Site survey with WRC regarding Oxford County backflow prevention requirement October 8
- Influenza vaccines became available to high-risk groups October 10, to the general population on October 30
- Second Clinical Field Assessment through Practice Ready Ontario completed October 23
- Capital budget planning
- Meetings regarding sudden closure of Trillium Retirement Residence October 29 and November 1
- The Township waitlist now stands at 44 residents on the overall wait list of 602 prospective patients. The intake process was started with 7 prospective patients in October with another 108 on the call list

Activity Forecast for Next Month

- Continue 2024/2025 influenza vaccine program
- Third Clinical Field Assessment through Practice Ready Ontario to begin November 11
- Meeting with Ontario Health at Home (formerly CCAC/Southwest LHIN) November 15
- Centre for Effective Practice meeting November 25
- Capital Budget meeting November 28
- Family Medicine Program in Oxford County November 29
- Issue job offer for the casual Medical Assistant position

Attachments

- N/A

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

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