



# **Monthly Department Updates**

## **August, 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**  
**AUGUST 2023 REPORT**

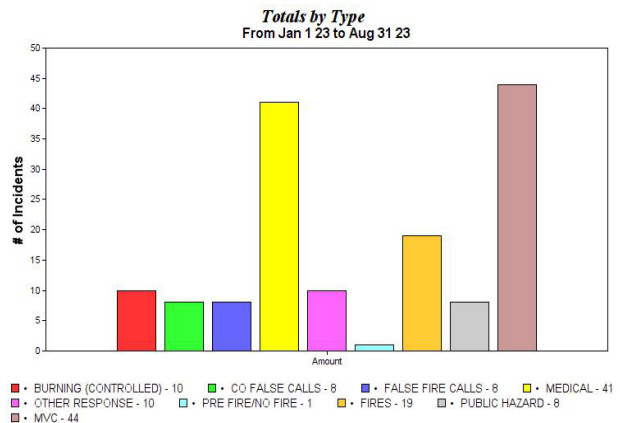
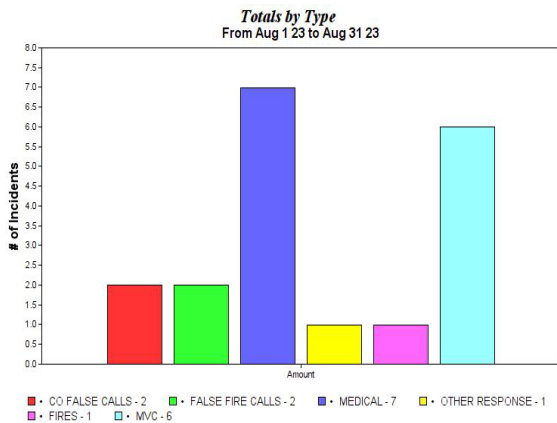
**INTRODUCTION/BACKGROUND**

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

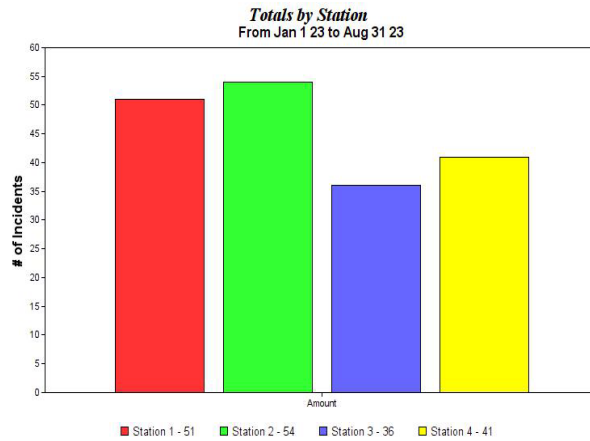
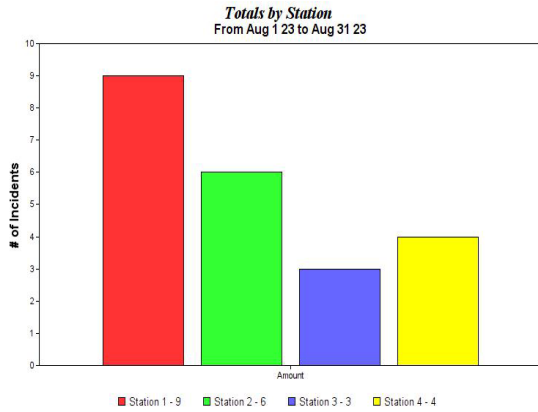
**ACTIVITY PAST MONTH**

**FIRE SERVICES**

- **EMERGENCY RESPONSE:**
  - In August 2023, the Department responded to nineteen (19) incidents as compared to sixteen (16) in 2022 and nineteen (19) in 2021.
  - To date in 2023, NFS has responded to one hundred forty-nine (149) incidents as compared to one hundred thirty-two (132) in 2022, and one hundred fifty-seven (157) in 2021.



- Volunteer Firefighters performed approximately 104 hours of emergency response activities as compared to 236 hours in August 2022.
- Firefighters have performed approximately 2,817 hours of emergency response activities from January 1, 2023 – August 31, 2023, as compared to 1,095 hours in 2022, and 2,007 hours in 2021 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to nine (9) incidents, Station 2 to six (6), Station 3 to three (3) and Station 4 to four (4).



- **PUBLIC EDUCATION:**
  - In August 2023 the fire station signs displayed the following fire safety tips and messages:
    - Be prepared for emergencies – check out [getprepared.ca](http://getprepared.ca)
    - If clothes catch on fire – stop, drop, and roll.
    - Never dive in shallow water
    - Hiring volunteer firefighters in Oxford Centre only this year. See Twp Office or website to apply.
  
- **FIRE INSPECTION/CODE ENFORCEMENT**
  - Fire Prevention Officer (FPO) conducted multiple fire inspections and is in the process of completing vulnerable occupancy fire drills to ensure provincial compliance for 2023.
  - FPO is working on pre-incident plans to assist in fire response to key locations.
  
- **MUTUAL AID/AUTOMATIC AID**
  - NFS did not provide assistance in the mutual aid/automatic aid agreements to surrounding municipalities.
  - NFS did not request any mutual aid assistance in the month of August.
  
- **STATION 3 REPLACEMENT**
  - Station 3 replacement of the water filling station inside the building continues to work toward a resolution. Staff will update Council once everything is finalized.
  
- **STATION 2 TANKER REPLACEMENT**
  - Station 2 tanker, which the Township ordered in April 2022, remains on schedule for delivery at the end of September/early October time frame.
  
- **STATION 4 PUMPER REPAIR**
  - Station 4 in Oxford Centre had a large repair of an Electronic Control Module and has an aging transmission that is making noise.
  - As a result of the noise, the apparatus was sent to transmission experts for diagnostics and they have indicated it is not impacting functionality at this time.

- Station 4 pumper was approved by Council for replacement and the apparatus order has been placed in May of this year with the anticipated delivery in late 2025.
- 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 \$7,760.04, to date \$4,183.46 has been collected.
- FIRE MARQUE
  - In August 2023, NFS submitted one claim to Fire Marque for processing.
- BURN PERMITS
  - In August 2023, staff issued one (1) new Burn Permits as compared to zero (0) in 2022 for the same period.
- BYLAW
  - ENFORCEMENT
    - In August 2023, staff investigated thirteen (13) new complaints as compared to eleven (11) in 2022 and eleven (11) in 2021 for the same period.
    - Complaints pertained to land clearance, 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 2023, approximately sixty (60) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations. The amount of \$5,075 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 August.
  - 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](https://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 (SEPTEMBER)**

- Close hiring application submission for Oxford Centre Firefighter recruitment.
- Meet with Oxford Centre Officers to review applications and make recommendations for interviews.
- Fire apparatus committee meeting to finalize approved apparatus truck configuration/layout.
- Conduct firefighter physical abilities testing with all firefighters (annual requirement completed on training nights).
- Attend monthly meeting with the Rural Fire Services of Oxford County Fire Chiefs
- Attend Emergency Management training session to explore digital emergency management notification system (conducted by Oxford County)
- Monthly meeting with District Chiefs and quarterly meeting with the Health and Safety Committee
- NFS personnel to attend various public education events to promote the fire service and conduct fire prevention activities.
- FPO to complete all vulnerable occupancy inspection requirements for 2023 provincial compliance.

### **ATTACHMENTS**

- None

### **POTENTIAL BUDGET IMPACTS**

- None

Prepared by:  
Derek Van Patee  
Director of Fire and Protective Services

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



**DEPARTMENT: DRAINAGE SERVICES DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**AUGUST 2023 REPORT**

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**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTHS for JULY and AUGUST**

- Construction completed on the Longworth Drain and a Completion Certificate dated August 14, 2023 received by the Township.
- A report for the Bishop Drain was filed with the Clerk July 14, 2023 and accepted by Council July 25, 2023.
- Construction of the Mather Drain has been substantially completed.
- A pre-construction meeting for the Merriam Drain was held August 31, 2023.
- A pre-construction meeting for the Gore Drain was held August 31, 2023.
- A request has been made to improve the Kneale-Hilliker Drain on July 19, 2023 and presented to Council July 25, 2023.
- Tenders were received for the Harvey Drain and the contract awarded to Robinson Farm Drainage.
- Construction has been completed on the Parking Drain and a Completion Certificate received dated July 11, 2023.
- An informal preconsideration meeting was held for the Wood Street East Drain (aka Branch B & C of the Springford Drain) August 24, 2023.
- Ongoing drainage maintenance and repair activity.

**ACTIVITY FORECAST FOR NEXT MONTH (SEPTEMBER 2023)**

- A Meeting to Consider the Bishop Drain scheduled for September 12, 2023.

**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**  
**AUGUST 2023 REPORT**

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**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

Permitting

- **Thirty (30)** permits, including **Five (5)** septic permit, were issued in August
- **Twenty-seven (27)** applications were received in August, of those received;
  - **Seventeen (17)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law) **or are currently in review awaiting approval**
  - **Nine (9)** were submitted **complete**, reviewed, and **issued**
  - **One (1)** application was **withdrawn** (the application which was submitted was not jurisdictional with the Township of Norwich)

**ACTIVITY FORECAST FOR NEXT MONTH**

- Staff scheduled to meet with HCRA to discuss pilot projects initiated by the authority aimed at deterring and enabling proactive enforcement of illegal building activity within the region and our community. For more information contact the CBO. Further discussion with senior staff is required.
- Department Staff are scheduled to attend the 2023 OBOA Annual Meeting and Training Session (AMTS) Sept. 24<sup>th</sup> through 27<sup>th</sup>, in Niagara Falls

**ATTACHMENTS**

- Home Construction Regulatory Authority (HCRA) Research and Education flyer

**POTENTIAL BUDGET IMPACTS**

- None

Prepared by:  
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Manager, Building Services/Chief Building Official

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





**Home  
Construction  
Regulatory  
Authority**

# HOME CONSTRUCTION RESEARCH AND EDUCATION



**WE WELCOME YOUR INPUT**

As the regulator of new home construction in Ontario, the Home Construction Regulatory Authority (HCRA) is committed to ensuring that builders have resources readily available to prepare for new technical trends and building code shifts. This is fundamental to the HCRA's work – a legislated mandate to conduct building research, in order to promote best practices in construction.

The HCRA is committed to fulfilling this mandate cost-effectively and collaboratively. In preparation for launching the initiative, the HCRA is seeking industry and consumer feedback to ensure that this value-added service will consider all perspectives.

This input will assist the HCRA in developing research and resources that benefit HCRA licensees and Ontario's new homeowners, maintaining high-quality new home construction.

The HCRA's Board of Directors has approved a phased approach to developing and launching a Research & Collaboration mandate by the end of 2023. The HCRA will take on a facilitator role, serving as an objective and credible platform for an industry-driven discussion on building practices, based on four guiding principles:

**EVIDENCE-BASED**

**COLLABORATIVE**

**NO DUPLICATION**

**ACCESSIBLE**





**DEPARTMENT: PUBLIC WORKS DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**AUGUST 2023 REPORT**

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**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

- Construction projects completed August include the Middletown Line South, Middletown line North, Old Stage Road, and the West end of Quaker Street, as per the 2023 capital budget.
- Line painting began on Township roads, this is a joint project with Oxford County.
- The local AORS Safety Truck Roadeo was held in Woodstock in August, for the first time since the pandemic. It had a great turnout with just under 40 participants.
- Staff continued with asphalt patching, road side trimming, spot grading and filling washouts continued due to the heavy rainfalls.
- The installation of the large multi plate structure on Maple Dell Road was completed. See photo attached
- The townships replacement asphalt roller and new fork lift were delivered in August.

**ACTIVITY FORECAST FOR NEXT MONTH**

- Asphalt patching, road side brushing as well as some smaller culvert jobs are planned for September

**ATTACHMENTS**

- Multi plate structure

**POTENTIAL BUDGET IMPACTS**

- As previously reported to council, the road construction projects will be over budget due to higher than expected tender prices and some extra work that was un foreseen and required. Actuals will be reported to council at the months end financial report once all invoices are received.

Prepared by:  
Ken Farkas  
Director of Public Works

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











**DEPARTMENT: COMMUNITY SERVICES DEPARTMENT**  
**SUBJECT: MONTHLY ACTIVITIES**  
**AUGUST 2023 REPORT**

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**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

**Arena**

- Regular ice rentals commenced for the 2023/2024 ice season
- Norwich Minor Hockey 3 on 3 ran through the month of August finishing on August 31<sup>st</sup>.
- Norwich and District Skating Club's Summer Program ran through August finishing on August 30<sup>th</sup>.
- Jr. 'C' Training Camp started on August 9<sup>th</sup>

**Pool**

- Pool closed for the season

**Parks**

- Minor Ball organizations (Norwich/Otterville and Burgessville) completed their seasons in the month of August
- Various Park rentals took place throughout all parks during the month of August
- Norwich Minor Soccer completed their season

**Cemeteries**

- Decoration Days were held at Pleasantview Cemetery and Rosanna Cemetery (August 13<sup>th</sup>), Otterville and Milldale (August 20<sup>th</sup>)

## **ACTIVITY FORECAST FOR NEXT MONTH**

- Wifi installed and operational in the NCC (arena and auditorium)
- Otterville Pool and splashpad winterized
- Harold Bishop splash pad winterized

## **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**  
**AUGUST 2023 REPORT**

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**INTRODUCTION /BACKGROUND**

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

**ACTIVITY PAST MONTH**

- **Patient Wait List:** The Township waitlist now stands at 71 residents on the overall wait list of 251 prospective patients, with 36 prospective patients having started the intake process since the last update.
- **Oxford and Area OHT:** Working with OHT towards obtaining licenses for Medical Centre physicians to offer online appointment booking to patients as part of a local pilot project. Working separately on a program to offer Cervical Cancer Screening Clinics in an effort to improve local screening rates.
- **Medical Centre Staffing:** New staff member covering leave began the last week of July.
- **Physician Recruitment:** Expression of Interest and subsequently a full application have been submit to the Ministry of Health to add a new physician to the Family Health Organization, practicing out of the Norwich Medical Centre.

**ACTIVITY FORECAST FOR NEXT MONTH**

- Potential implementation of online appointment booking
- Physician Recruitment Group meeting

**ATTACHMENTS**

- None

**POTENTIAL BUDGET IMPACTS**

- None

Prepared by:  
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Approved by:  
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Chief Administrative Officer