



# Monthly Department Updates

## September 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**  
**SEPTEMBER 2024 REPORT**

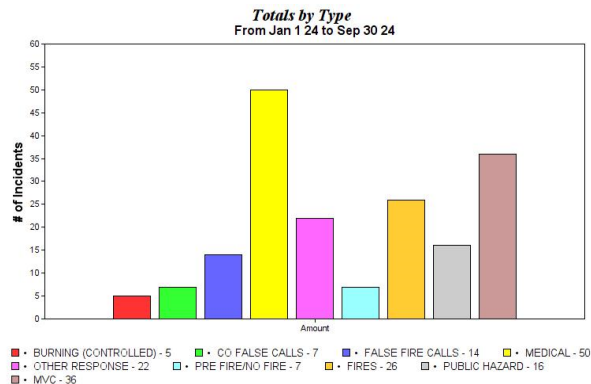
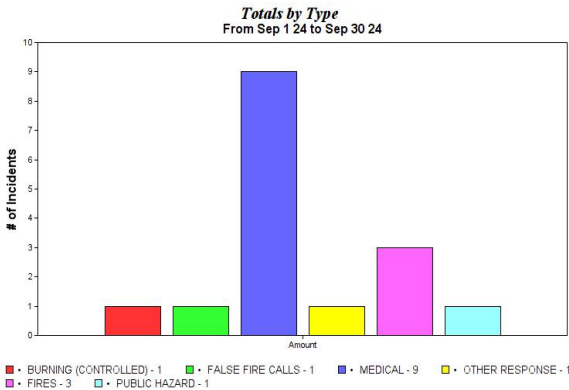
**INTRODUCTION/BACKGROUND**

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

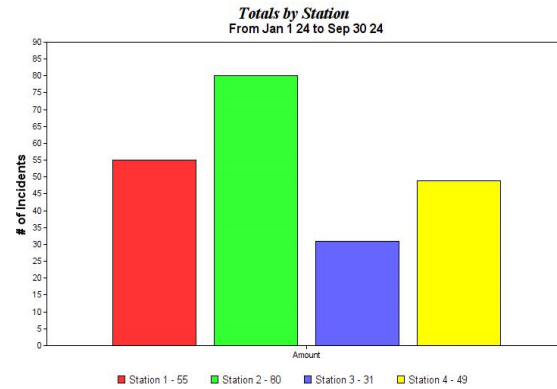
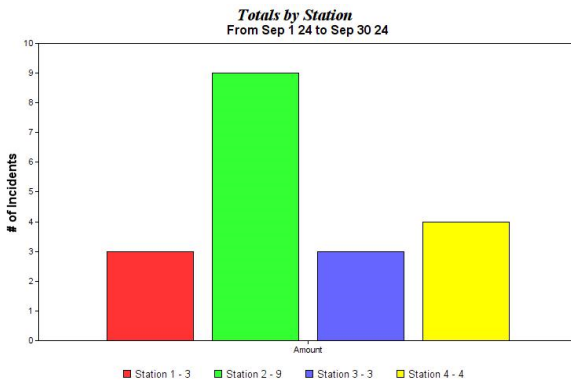
**ACTIVITY PAST MONTH**

**FIRE SERVICES**

- **EMERGENCY RESPONSE:**
  - In September 2024, the Department responded to sixteen (16) incidents as compared to fifteen (15) in 2023 and twenty-five (25) in 2022.



- In September 2024, Volunteer Firefighters performed approximately 75 hours of emergency response activities as compared to 242 hours in September 2023.
- Firefighters have performed approximately 1,626 hours of emergency response activities from January 1, 2024 – September 30, 2024, as compared to 3,128 hours in 2023 and 1,661 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to three (3) incidents, Station 2 to nine (9), Station 3 to three (3) and Station 4 to four (4).



- **PUBLIC EDUCATION:**
  - In September 2024 the fire station signs displayed the following fire safety tips and messages:
    - Slow Down in school zones
    - Larger homes may require additional smoke alarms
    - Yield to green flashing light – firefighter responding
    - Be patient with farm equipment on the roads
  
- **FIRE RECRUITMENT/HIRING**
  - Norwich Fire Service is looking to hire five (5) firefighters this year as compared to five (5) last year. Locations of hiring are two (2) in Norwich, one (1) in Burgessville, and two (2) in Oxford Centre. Reasons for openings are a result of retirements, unfilled spaces from last year, and moving to other locations outside of the Township. NFS recruitment this year is comparable to others in the Rural Fire Services for the hiring numbers.
  - Interviews with station hiring panels are scheduled for early October.
  
- **FIRE INSPECTION/CODE ENFORCEMENT**
  - The new Fire Prevention Officer (FPO) started on September 23 and has since completed orientation and software training related to in-house records management (FirePro)
  - The FPO has also begun working on fire inspections and follow-up inspections on current orders.
  - Since starting, FPO Ford has attended a vulnerable occupancy mandatory fire drill and inspection and conducted follow-up inspections on the occupancy.
  - Multiple follow-up inspections are being scheduled in relation to orders that are still outstanding in the Township.
  
- **TRAINING OFFICER (TO) ACTIVITIES**
  - In September, the TO coordinated a number of courses throughout the rural fire services. Courses held in September were as follows: NFPA 1072 Hazardous Materials Operations (Beachville), NFPA 1041 Fire Instructor Level 1 (Tavistock), Auto Extrication (Beachville), NFPA 1002 Pump Operator/Driver (Norwich), and NFPA 1006 General Rescuer (Burgessville). The TO coordinates all instructors, meals,

resources/facilities, lesson plans, attendance, safety plans, testing and records management for all RFSOC courses. All records are sent to the respective municipalities and, where appropriate, sent to the Office of the Fire Marshal for certification requirements/testing.

- **MUTUAL AID/AUTOMATIC AID**
  - In September, NFS provided Mutual Aid to South-West Oxford in the form of personnel and apparatus backfill as South-West Oxford stations were at a structure fire.
- **STATION 3 REPLACEMENT**
  - Station 3 replacement is complete and final payments have been made as per requirements.
- **FIRE MARQUE**
  - In September 2024, NFS submitted one claim to Fire Marque for processing.
- **BURN PERMITS**
  - In September 2024, staff issued two (1) new Burn Permits as compared to zero (0) in 2023 for the same period.
- **BYLAW**
  - **ENFORCEMENT**
    - In September, staff investigated seven (7) new complaints as compared to nine (9) in 2023 and seven (7) in 2022 for the same period.
    - Complaints pertained to noise, littering, zoning, and land clearance.
    - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
    - To date in 2024, approximately twenty-two (22) 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](https://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 (OCTOBER)**

- Finish annual physical abilities testing for all firefighters.
- Attend battery charging symposium hosted in Malahide Fire Department.
- Develop Draft Capital Budget for fire services and review content with the Director of Finance.
- Attend initial training session of Peer Support Team with other 7 municipal Fire Chiefs to show support for the mental health initiative supported by Council.
- Conduct NFS volunteer firefighter interviews with station hiring panels and potential candidates.
- Attend Provincial Advisory Committee meeting (virtually) for geographic Fire Chiefs meeting to discuss common issues and challenges in the fire service.
- Conduct internal appointment interviews for an open station officer position.
- Meet with the Rural Fire Service Fire Chiefs 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**  
**September 2024 Report**

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**Introduction/Background**

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

**Activity Past Month for September**

- A collection bylaw was passed to collect for the construction costs of the Treffry & Pennington Municipal Drains 2023 at the September 10<sup>th</sup>, 2024 Council Meeting.
- Court of Revision for the Simmons-Hopkins Drain was held September 10<sup>th</sup>, 2024. No revisions to the assessment schedule were made.
- A Petition for Drainage Works under Section 4 of the Drainage Act for the Kirkpatrick Award Drain was presented to Council at the September 10<sup>th</sup>, 2024 Council Meeting and awarded to Spriet Associates.

**Activity Forecast for Next Month for October**

- A revised report is expected to be submitted for acceptance for the Newton Drain – Basrai Branch in October.

**Attachments**

- None

Prepared by:  
Dirk Kramer  
Drainage Superintendent

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



**Department: Building Services Department**  
**Subject: Monthly activities**  
**September 2024 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**

**Building Application and Permitting Activity**

- **Eleven (11)** permits, including **one (1)** septic permit, were issued in September.
- **Twenty (20)** applications were received in September, of those received:
  - **Nineteen (19)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
  - **One (1)** was submitted **complete**, reviewed, and **issued**.

**OBOA AMTS (London, ON)**

- Inspection personnel and the CBO attended the training and conference event. Important information and updates pertaining to the release of the Ontario Building Code 2024 were provided. Additional training and updates in the way of various roadshow and orientation courses are upcoming. An errata amendment is expected to be released prior to Dec. 31<sup>st</sup> 2024.

**Phase 1 Comprehensive Review - AWG (Urban and Rural) – (on-going)**

- Meeting held on Aug. 29<sup>th</sup>, follow up correspondence on Sept. 5<sup>th</sup> and an additional meeting is scheduled on Oct. 30<sup>th</sup> to discuss the effect of new MOF forecasting upon the work by the consultants to date

**ARU Staff Meeting/Training – Implementation of ARU amendments to the ZBL**

- Planning and Building staff met on Oct. 9<sup>th</sup> to review the recently implemented changes, discuss technical interpretation consistency and the development of standardized process for purposes of evaluating building and development proposals involving additional residential units.

**Activity Forecast for Next Month**

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

- In follow-up to the Sept. 29<sup>th</sup> and Oct 1<sup>st</sup> correspondence, a meeting between Planning Policy staff and Building Zoning Department anticipated to occur in October to discuss the updated agricultural policies for the Official Plan earlier this year in February, and to discuss the proposed scope and approach for the agricultural/rural zoning updates for further discussion and input

## **Information and Correspondence**

none

## **Attachments**

- Building Services – Quarterly Report – July to September 2024
- Building Permit Fee-Construction Value Comparison – July to September 2024

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



**BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2024**

| No. | Permit Number | Address                                  | Class of Construction | Work Type   | Description of Permit  | Permit Fees (\$) | Cost of Construction (\$) | Issued Date |
|-----|---------------|--|-----------------------|-------------|--|------------------|---------------------------|-------------|
| 1   | N-2024-114    | 264813 MAPLE DELL RD NORWICH TWP         | Agricultural          | Addition    | AGRICULTURAL STORAGE ADDITION - FOR PRODUCE  | 1,517.00         | 350,000.00                | 4-Jul-24    |
| 2   | N-2024-97     | 164964 NEW RD NORWICH TWP                | Accessory structures  | New         | COVERED REAR DECK  | 558.32           | 10,000.00                 | 4-Jul-24    |
| 3   | N-2024-118    | 405458 BEACONSFIELD RD NORWICH TWP       | Pools                 | New         | POOL ENCLOSURE PERMIT - INGROUND   | 200.00           | 200,000.00                | 8-Jul-24    |
| 4   | N-2024-105    | 51 OTTER VIEW DR OTTERVILLE, NORWICH TWP | Accessory structures  | New         | CONSTRUCT 26' X 40' DET. RES. ACCESSORY STRUCTURE  | 855.05           | 60,000.00                 | 8-Jul-24    |
| 5   | N-2024-127    | 772823 HIGHWAY 59 NORWICH TWP            | Agricultural          | New         | AGRICULTURAL MACHINE STORAGE 32'X60'   | 902.00           | 45,000.00                 | 9-Jul-24    |
| 6   | N-2024-125    | 264859 MAPLE DELL RD NORWICH TWP         | Agricultural          | New         | AGRICULTURE STORAGE, 40' X 60'   | 974.00           | 40,000.00                 | 10-Jul-24   |
| 7   | N-2024-122    | 364649 EVERGREEN ST NORWICH TWP          | Agricultural          | New         | FEED STORAGE SHED - 30'X60'  | 884.00           | 80,000.00                 | 15-Jul-24   |
| 8   | N-2024-116    | 432396 ZENDA LINE NORWICH TWP            | Plumbing              | Repair      | RENOVATION - PLUMBING  | 1,126.00         | 2,500.00                  | 15-Jul-24   |
| 9   | N-2024-120    | 384642 SALFORD RD NORWICH TWP            | Agricultural          | Addition    | AGRICULTURE STORAGE ADDITION, 72' X 50'  | 1,136.00         | 91,410.00                 | 15-Jul-24   |
| 10  | N-2024-109    | 405163 BEACONSFIELD RD NORWICH TWP       | Agricultural          | New         | AGRICULTURAL MACHINE STORAGE (100'X50')  | 1,364.00         | 240,000.00                | 15-Jul-24   |
| 11  | N-2024-115    | 136 MAIN ST W NORWICH, NORWICH TWP       | Plumbing              | New         | PLUMBING - PRIVATE SITE SERVICES   | 5,633.08         | 392,590.00                | 19-Jul-24   |
| 12  | N-2024-111    | 246080 MILLEDALE RD NORWICH TWP          | Agricultural          | Alteration  | MACHINE STORAGE CONVERSION FROM GREENHOUSE   | 974.90           | 45,000.00                 | 24-Jul-24   |
| 13  | N-2024-143    | 51 STOVER ST S NORWICH, NORWICH TWP      | Plumbing              | Alteration  | INSTALLATION OF REPLACEMENT POTABLE WATER BUILDING SERVICE. INSTALL PREMISE ISOLATION RP BACKFLOW DEVICE. DECOMMISSION AND ABANDON EXISTING SERVICE. | 230.00           | 38,000.00                 | 25-Jul-24   |
| 14  | N-2024-60     | 346019 QUAKER ST NORWICH TWP             | Sewage system         | Replacement | RESIDENTIAL SEPTIC (NEW)   | 1,126.00         | 25,000.00                 | 25-Jul-24   |

**BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2024**

|    |            |  |                        |            |  |          |            |           |
|----|------------|--|------------------------|------------|--|----------|------------|-----------|
| 15 | N-2024-106 | 3 HERB ST. NORWICH, NORWICH TWP        | Residential building   | New        | SINGLE DETACHED DWELLING   | 2,696.69 | 450,000.00 | 25-Jul-24 |
| 16 | N-2024-121 | 464995 CURRIES RD CURRIES, NORWICH TWP | Accessory structures   | Alteration | RESIDENTIAL SHED - 12'X10'   | 361.64   | 1.00       | 25-Jul-24 |
| 17 | N-2024-123 | 8 SUTTON ST NORWICH, NORWICH TWP       | Plumbing               | Repair     | INSTALLATION OF RPF PREMISE ISOLATION BACKFLOW PREVENTER DEVICE ON EX. POT. WATER SERVICE.                           | 230.00   | 1,000.00   | 29-Jul-24 |
| 18 | N-2024-117 | 464995 CURRIES RD CURRIES, NORWICH TWP | Residential building   | Addition   | RESIDENTIAL ADDITION - ATTACHED GARAGE & MUDROOM   | 1,941.61 | 113,000.00 | 31-Jul-24 |
| 19 | N-2024-119 | 464995 CURRIES RD CURRIES, NORWICH TWP | Sewage system          | New        | RESIDENTIAL SEPTIC (NEW)   | 1,128.00 | 19,500.00  | 6-Aug-24  |
| 20 | N-2024-144 | 814583 MUIR LINE NORWICH TWP           | Demolition             | Demolish   | DEMOLITION OF EXISTING GARAGE, 12' X 20'   | 154.00   | 1,000.00   | 8-Aug-24  |
| 21 | N-2024-145 | 814583 MUIR LINE NORWICH TWP           | Accessory structures   | New        | RESIDENTIAL GARAGE, 18' X 32'  | 535.44   | 30,000.00  | 8-Aug-24  |
| 22 | N-2024-139 | 364651 EVERGREEN ST NORWICH TWP        | Pools                  | New        | POOL ENCLOSURE - ABOVE GROUND (24' DIAMETER)   | 200.00   | 13,000.00  | 8-Aug-24  |
| 23 | N-2024-126 | 285242 PLEASANT VALLEY RD NORWICH TWP  | Accessory structures   | New        | POOL HOUSE, 28' X 20'  | 528.00   | 50,000.00  | 8-Aug-24  |
| 24 | N-2024-133 | 164673 NEW RD NORWICH TWP              | Miscellaneous          | New        | TENT, 40' X 80', FOR AUGUST 17, 2024 WEDDING   | 634.00   | 10,000.00  | 9-Aug-24  |
| 25 | N-2024-148 | 10 MILL ST W OTTERVILLE, NORWICH TWP   | Demolition             | Demolish   | DEMOLITION OF SFD - RAZED BY FIRE  | 154.00   | 10,000.00  | 9-Aug-24  |
| 26 | N-2024-101 | 136 MAIN ST W NORWICH, NORWICH TWP     | Industrial building    | Alteration | WAREHOUSE UPFIT (UNIT #300) GRIDS 7-14   | 9,689.85 | 500,000.00 | 9-Aug-24  |
| 27 | N-2024-132 | 70 MAIN ST W NORWICH, NORWICH TWP      | Institutional building | Alteration | CONSTRUCTION OF NEW ACCESSIBILITY RAMP AT MAIN ENTRANCE. INSTALL NEW MAIN DOORS TO 38" . INSTALL NEW DOOR OPERATORS. | 2,122.00 | 100,000.00 | 9-Aug-24  |

**BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2024**

|    |            |  |                                     |               |  |          |            |           |
|----|------------|--|-------------------------------------|---------------|--|----------|------------|-----------|
| 28 | N-2024-136 | 222 CHURCH ST<br>OTTERVILLE, NORWICH<br>TWP    | Demolition                          | Demolish      | DEMOLITION OF AGRICULTURAL<br>STRUCTURE (TO SATISFY LAND<br>SEVERANCE)                     | 154.00   | 10,000.00  | 9-Aug-24  |
| 29 | N-2024-134 | 71 STOVER ST N<br>NORWICH, NORWICH<br>TWP      | Accessory<br>structures             | Alteration    | REPLACE ABOVE GRADE<br>STRUCTURE, TO MATCH EXISTING<br>SIZE AND PROFILE (RAZED BY<br>FIRE) | 689.93   | 50,000.00  | 9-Aug-24  |
| 30 | N-2024-96  | 123 LOSSING DR<br>NORWICH, NORWICH<br>TWP      | Accessory<br>structures             | Addition      | RESIDENTIAL REAR DECK  | 377.04   | 2,100.00   | 12-Aug-24 |
| 31 | N-2024-158 | 754879 HIGHWAY 53<br>NORWICH TWP               | Temporary<br>structures and<br>uses | Special event | WEDDING TENT (OCTOBER 5,<br>2024 WEDDING)  | 777.85   | 5,500.00   | 12-Aug-24 |
| 32 | N-2024-33  | 41 MAIN ST W<br>NORWICH, NORWICH<br>TWP        | Change of use                       |               | INTERIOR RENOVATION &<br>CHANGE OF USE FROM OFFICE<br>TO RETAIL STORE                      | 2,422.00 | 125,000.00 | 15-Aug-24 |
| 33 | N-2024-39  | 318 MAIN ST W<br>OTTERVILLE, NORWICH<br>TWP    | Sewage system                       | Repair        | INSTITUTIONAL - SEPTIC REPAIR  | 922.00   | 20,000.00  | 16-Aug-24 |
| 34 | N-2024-130 | 23 CARMAN ST<br>NORWICH, NORWICH<br>TWP        | Residential<br>building             | Addition      | RESIDENTIAL - ADDITION (3<br>SEASON SUNROOM)   | 1,618.17 | 50,000.00  | 16-Aug-24 |
| 35 | N-2024-135 | 108 CHURCH ST<br>NORWICH, NORWICH<br>TWP       | Accessory<br>structures             | New           | DECK/REAR - RESIDENTIAL  | 386.28   | 10,000.00  | 19-Aug-24 |
| 36 | N-2024-129 | 13 RIVER OAKS DR<br>OTTERVILLE, NORWICH<br>TWP | Accessory<br>structures             | Addition      | RESIDENTIAL - PORCH ADDITION<br>(20'X6.5' AND 29'X11' APPROX)                              | 607.80   | 36,000.00  | 22-Aug-24 |
| 37 | N-2024-140 | 714389 MIDDLETOWN<br>LINE NORWICH TWP          | Residential<br>building             | Repair        | INTERIOR RENOVATION - TO<br>STORAGE ROOM FROM<br>GREENHOUSE                                | 410.00   | 10,000.00  | 22-Aug-24 |
| 38 | N-2024-87  | 54 OTTER VIEW DR<br>OTTERVILLE, NORWICH<br>TWP | Residential<br>building             | Addition      | RESIDENTIAL BREEZE WAY<br>ADDITION   | 652.95   | 25,000.00  | 22-Aug-24 |
| 39 | N-2024-137 | 385741 NEW DURHAM<br>RD NORWICH TWP            | Accessory<br>structures             | New           | GARAGE - RESIDENTIAL (58'X42'<br>APPROX)   | 1,515.96 | 100,000.00 | 28-Aug-24 |

**BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2024**

|    |            |   |                         |             |  |          |            |           |
|----|------------|---|-------------------------|-------------|--|----------|------------|-----------|
| 40 | N-2024-154 | 10 MILL ST W<br>OTTERVILLE, NORWICH<br>TWP              | Sewage system           | Replacement | RESIDENTIAL SEPTIC - NEW   | 1,126.00 | 10,000.00  | 28-Aug-24 |
| 41 | N-2024-160 | 445133 GUNN'S HILL<br>RD NORWICH TWP                    | Sewage system           | Replacement | RESIDENTIAL SEPTIC - NEW<br>(GARDEN SUITE)   | 1,126.00 | 20,000.00  | 28-Aug-24 |
| 42 | N-2024-98  | 445133 GUNN'S HILL<br>RD NORWICH TWP                    | Residential<br>building | New         | GARDEN SUITE - AS PER<br>PLANNING APPLICATION FILE: ZN<br>3-23-22.   | 795.22   | 5,000.00   | 28-Aug-24 |
| 43 | N-2024-149 | 10 MILL ST W<br>OTTERVILLE, NORWICH<br>TWP              | Residential<br>building | New         | SINGLE FAMILY DWELLING -<br>REPLACING ONE RAZED BY FIRE  | 2,425.30 | 390,000.00 | 28-Aug-24 |
| 44 | N-2024-164 | 285101 PLEASANT<br>VALLEY RD NORWICH<br>TWP             | Agricultural            | New         | BUNKER SILO, 150' X 40'  | 1,900.00 | 50,000.00  | 29-Aug-24 |
| 45 | N-2024-161 | 285101 PLEASANT<br>VALLEY RD NORWICH<br>TWP             | Agricultural            | New         | BEEF BARN - 300'X85'   | 5,871.00 | 450,000.00 | 29-Aug-24 |
| 46 | N-2024-124 | 714569 MIDDLETOWN<br>LINE OXFORD CENTRE,<br>NORWICH TWP | Accessory<br>structures | Alteration  | REAR COVERED PORCH ADDITION<br>WITH REAR DECK  | 612.53   | 20,000.00  | 29-Aug-24 |
| 47 | N-2024-157 | 534144 CEDAR LINE<br>NORWICH TWP                        | Agricultural            | New         | AGRICULTURAL CALF BARN<br>ADDITION - 60'X128'  | 2,898.72 | 450,000.00 | 29-Aug-24 |
| 48 | N-2024-150 | 432384 ZENDA LINE<br>NORWICH TWP                        | Miscellaneous           | New         | SOLAR ARRAY - INSTALLATION OF<br>19.85 KW (DC) SOLAR ARRAY ON<br>EXISTING BARN FOR 10 KW (AC)<br>NET METERED SOLAR SYSTEM. | 473.14   | 40,000.00  | 29-Aug-24 |
| 49 | N-2024-151 | 225413 OTTERVILLE<br>RD NORWICH TWP                     | Agricultural            | Addition    | GREENHOUSE ADDITION<br>(120'X85')  | 1,359.32 | 400,000.00 | 29-Aug-24 |
| 50 | N-2024-53  | 55 STOVER ST S<br>NORWICH, NORWICH<br>TWP               | Accessory<br>structures | Addition    | PROVIDE ACCESSIBILITY TO<br>EXISTING BUILDING BY AN<br>ADDITION TO HOUSE AN<br>ELEVATOR.                                   | 2,237.50 | 325,000.00 | 3-Sep-24  |
| 51 | N-2024-169 | 42 STOVER ST N<br>NORWICH, NORWICH<br>TWP               | Pools                   | New         | INGROUND POOL ENCLOSURE  | 200.00   | 24,000.00  | 9-Sep-24  |
| 52 | N-2024-142 | 432358 ZENDA LINE<br>NORWICH TWP                        | Sewage system           | New         | SEPTIC SYSTEM, RESIDENTIAL   | 1,126.00 | 20,000.00  | 11-Sep-24 |

**BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2024**

|    |            |   |                         |                      |  |          |              |           |
|----|------------|---|-------------------------|----------------------|--|----------|--------------|-----------|
| 53 | N-2024-141 | 432358 ZENDA LINE<br>NORWICH TWP            | Residential<br>building | New                  | SINGLE DETACHED DWELLING<br>WITH ATTACHED GARAGE (50' X<br>100') | 4,186.01 | 350,000.00   | 11-Sep-24 |
| 54 | N-2024-159 | 345527 QUAKER ST<br>NORWICH TWP             | Agricultural            | New                  | AGRICULTURE STORAGE, 300' X<br>90'                               | 4,664.00 | 1,580,000.00 | 12-Sep-24 |
| 55 | N-2024-167 | 265868 MAPLE DELL<br>RD NORWICH TWP         | Agricultural            | New                  | AGRICULTURE MACHINE<br>STORAGE, 136' X 60'                       | 1,838.00 | 275,000.00   | 12-Sep-24 |
| 56 | N-2024-95  | 126 LOSSING DR<br>NORWICH, NORWICH<br>TWP   | Residential<br>building | Addition             | RESIDENTIAL SUNROOM AND<br>DECK ADDITION                         | 492.56   | 30,000.00    | 13-Sep-24 |
| 57 | N-2024-163 | 144814 POTTERS RD<br>NORWICH TWP            | Accessory<br>structures | Addition             | RESIDENTIAL ADDITION   | 622.00   | 90,000.00    | 13-Sep-24 |
| 58 | N-2024-128 | 133 DELONG DR<br>NORWICH, NORWICH<br>TWP    | Residential<br>building | Finished<br>basement | BASEMENT RENOVATION AND<br>EXTERIOR DECK                         | 2,101.24 | 40,000.00    | 13-Sep-24 |
| 59 | N-2024-166 | 813350 BASE LINE<br>NORWICH TWP             | Agricultural            | New                  | MACHINE STORAGE -<br>AGRICULTURAL                                | 3,734.00 | 750,000.00   | 16-Sep-24 |
| 60 | N-2024-177 | 318 MAIN ST W<br>OTTERVILLE, NORWICH<br>TWP | Change of use           |                      | CHANGE OF USE FROM SCHOOL<br>TO CHURCH                           | 3,785.48 | 15,000.00    | 16-Sep-24 |

# BUILDING PERMIT FEE - CONSTRUCTION VALUE COMPARISON

| 2023 MONTHLY TOTALS |            |                   | 2023 YEARLY TOTALS TO DATE |            |                   |                      |
|---------------------|------------|-------------------|----------------------------|------------|-------------------|----------------------|
|                     | Permits    | Fee               | Value                      | Permits    | Fee               | Value                |
| JANUARY             | 5          | 7,661.86          | 552,000.00                 | 5          | 7,661.86          | 552,000.00           |
| FEBRUARY            | 15         | 33,018.86         | 5,215,000.00               | 20         | 40,680.72         | 5,767,000.00         |
| MARCH               | 10         | 19,081.53         | 3,278,000.00               | 30         | 59,762.25         | 9,045,000.00         |
| APRIL               | 14         | 24,558.07         | 3,256,400.00               | 44         | 84,320.32         | 12,301,400.00        |
| MAY                 | 26         | 35,483.80         | 3,959,240.00               | 70         | 119,804.12        | 16,260,640.00        |
| JUNE                | 29         | 57,867.49         | 9,746,351.00               | 99         | 177,671.61        | 26,006,991.00        |
| <b>JULY</b>         | <b>19</b>  | <b>56,413.39</b>  | <b>6,966,300.00</b>        | <b>118</b> | <b>234,085.00</b> | <b>32,973,291.00</b> |
| <b>AUGUST</b>       | <b>30</b>  | <b>50,741.33</b>  | <b>5,704,094.00</b>        | <b>148</b> | <b>284,826.33</b> | <b>38,677,385.00</b> |
| <b>SEPTEMBER</b>    | <b>12</b>  | <b>29,131.21</b>  | <b>2,463,950.00</b>        | <b>160</b> | <b>313,957.54</b> | <b>41,141,335.00</b> |
| OCTOBER             | 14         | 21,836.67         | 3,142,700.00               | 174        | 335,794.21        | 44,284,035.00        |
| NOVEMBER            | 24         | 48,227.28         | 5,314,556.27               | 198        | 384,021.49        | 49,598,591.27        |
| DECEMBER            | 9          | 29,870.82         | 5,265,000.00               | 207        | 413,892.31        | 54,863,591.27        |
| <b>TOTAL</b>        | <b>207</b> | <b>413,892.31</b> | <b>54,863,591.27</b>       |            |                   |                      |

| 2024 MONTHLY TOTALS |            |                   | 2024 YEARLY TOTALS TO DATE |            |                   |                      |
|---------------------|------------|-------------------|----------------------------|------------|-------------------|----------------------|
|                     | Permits    | Fee               | Value                      | Permits    | Fee               | Value                |
| JANUARY             | 10         | 10,317.58         | 392,404.03                 | 10         | 10,317.58         | 392,404.03           |
| FEBRUARY            | 13         | 22,610.81         | 2,632,000.00               | 23         | 32,928.39         | 3,024,404.03         |
| MARCH               | 14         | 23,942.14         | 1,935,000.00               | 37         | 56,870.53         | 4,959,404.03         |
| APRIL               | 15         | 21,035.57         | 1,806,796.00               | 52         | 77,906.10         | 6,766,200.03         |
| MAY                 | 28         | 41,329.29         | 4,940,501.00               | 80         | 119,235.39        | 11,706,701.03        |
| JUNE                | 24         | 37,664.55         | 3,715,749.90               | 104        | 156,899.94        | 15,422,450.93        |
| <b>JULY</b>         | <b>18</b>  | <b>22,710.29</b>  | <b>2,183,501.00</b>        | <b>122</b> | <b>179,610.23</b> | <b>17,605,951.93</b> |
| <b>AUGUST</b>       | <b>30</b>  | <b>43,344.50</b>  | <b>2,992,100.00</b>        | <b>152</b> | <b>222,954.73</b> | <b>20,598,051.93</b> |
| <b>SEPTEMBER</b>    | <b>11</b>  | <b>24,986.79</b>  | <b>3,499,000.00</b>        | <b>163</b> | <b>247,941.52</b> | <b>24,097,051.93</b> |
| OCTOBER             |            |                   |                            |            |                   |                      |
| NOVEMBER            |            |                   |                            |            |                   |                      |
| DECEMBER            |            |                   |                            |            |                   |                      |
| <b>TOTAL</b>        | <b>163</b> | <b>247,941.52</b> | <b>24,097,051.93</b>       |            |                   |                      |



**Department: Public Works Department**  
**Subject: Monthly activities**  
**September 2024 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**

- Double surface treatment on New Road, Curries Road, And Quaker Street was completed in September.
- Asphalt repair at Airport Road East of Highway 59 was done.
- Staff continued with patching, ditching spot grading, shouldering and brushing.
- 16hrs of Staff time was booked to the brush bin.
- The annual sidewalk patrol/inspection was completed identifying problem areas requiring repairs.
- The new tractor/ Brusher arrived. All Staff has been trained in safe operation of this equipment and is in service.
- Milldale culvert replacement is well underway with the existing culvert removed.
- Zenda Line South construction is also underway.

### **Activity Forecast for Next Month**

- Asphalt and culvert jobs will continue.
- Preparation for winter operations will begin with staff training and equipment maintenance.

### **Attachments**

Prepared by:  
Ken Farkas  
Director of Public Works

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



**Department: Community Services Department**  
**Subject: Monthly Activities**  
**September 2024 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**

- 16 total Hall and Park rentals. Rentals included
  - Various private family rentals at various halls and parks.
  - South Oxford Lob Ball year end tournament held at Ducky Dennis Park, Burgessville Sept. 7<sup>th</sup>
  - Station #3 Chicken BBQ held at Ducky Dennis Park, Burgessville Sept 14<sup>th</sup>
  - Otterville Civil War Re-enactment at the Woodlawn Adult Recreation Centre Sept. 21<sup>st</sup>
  - Norwich Jr. 'C' Merchants Home Opener took place on Friday September 13<sup>th</sup>.
  - OPP Ride to Remember made annual stop at the Community Centre parking lot on September 25<sup>th</sup>. The Community Centre is their first stop after departing the Ontario Police College in Aylmer during their bike ride to Ottawa for "Police and Peace Officers' National Memorial Day".
- West section of perimeter fencing at the Otterville Cemetery was replaced (pictures attached)
- Fence line clean up, tree trimming, tree removal, roadside sign replacement completed at the North Norwich Pioneer Cemetery.
- Springford Hall and Park tree maintenance completed. Trees trimmed along the Springford Hall laneway and parking lot.
- Both Otterville and the Opti-Mist Splash Pad at Harold Bishop Park closed for the season, winterizing and shut down of the systems were completed before the end of September
- Pool winterizing and shut down took place on Tuesday September 10<sup>th</sup>.
- Installation of the new hydrant line took place September 16-18<sup>th</sup>. The new service was installed across Stover St. and brought into the boulevard of the Community Centre. Staff are awaiting to hear from the County on the date the remaining amount of work will take place.
- Flags were placed at half mast as per the Township of Norwich Flag Protocol on the following days:
  - September 8<sup>th</sup> "Firefighters' National Memorial Day"
  - September 29<sup>th</sup> "Police and Peace Officers' National Memorial Day"
  - September 30<sup>th</sup> "National Day for Truth and Reconciliation"
- The Community Flag Pole had 2 requests during the month of September



- Norwich Merchants September 7-14<sup>th</sup>
- Indigenous Solidarity and Awareness Network of Oxford County, Every Child Matters Flag, September 24 – October 1<sup>st</sup>.
- Below is a summary of Capital jobs completed and in progress for 2024
  - Park Signage Completed (this new sign was placed at the Meadows Park in Norwich)
  - Meadows Park Fitness Equipment, Ordered and schedule for install end of October beginning of November. Purchase completed through CANOE procurement
  - Zero-Turn Mower purchased through CANOE procurement. Purchased from Premier Equipment Norwich and arrived May 2024
  - Admin Staff Computer replacement completed
  - NCC tables and chairs completed. Order arrived July 2024
  - Arena Dehumidifier has been ordered. Spring 2025 arrival date
  - Arena LED Light conversion completed July 2024
  - Arena 7<sup>th</sup> Dressing room in progress, completion prior to end of 2024.
  - Ducky Dennis Park paving and pathway Tender closed and to be scheduled.
- Winter ice season is underway at the Community Centre with majority of our regular ice users starting their seasons. Some seasonal users will begin in October.

### **Activity Forecast for Next Month**

- Tree maintenance to be completed in Otterville
- Park water services to be shut off and facilities winterized
- Park and Cemetery fall clean ups will continue throughout the month of October
- Cross Connection surveys completed at required facilities as per Oxford County's Premise Isolation By-Law
- Community Sport and Recreation Infrastructure Grant to be submitted by October 29<sup>th</sup>.
- Township of Norwich Employee Recognition Night Thursday October 3<sup>rd</sup> at the Norwich Community Centre.

### **Attachments**

North Norwich Pioneer Cemetery Maintenance  
 Otterville Cemetery Fence Line Pictures

Prepared by:  
 James Schaafsma  
 Acting Director of Community Services

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



# North Norwich Pioneer Cemetery Maintenance





# North Norwich Pioneer Cemetery Maintenance Continued





Otterville Cemetery Fence Line





**Department: Medical Services Department**  
**Subject: Monthly activities**  
**September 2024 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**

- New Medical Assistant began September 4 on a six-month contract, separate posting for a casual Medical Assistant closed September 26.
- Telus Community of Practice meeting September 4.
- Ontario Health at Home meeting September 13.
- Norwich Neighbourhood Network Meeting September 19.
- One physician is now regularly using the AI scribe Scribeberry for clinical documentation. There are currently 17 physicians/nurse practitioners in Oxford County using Scribeberry.
- The Township waitlist now stands at 44 residents on the overall wait list of 498 prospective patients. The intake process was started with 37 prospective patients in September with another 97 on our call list.

### **Activity Forecast for Next Month**

- Flu vaccines are expected to arrive in early October.
- Interviews for the casual Medical Assistant position, posting for the regular part-time position.

### **Attachments**

- N/A

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

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