



Monthly Department Updates

April 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
APRIL 2024 REPORT

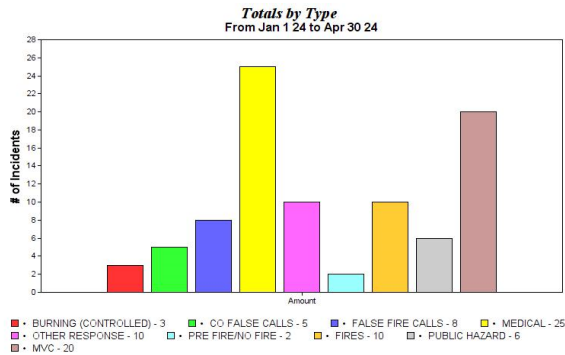
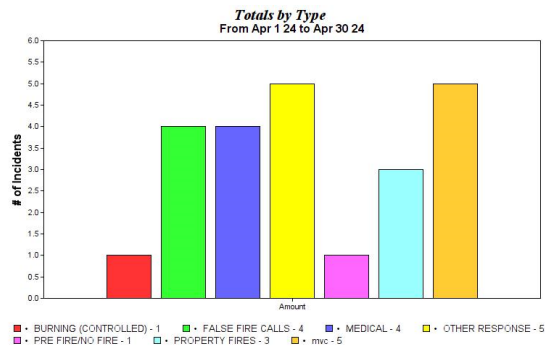
INTRODUCTION/BACKGROUND

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

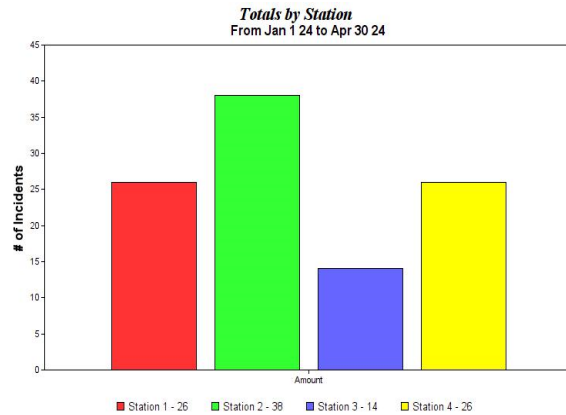
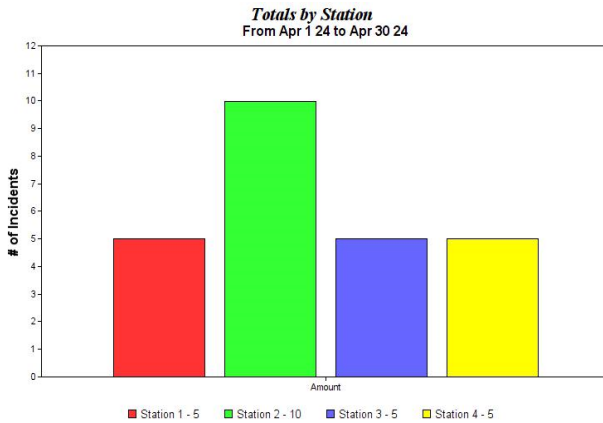
ACTIVITY PAST MONTH

FIRE SERVICES

- EMERGENCY RESPONSE:
 - In April 2024, the Department responded to twenty-three (23) incidents as compared to eleven (11) in 2023 and eleven (11) in 2022.



- In April 2024, Volunteer Firefighters performed approximately 157 hours of emergency response activities as compared to 138 hours in March 2023.
- Firefighters have performed approximately 512 hours of emergency response activities from January 1, 2024 – March 31, 2024, as compared to 770 hours in 2023 and 521 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to seven (7) incidents, Station 2 to eight (8), Station 3 to one (1) and Station 4 to eight (8).



- **PUBLIC EDUCATION:**
 - In April 2024 the fire station signs displayed the following fire safety tips and messages:
 - Never smoke in bed
 - Knowing first-aid can save a life
 - Talk to your children about what to do in an emergency
 - Practice defensive driving

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - In the month of April, the Fire Prevention Officer (FPO) conducted inspections and follow-up on multiple properties including 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 Zorra and Blandford-Blenheim in April.
 - In April, the TO coordinated course delivery of NFPA 1002 Pump Operations Course (held in Norwich), NFPA 1072 Hazardous Materials Operations Level as well as ongoing Medical Training coordination between the 5 rural municipalities.

- **MUTUAL AID/AUTOMATIC AID**
 - In April, NFS did not request mutual aid and did not provide mutual aid to any other municipalities.

- **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 in process and an agreement being finalized.

- FIRE MARQUE
 - In April 2024, NFS did not submit any claims to Fire Marque for processing.
- BURN PERMITS
 - In April 2024, staff issued four (4) new Burn Permits as compared to six (6) in 2023 for the same period.
- BYLAW
 - ENFORCEMENT
 - In April 2024, staff investigated fourteen (14) new complaints as compared to six (6) in 2023 and eight (8) in 2022 for the same period.
 - Complaints pertained to dogs, zoning, 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 eight (8) parking tickets have been issued in the Township as a result of complaints of violations.
- EMERGENCY MANAGEMENT
 - EMERGENCY RESPONSE
 - No activities in March.
 - 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 – 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 (MAY)

- 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).
- Coordinate and complete mandatory annual emergency management training and meetings.
- Monthly meeting of the 5 rural municipalities to discuss training, response, and common issues.

- Monthly meeting with the District Chiefs of the 4 Fire Stations to discuss common issues.
- Attend Office of the Fire Marshal symposium on lithium-ion batteries as relates to fire prevention and suppression responses. Commuting with neighbouring Fire Chiefs for 1 day symposium.
- Conduct interviews with District Chiefs for internal appointments to vacant Captain positions in Station 2 and 4.
- Coordinate sending a few firefighters from each station to an Odour Investigation Seminar being hosted for Rural Fire Services and being held in Salford Community Centre.
- Attend virtual seminar hosted by the Office of the Fire Marshal on Risk Reduction Dashboard using localized data to assist in targeted Fire Prevention.
- RFSOC Meeting related to Peer Support Teams as relates to internal response measures to PTSD in first responders.

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
APRIL 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH for APRIL

- Construction is substantially completed on the Treffry and Pennington Drains 2023.
- Report for the Merriam Municipal Drain was considered at the April 9th Council meeting.
- Report for the Elliot Drain 2024 was considered at the April 9th Council meeting.
- Construction of Branch B & C of the Springford Municipal Drain 2023 is under way.

ACTIVITY FORECAST for NEXT MONTH (MAY 2024)

- Court of Revision for the Merriam Municipal Drain and the Elliot Drain 2024 is scheduled for May 14, 2024 prior to the Council meeting.
- Construction for Branch 'B' & 'C' of the Springford Municipal Drain 2023 is continuing.

ATTACHMENTS

- None

Prepared by: Dirk Kramer, Drainage Superintendent

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



DEPARTMENT: BUILDING SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
APRIL 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

- **Fifteen (15)** permits, including **four (4)** septic permits, were issued in April.
- **Twenty-eight (28)** applications were received in April, of those received:
 - **Twenty-three (23)** 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**.

Planning/Development Fees Study 2023/24

- Coordinate finalization of report and presentation to Council

Building Department Annual Report (2023)

- Presented to Council at the April 23rd meeting

ACTIVITY FORECAST FOR NEXT MONTH

Zoning By-law Amendment (Increasing Residential Density)

- Coordinate finalization of by-law amendment, public notices with Oxford County Planning

INFORMATION AND CORRESPONDANCE

- 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
April 2024 Report

Introduction/Background

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

Activity Past Month

- Staff helped organize the annual Safety Truck Rodeo on April 11th with 55 contestants going through the course from Oxford, Elgin, Middlesex, Haldimand and Norfolk counties.
- Gravel road maintenance continued with staff finishing removal a grass shoulders in preparation for the gravel resurfacing program, and grading prior to the dust control application.
- The County Yard Waste Depot continues to receive constant use from residents.
- Sign maintenance including replacement and repairs were undertaken, Staff have noticed an increase in vandalised and stolen signs.
- Staff finished removing plow equipment from trucks.
- Some gravel shouldering, and guiderail cleanup has begun.
- Sign repair and replacement continues after the completion of the annual sign inspection.
- The village sidewalks and bridges have been cleaned by staff in April.

Activity Forecast for Next Month

- Road side maintenance including the first round of grass cutting will be the focus in May, as well as gravel resurfacing and dust control application.

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
April 2024 Report

Introduction/Background

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

Activity Past Month

- 31 total rentals at all the halls. Rentals included:
 - Norwich Curling Club year end banquet (NCC Auditorium)
 - Chamber of Commerce Awards Night (NCC Auditorium)
 - Jr. 'C' Fish Fry (NCC Auditorium)
 - Ward 1 By-Election Advanced Polls (Springford Hall)
 - NMHA Year End Banquet (NCC Auditorium)

- Last ice rental for the 2023/2024 season was April 7th, plant was shut down for the season that evening and ice was removed on April 8th.

- Norwich and District Skating Club hosted their annual Carnival on April 6th.

- Grass Contractors scheduled first cuts of season for the week of April 22 – 26.

- Sports Fields open for the season on May 1st. Staff spent time preparing the fields to opened when weather permitted.

- On April 13th an Oxford County water service broke in the parking lot of the Community Centre. County staff responded to the call and repaired the break over night into the morning of April 14th. County Staff met on site with Community Services staff to investigate on April 15th and a large section of the NCC parking lot was removed due to damage from the water. Community Services staff were made aware of another break during the morning hours of Thursday April 25th in the same location. County staff responded and repaired another area of the pipe close to the first break. County Staff have met on site with Township Staff and plans for repair are underway.

- Table and Chairs were ordered as per the 2024 Capital Budget.

- Pool Staff interviews were conducted throughout the month for the upcoming pool season

- Wi-Fi was installed at Springford and Oxford Centre Halls.
- Community Flag Pole Installed

Activity Forecast for Next Month

- Water services for Parks will be turned on
- Sports Fields will open May 1st
- Norwich-Otterville Minor Ball outdoor season begins May 1st
- Norwich Minor Soccer will begin May 27th
- Mulch top ups of various playgrounds
- Opti-Mist Splash Pad scheduled to open Friday May 31st.
- Pool Supervisors start preparing for the pool season on May 6th.
- Outdoor Clean ups of Parks, Cemeteries and Pool will continue throughout the month.

Attachments

- Picture – Community Flag Pole

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
April 2024 Report

Introduction/Background

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

Activity Past Month

- Secure Messaging Pilot Program for Dr. Wendling and Dr. Jeffries began April 1, utilized for 26 messaging encounters and two sets of custom forms.
- Oxford Primary Care Network Meeting April 2. Further review of AI Scribes and demonstration of ScribeBerry.
- Cervical Cancer Screening Program clinics April 3 & 17, screened an additional 40 patients.
- Norwich Neighbourhood Network Meeting April 11.
- Meeting with Care Coordinator for Home and Community Care Support Services South West on April 12 to obtain update on patients receiving home care services.
- Dr. Jeffries began hosting an internationally trained medical graduate for a Clinical Field Assessment through Practice Ready Ontario on April 29.

Activity Forecast for Next Month

- Emergency Management Training Exercise May 21
- Cervical Cancer Screening Clinics May 15 & 29

Attachments

- N/A

Prepared by:
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Chief Administrative Officer