



Monthly Department Updates

May 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
MAY 2024 REPORT

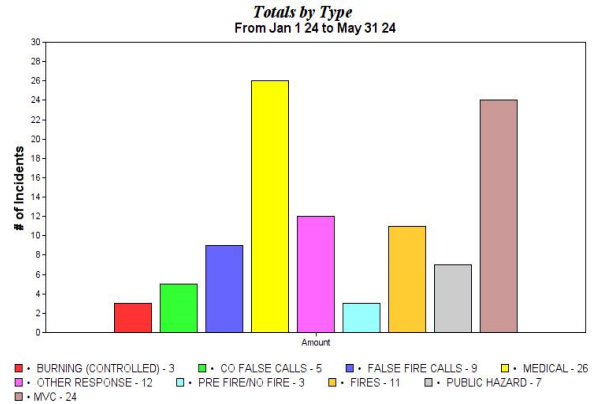
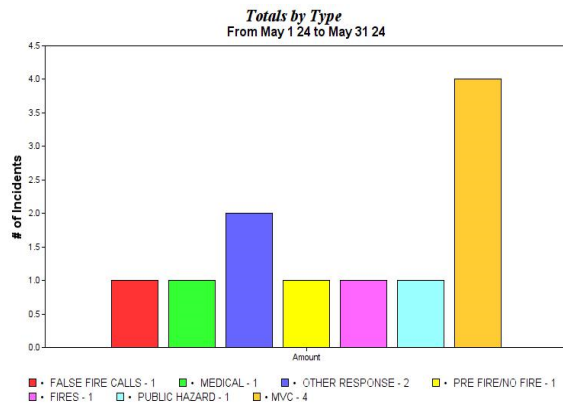
INTRODUCTION/BACKGROUND

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

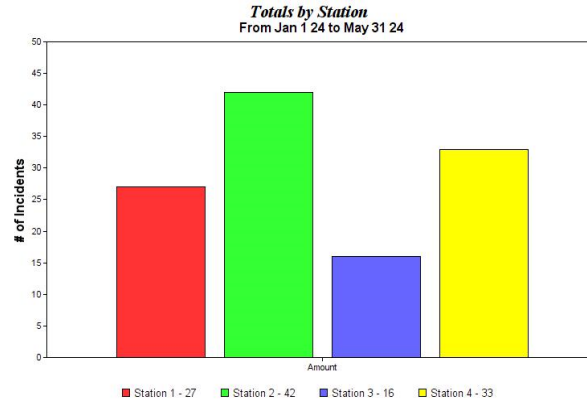
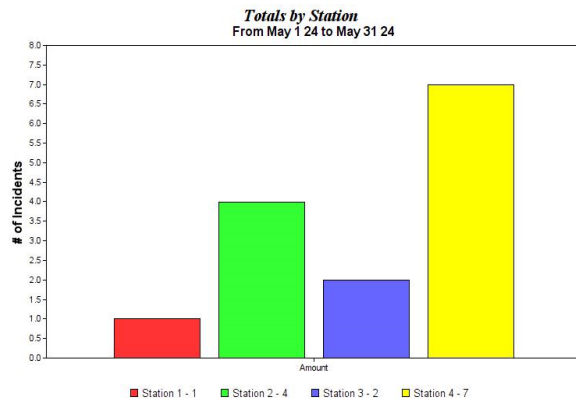
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In May 2024, the Department responded to eleven (11) incidents as compared to nineteen (19) in 2023 and twenty-one (21) in 2022.



- In May 2024, Volunteer Firefighters performed approximately 65 hours of emergency response activities as compared to 834 hours in May 2023.
- Firefighters have performed approximately 758 hours of emergency response activities from January 1, 2024 – May 31, 2024, as compared to 1731 hours in 2023 and 717 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to one (1) incident, Station 2 to four (4), Station 3 to two (2) and Station 4 to seven (7).



- **PUBLIC EDUCATION:**
 - In May 2024 the fire station signs displayed the following fire safety tips and messages:
 - Remember that cottages need alarms too.
 - Wear helmets when biking.
 - Discharge fireworks only if wind conditions are appropriate.
 - Identify evacuation routes in your neighbourhood in case of disaster.
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- **FIRE INSPECTION/CODE ENFORCEMENT**
 - In the month of May, the Fire Prevention Officer (FPO) conducted inspections and follow-up on multiple properties including residential/commercial/industrial properties as well as multiple follow-up inspections as they move towards compliance. 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 recruit class for 2024. Class has 25 recruits from the 5 rural municipalities. All training is directly connected to provincial mandatory firefighter training. Training weekends were held in Hickson and Thamesford in May. Also, the TO has coordinated the delivery of the final “live burn” training for recruits held in Ingersoll at the end of May.
 - In May, the TO coordinated course delivery of NFPA 1072 Hazardous Materials Awareness and Operations Level as well as ongoing Medical Training coordination between the 5 rural municipalities.
- **MUTUAL AID/AUTOMATIC AID**
 - In May, NFS provided mutual aid to SWOX related to a fire incident.
- **STATION 3 REPLACEMENT**
 - Station 3 replacement of the water filling station inside the building continues to work toward a resolution with a building permit application approved and an agreement has been finalized.

- FIRE MARQUE
 - In May 2024, NFS did not submit any claims to Fire Marque for processing.
- BURN PERMITS
 - In May 2024, staff issued three (3) new Burn Permits as compared to six (6) in 2023 for the same period.
- BYLAW
 - ENFORCEMENT
 - In May 2024, staff investigated fifteen (15) new complaints as compared to seven (7) in 2023 and twelve (12) in 2022 for the same period.
 - Complaints pertained to dogs, zoning, noise 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 thirteen (13) parking tickets have been issued in the Township as a result of complaints of violations.
- EMERGENCY MANAGEMENT
 - EMERGENCY RESPONSE
 - No activities in May.
 - 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 (JUNE)

- Attend the Ontario Association of Fire Chiefs Trade Show and Conference (commuting with neighbouring Fire Chiefs for 2 days of the conference relevant to Rural Fire Services).
- Semi-annual meeting with all 8 Oxford County Fire Chiefs and other relevant agencies to discuss mutual aid, response, peer support teams, and common issues. OFM Fire Protection Advisor to attend as well as County Community Emergency Manager and Oxford County Paramedic Chief.

- Monthly meeting with the Officers and District Chiefs of the 4 Fire Stations to discuss common issues.
- Quarterly meeting with the Health and Safety Committee
- Post Council approved RFP for Burgessville tanker replacement in 2027.

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
May 2024 Report

Introduction/Background

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

Activity Past Month for May

- Construction is completed and a Completion Certificate has been received on the Treffry and Pennington Drains 2023.
- Court of Revision for the Merriam Municipal Drain and the Elliot Drain 2024 was held May 14, 2024.
- Construction of Branch B & C of the Springford Municipal Drain 2023 is substantially completed.

Activity Forecast for Next Month for June

- Merriam Municipal Drain and Elliot Drain construction to be tendered.

Attachments

- None

Prepared by:
Dirk Kramer
Drainage Superintendent

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



Department: Building Services Department
Subject: Monthly activities
May 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-eight (28)** permits, including **two (2)** septic permits, were issued in May.
- **Eighteen (18)** applications were received in May, of those received:
 - **Eleven (11)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval,**
 - **Seven (7)** were submitted **complete**, reviewed, and **issued.**

Planning/Development Fees Study 2023/24

- Presentation to Council was rescheduled from May 14th and made May 28th
- Approved as presented for implementation via Fees by-law (tentatively scheduled for July)

Zoning By-law Amendment (Increasing Residential Density)

- Finalization completed, County Planning and Clerks to coordinate notice for public meeting

Activity Forecast for Next Month

Zoning By-law Amendment (Increasing Residential Density)

- Coordinate notices for public meeting with Oxford County Planning

2023 Annual Report (Statistics and Analysis)

- To be completed for presentation at July meeting

Information and Correspondence

The Digital 2024 Ontario Building Code Compendium Now Available

- The 2024 edition of the Building Code was filed on April 10th, 2024, and is now updated through Ontario Regulation 203/24 to include editorial corrections found after the initial filing. The 2024 Building Code Compendium includes the update, i.e., corrections to editorial matters, errors, and omissions.
- The hardcopy 2024 Building Code Compendium is in development and will be made available through Publications Ontario. The hardcopy version will include the date of last revision. You can [sign-up to be notified](#) when the binders are in stock.
- Building Code exams provided by Humber College will continue to use the 2012 Building Code provisions. An announcement will be made at a later date about exam changes that correspond to the 2024 Ontario Building Code.
- If you would like to receive the digital Building Code Compendium in another format, please email: buildingtransformation@ontario.ca.

Attachments

- None

Prepared by:
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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
May 2024 Report

Introduction/Background

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

Activity Past Month

- Spring road side grass cutting began with in May, along with guiderail, bridge and sidewalk trimming.
- Gravel road maintenance continued with spring grading and application of dust control. The gravel resurfacing has been completed for 2024.
- Rocks Mill Bridge construction is officially complete with contractors finishing the asphalt approaches in May.
- The County Yard Waste Depot continues to receive extensive use from residents.
- The electronic traffic counters are out updating our traffic counts for 2024.
- Sign repair and maintenance continues.
- Staff completed some concrete sidewalk repairs, storm sewer repairs as well as several culvert replacements in May.
- Staff time was also spent tree trimming and chipping as a result of high winds earlier in the month.

Activity Forecast for Next Month

- Staff will prepare for construction on New Road as well as Curries and Quaker Street.
- Road side cutting will continue.
- Dust control application and spring grading will be completed.

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
May 2024 Report

Introduction/Background

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

Activity Past Month

- 11 total rentals at all the halls. Rentals included:
 - Ward 1 By-Election, Springford Hall
 - Various private rentals across all halls.
- Sports Fields open for season on May 1st.
- Minor Sport Organizations (Ball and Soccer) seasons have started. Various other adult rental groups also started their seasons during the month of May.
- Site meetings throughout the month of May to address the Oxford County water main break. Anticipate parking lot will be repaired in the affected area by the end of June.
- Aquatics Supervisors started on May 6th for the season. Preparations for the season will continue through May and June.
- Job postings for lifeguard are still posted. Additional Aquatics staff still required for the season.
- “Opti-Mist” Splash Zone in Norwich opened for the season on Friday May 31st. Daily operating hours are 10am-8pm and will continue until Mid - September.
- Community Flag Pole had 1 flag raising this month, Oxford County Pride raised their flag on May 31st.
- All water services for the parks have been turned on

Activity Forecast for Next Month

- June 28th Otterville Pool opens for season

- FCRV Campers at Dillon Park June 10th-14th
- June 16th, Oxford Centre Pioneer Cemetery Decoration Day
- June 19th – 20th, Magic Circus Show, Norwich Community Centre Auditorium
- Preparations for Canada Day Celebrations in Burgessville continue throughout the month
- Flags will be half masted at all Fire Hall and the Administration Building on Sunday June 23rd, “National Day of Remembrance for Victims of Terror”

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
May 2024 Report

Introduction/Background

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

Activity Past Month

- **Physician Recruitment:** Continued preparations for Dr. Mokone's planned relocation to the Norwich Medical Centre in July.
- **Practice Ready Ontario Assessment:** Dr. Jeffries continued hosting an internationally trained medical graduate for a Clinical Field Assessment through Practice Ready Ontario. Three-month field placement to continue through the end of July.
- **Cervical Cancer Screening Clinics:** Hosted clinics May 15 & 29, screening an additional 17 patients. Through seven clinics, 85 patients have been screened.
- **Patient Wait List:** The Township waitlist now stands at 119 residents on the overall wait list of 401 prospective patients, with 94 of this total waiting specifically for a female physician. A Tillsonburg physician recently announced their retirement effective September 1, significantly increasing call volumes regarding the waiting list. Intake process started with 23 prospective patients in May.
- **Pertussis:** Southwestern Public Health announced active cases of pertussis (whooping cough) in the region in late May. Call volumes regarding pertussis have increased significantly since the announcement.
- Emergency Management Training Exercise May 21.

Activity Forecast for Next Month

- Council Orientation June 4
- Norwich Neighbourhood Network Meeting June 6
- Continue preparations for Dr. Mokone's arrival, including recruitment of clinical staff
- Telus Community of Practice meeting June 12
- Oxford OHT Leadership & Strategy Council meeting June 21

Attachments

- N/A

Prepared by:
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Director of Medical Services

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