



Monthly Department Updates

February 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
FEBRUARY 2024 REPORT

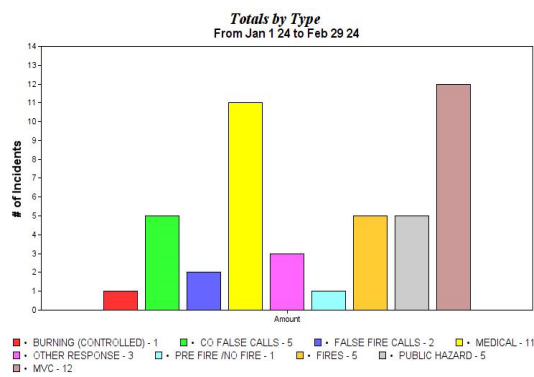
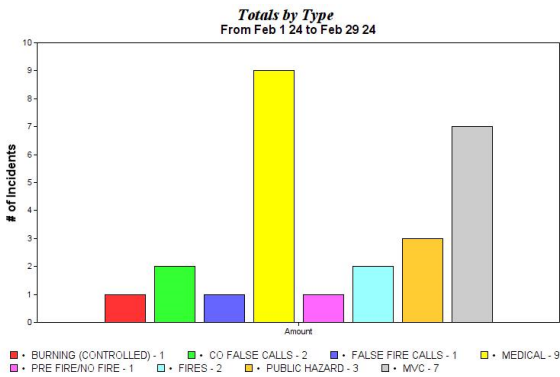
INTRODUCTION/BACKGROUND

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

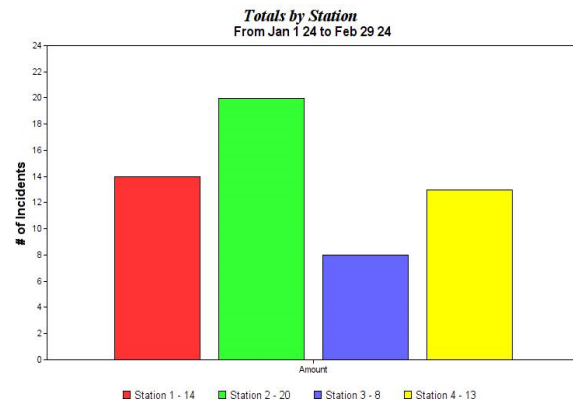
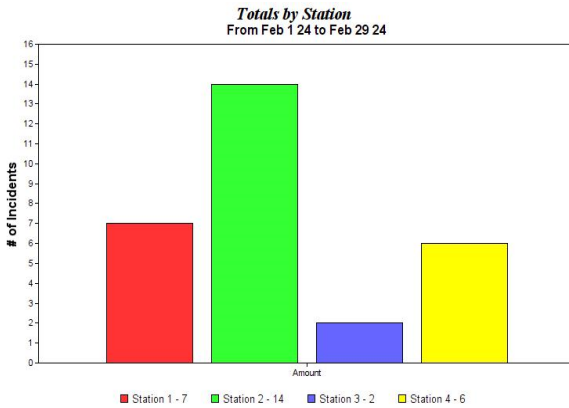
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In February 2024, the Department responded to twenty-six (26) incidents as compared to fifteen (15) in 2023 and fifteen (15) in 2022.



- In February 2024, Volunteer Firefighters performed approximately 78 hours of emergency response activities as compared to 156 hours in February 2023.
- Firefighters have performed approximately 475 hours of emergency response activities from January 1, 2024 – February 29, 2024, as compared to 632 hours in 2023 and 225 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to seven (7) incidents, Station 2 to thirteen (13), Station 3 to two (2) and Station 4 to six (6).



- **PUBLIC EDUCATION:**
 - In February 2024 the fire station signs displayed the following fire safety tips and messages:
 - Keep all exits free of clutter
 - Check dates on your alarms – It might surprise you.
 - Put lighters and matches in a safe place
 - Stay off thin ice
- **FIRE INSPECTION/CODE ENFORCEMENT**
 - In the month of February, the Fire Prevention Officer (FPO) conducted inspections and follow-up on multiple properties including residential and commercial/industrial properties. Fire Code enforcement continues to take place as needed through follow-up inspections.
- **TRAINING OFFICER (TO) ACTIVITIES**
 - TO continues to coordinate the recruit training of the new recruit class for 2024. Class has 25 recruits from the 5 rural municipalities. All training is directly connected to provincial mandatory firefighter training. Two training weekends were held in Norwich and South-west Oxford in February.
 - In February, the TO coordinated course delivery of NFPA 1006 General Rescue Course, NFPA 1021 Officer Level 1, NFPA 1035 Fire and Life Safety Educator Level 1 as well as ongoing Medical Training coordination between the 5 rural municipalities.
- **MUTUAL AID/AUTOMATIC AID**
 - NFS did not provide or request any mutual aid assistance in the month of February.
- **STATION 3 REPLACEMENT**
 - Station 3 replacement of the water filling station inside the building continues to work toward a resolution.
- **FIRE MARQUE**
 - In February 2024, NFS submitted (2) claims to Fire Marque for processing.

- BURN PERMITS
 - In February 2024, staff issued two (2) new Burn Permits as compared to five (5) in 2023 for the same period.

- BYLAW
 - ENFORCEMENT
 - In February 2024, staff investigated four (4) new complaints as compared to two (2) in 2023 and two (2) in 2022 for the same period.
 - Complaints pertained to dogs and property standards.
 - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
 - To date in 2024, approximately five (5) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations.

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

 - 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.

 - 2023 PROGRAM COMPLIANCE ACTIVITIES
 - EMPC Meeting – planned completion in May 2024
 - ERP Review – planned completion in May 2024
 - Annual Exercise – planned completion in May 2024
 - Annual CCG Training – planned completion in May 2024

ACTIVITY FORECAST FOR NEXT MONTH (MARCH)

- Delivery of the recruit training in March at the Norwich Fire Station.
- Attend Ontario Association of Fire Chiefs Town Hall Meeting (virtual)
- Attend Emergency Management Sector Meeting (virtual)
- Attend Fire Coordinators Annual Meeting (in-person)
- Implement capital projects that were approved in late 2023
- Monthly meeting of the 5 rural fire Chiefs to discuss training, response, and common issues.
- Quarterly meeting with Health and Safety Representatives for all 4 stations
- Quarterly meeting with all officers of the 4 Fire Stations to discuss common issues.

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
FEBRUARY 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTHS for FEBRUARY

- Construction of the Bishop Drain 2023 is substantially complete.
- Construction has commenced on the Treffry and Pennington Drains.
- A report for the Merriam Municipal Drain was received and filed with the Clerk February 21, 2024.
- A report for the Elliot Drain was received and filed with the Clerk February 28, 2024.
- Tenders for Branch B & C of the Springford Municipal Drain 2023 have been received February 6, 2024.
- A pre-consideration meeting was held for the Newton Drain Branch February 21, 2024.

ACTIVITY FORECAST for NEXT MONTH (MARCH 2024)

- Construction of the Bishop Drain 2021 is substantially complete.
- Construction on the Treffry and Pennington Drains will continue.
- Tenders for Branch 'B' & 'C' of the Springford Municipal Drain 2023 is scheduled at the Council meeting on March 12, 2024.
- Acceptance of the Merriam Municipal Drain report and the Elliot Drain report is scheduled at the Council meeting on March 12, 2024.

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
FEBRUARY 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

- **Thirteen (13)** permits, including **three (3)** septic permits, were issued in February.
- **Fourteen (14)** applications were received in February, of those received:
 - **Ten (10)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
 - **Four (4)** were submitted **complete**, reviewed, and **issued**.

Planning/Development Fees Study 2023/24

- Consultant interviews with staff, review and analysis of data is complete. Draft findings have been submitted and are currently being reviewed by Senior staff.

Zoning By-law (Increasing Residential Density)

- County Planning has completed the draft by-law amendment and staff are finalizing review and scheduling for implementation.

ACTIVITY FORECAST FOR NEXT MONTH

Building Department Annual Report (2023)

- Staff will complete the review and analysis of the 2023 year end data, complete the accompanying report in accordance with the Building Code Act and Ontario Building Code requirements. Tentative schedule for presentation to council at the April meeting.

Planning/Development Fees Study 2023/24

- The consultant report will be finalized and the Staff Report to Council will be drafted for presentation to Council with recommendations for implementation. Consultant presentation and report to council tentatively scheduled for the April meeting.

Zoning By-law (Increasing Residential Density)

- Finalization of the by-law and Staff Report Planning report on implementation pending the completion of the Township staff review and schedule tentatively for May.

INFORMATION AND CORRESPONDANCE

- 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
FEBRUARY 2024 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 is complete and the bridge has been reopened.
- Staff performed greater than normal cold patching activities and road grading, due to the mild temperatures.
- Staff responded to only 6 winter events during the month.
- The County Yard Waste Depot has received a larger than normal use with residents taking advantage of the weather.
- Staff trimmed and cleared trees from road allowances.
- Sign maintenance including replacement and repairs were undertaken.
- Three assets have been placed on Govdeals for liquidation, including the Bomford Brusher attachment, a 2017 Ford pickup, and a Sterling tandem dump truck with plow equipment.

ACTIVITY FORECAST FOR NEXT MONTH

- Road side maintenance and gravel road shoulders will be our focus in March, if the weather holds.

Prepared by:
Ken Farkas
Director of Public Works

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



DEPARTMENT: COMMUNITY SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
FEBRUARY 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Norwich Jr. 'C' Merchants regular season ended on February 24th, Playoffs commenced vs. Wellesley Apple Jacks Feb. 28th. Second round commenced March 13, 2024 vs. Woodstock Navy Vets
- 10th Annual "A Play Date with Emily Stowe" Prime Rib Dinner and Auction was held March 2nd.
- Grass Tender was posted
- Placed 2024 table and chair order per replacement program as per 2024 Capital Budget
- Norwich Minor Hockey U9LL Aaron Jull memorial tournament took place February 24th and 25th
- Norwich-Otterville Minor Ball registration took place on several dates in arena lobby
- Free public skate sponsored by local Oxford MP Arpan Khanna took place February 17th

ACTIVITY FORECAST FOR NEXT MONTH

- Slash the Stigma – Hockey for Mental Health tournament will take place from March 15th – 17th.
- Free public skates sponsored by: Otterville Optimist Club, MPP Ernie Hardeman, Stubbe's Precast and Norwich United Church Summer Camp during March Break March 11th – 15th
- The Optimist Club of Norwich and District will hold their annual Easter Egg Hunt and BBQ at Harold Bishop Park on Sat. March 30th

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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



DEPARTMENT: MEDICAL SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
FEBRUARY 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- **Cervical Cancer Screening Working Group:** The first two Cervical Cancer Screening Clinics were held February 7 and 21, with screening being completed for 28 patients over these two clinics. These clinics will be offered bi-weekly through July and interest from patients has been high thus far.
- **Oxford Primary Care Networking Meeting:** Virtual meeting February 6. Demonstration of AI Scribe and the use of Artificial Intelligence in Primary Care.
- **Dr. Punia:** Due to a change in personal circumstances, Dr. Punia is unable to continue practicing at the Norwich Medical Centre. His last day in the office was February 24, and staff do not expect him to return for any additional days prior to his official departure. Staff have been working to notify affected patients and will follow up once additional details are available. 55 patients had rostered prior to Dr. Punia providing notice to staff, with an additional 65 that had either attended appointments (15) or been scheduled for appointments (50) with Dr. Punia prior to announcing his departure.
- **Secure Messaging Proof-of-Concept Pilot:** Dr. Wendling and Dr. Jeffries were both approved by the Ministry of Health for the Secure Messaging Proof-of-Concept Pilot. This Pilot is intended to support the delivery of services to patients by secure messaging to complement care within existing patient-physician relationships and to support increased patient access to care. This two-year Pilot runs from April 1, 2024 through March 31, 2026.
- **Operating Budget presentation February 22.**

ACTIVITY FORECAST FOR NEXT MONTH

- Telus Community of Practice meeting March 6.
- Complete setup of online appointment booking.
- Proceed with system setup for secure messaging pilot.
- Continue process of terminating Dr. Punia's practice and work to recruit another provider to the Medical Centre.
- Cervical Cancer Screening Program clinic March 20.
- Ontario MD Educates meeting March 20: Intro to AI – Introducing AI and AI Scribe

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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

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