



Monthly Department Updates

June 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
JUNE 2024 REPORT

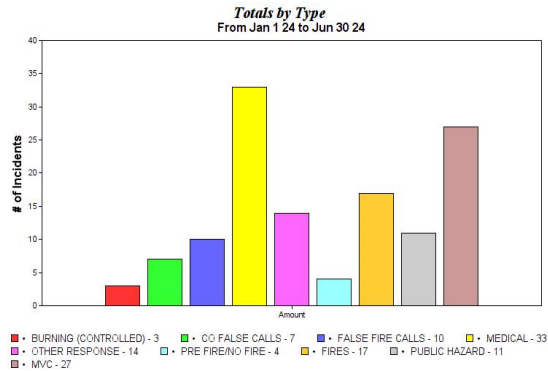
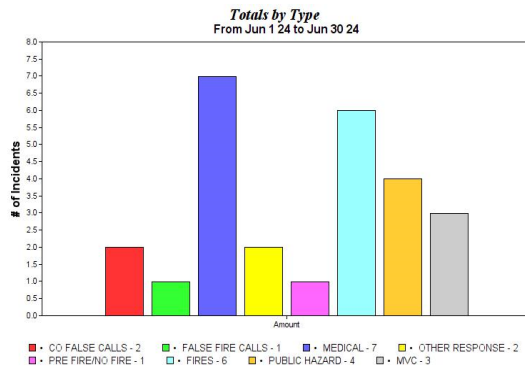
INTRODUCTION/BACKGROUND

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

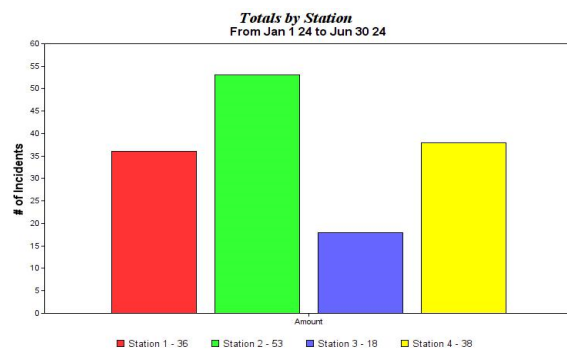
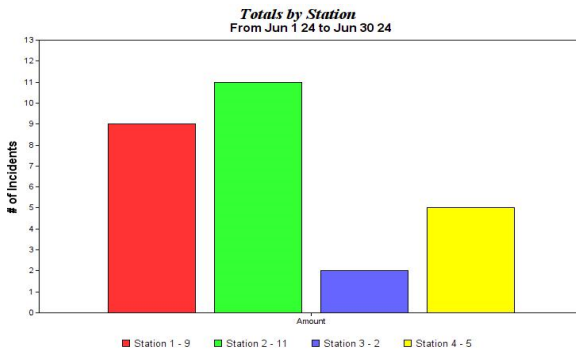
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In June 2024, the Department responded to twenty-six (26) incidents as compared to twenty (20) in 2023 and nineteen (19) in 2022.



- In June 2024, Volunteer Firefighters performed approximately 121 hours of emergency response activities as compared to 221 hours in June 2023.
- Firefighters have performed approximately 925 hours of emergency response activities from January 1, 2024 – June 30, 2024, as compared to 1952 hours in 2023 and 787 hours in 2022 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to nine (9) incident, Station 2 to eleven (11), Station 3 to two (2) and Station 4 to five (5).



- **PUBLIC EDUCATION:**
 - In June 2024 the fire station signs displayed the following fire safety tips and messages:
 - Have some non-perishables in case of emergency
 - Drowning is a silent killer – always supervise people in pools
 - Have extra batteries in case of a power outage
 - Never leave a child unattended in water

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - In the month of June, 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.
 - The FPO has indicated that he would be resigning at the end of June as he has taken a position elsewhere. As this shared service position is hosted by East Zorra-Tavistock (EZT), the job posting for a replacement Fire Prevention Officer will be posted in early July through EZT. Staff in Norwich will share the advertisement and assist in the hiring process. Staff will internally ensure that fire prevention issues are addressed during the time a replacement is being sought.

- **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. Recruit Training concluded in June with the completion of the NFPA 1072 Hazardous Materials Awareness and Operations Level Courses.
 - In June, the TO coordinated course delivery of NFPA 1002 Pump Operator/Driver course which was hosted in Blandford-Blenheim and Norwich as well as ongoing Medical Training coordination between the 5 rural municipalities.

- **MUTUAL AID/AUTOMATIC AID**
 - In June, NFS did not provide mutual aid to any fire incidents.

- STATION 3 REPLACEMENT
 - Station 3 replacement of the water filling station inside the building has commenced and staff will update once the work is complete
- FIRE MARQUE
 - In June 2024, NFS did not submit any claims to Fire Marque for processing.
- BURN PERMITS
 - In June 2024, staff issued one (1) new Burn Permits as compared to two (2) in 2023 for the same period.
- BYLAW
 - ENFORCEMENT
 - In June, staff investigated eleven (11) new complaints as compared to eighteen (18) in 2023 and sixteen (16) in 2022 for the same period.
 - Complaints pertained to dogs, zoning, noise, pools 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 nineteen (19) 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 (JULY)

- Coordinate annual hose testing at all fire stations.
- Continue reviews of SOG/SOP's for 2024 to ensure regular reviews are implemented.

- Meet with the Rural Fire Service Fire Chiefs to discuss common issues and collective approaches.
- Meet with representatives of the Office of the Fire Marshall to join the Learning Management System for tracking all firefighter credentials via online portal.
- Monthly meeting with the District Chiefs of the 4 Fire Stations to discuss common issues.
- Meet with the Burgessville Truck Committee to evaluate RFP submissions which are expected to be received in early July.

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
June 2024 Report

Introduction/Background

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

Activity Past Month for June

- A report for the Gore Municipal Drain was filed with the Clerk June 3, 2024 and accepted by Council at the June 18, 2024 Council meeting.
- A report for the Newton Municipal Drain – Basrai Branch was filed with the Clerk June 19, 2024.
- A report for the Simmons-Hopkins Drain 2024 was filed with the Clerk June 26, 2024.

Activity Forecast for Next Month for July

- A Meeting to Consider the Gore Municipal Drain report is scheduled for July 9, 2024 Council meeting.
- Acceptance of the Newton Municipal Drain – Basrai Branch report is scheduled for the July 9, 2024 Council meeting.
- Acceptance of the Simmons-Hopkins Drain 2024 report is scheduled for the July 9, 2024 Council Meeting

Attachments

- None

Prepared by:
Dirk Kramer
Drainage Superintendent

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



Department: Building Services Department
Subject: Monthly activities
June 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-four (24)** permits, including **four (4)** septic permits, were issued in June.
- **Twenty-nine (29)** applications were received in June, of those received:
 - **Twenty (20)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval,**
 - **Nine (9)** were submitted **complete**, reviewed, and **issued.**

Notice of Public meeting - Building By-law Fees Amendment

- Staff proposal for amendment to the fees schedule to introduce a new fee specifically to allow staff to intake review and issue permits to alter existing plumbing systems so as to install or modify the existing installation of a Backflow prevention device. (For more information, please contact the undersigned)

Zoning By-law Amendment (Increasing Residential Density)

- ARU Provisions Supplementary Report presented to council at the July meeting and was approved in principle (awaiting final approval for implementation)

Zoning By-law Amendment (Housekeeping amendment)

- Draft amendments circulated to Township Senior Staff for final review and consideration pending completion of the Planning Report for presentation to Council
- Notice of Public meeting to be set and issued pending the completion of the staff review and final draft of report

Activity Forecast for Next Month

Zoning By-law Amendment (Housekeeping amendment)

- Review of draft changes to be completed by Township staff and returned to the Planner

Building By-law Fees Amendment

- Building Dept. Staff to complete report for council consideration and presentation at the Public Meeting

Information and Correspondence

2024 Building Code Technical Bulletins - A Tool to Identify Key Changes in the 2024 Building Code

- The Ministry of Municipal Affairs and Housing recently released the new 2024 Building Code Compendium to reduce regulatory burdens for the construction industry and make it easier to build housing. In preparation for the full implementation of the 2024 Building Code, which comes into effect on January 1, 2025, These Technical Bulletins are intended to help to identify where changes have been made and provide information about each change. The Technical Bulletins are compiled into a single document, titled "2024 Building Code Technical Bulletins."
- 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.

Attachments

- Building Services – Quarterly Report – April to June 2024
- Building Permit Fee-Construction Value Comparison – April to June 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 – APRIL TO JUNE 2024

No.	Permit Number	Address	Class of Construction	Work Type	Description of Permit	Permit Fees (\$)	Cost of Construction (\$)	Issued Date
1	N-2024-38	54 SUNVIEW DR NORWICH, NORWICH TWP	Pools	New	Fence enclosure for a 16' x 32' inground pool	200.00	55,339.00	4/5/2024
2	N-2024-42	32 1/2 CENTRE ST NORWICH, NORWICH TWP	Accessory structures	New	RESIDENTIAL GARDEN SHED, 12' X 28'	429.84	10,000.00	4/10/2024
3	N-2024-28	226125 OTTERVILLE RD NORWICH TWP	Agricultural	Addition	AGRICULTURAL STORAGE ADDITION FOR POTATOES - 50'X120'	1,514.00	100,000.00	4/11/2024
4	N-2024-10	433532 ZENDA LINE NORWICH TWP	Agricultural	Addition	SWINE NURSERY ADDITION WITH UNDER FLOOR MANURE STORAGE, 53'8" X 50'3"	2,290.58	300,000.00	4/18/2024
5	N-2024-35	2749 WINDHAM LINE NORWICH TWP	Sewage system	New	RESIDENTIAL (ARU) - SEPTIC (NEW)	1,126.00	15,000.00	4/19/2024
6	N-2024-13	2749 WINDHAM LINE NORWICH TWP	Residential building	New	RESIDENTIAL 2ND DWELLING (ARU)	1,924.14	180,000.00	4/19/2024
7	N-2024-63	733234 PICK LINE NORWICH TWP	Sewage system	Repair	RESIDENTIAL SEPTIC (NEW) WITH PUMP CHAMBER	922.00	20,000.00	4/19/2024
8	N-2024-49	164986 NEW RD NORWICH TWP	Sewage system	New	RESIDENTIAL SEPTIC - NEW	1,126.00	6,000.00	4/23/2024
9	N-2024-48	312 MAIN ST W OTTERVILLE, NORWICH TWP	Sewage system	Replacement	RESIDENTIAL SEPTIC (REPLACEMENT)	1,126.00	20,000.00	4/23/2024
10	N-2024-43	325828 NORWICH RD NORWICH, NORWICH TWP	Pools	New	27' ABOVE GROUND SWIMMING POOL (ROUND)	200.00	13,547.00	4/23/2024
11	N-2024-47	164986 NEW RD NORWICH TWP	Residential building	New	ADDITIONAL RESIDENTIAL UNIT	1,965.06	350,000.00	4/23/2024
12	N-2024-31	385746 NEW DURHAM RD NORWICH TWP	Agricultural	New	AG STORAGE 60'X155'	1,857.80	233,910.00	4/23/2024
13	N-2024-34	773681 HIGHWAY 59 NORWICH TWP	Agricultural	New	HORSE BARN AND RIDING ARENA, 196' X 80'	4,438.07	300,000.00	4/23/2024
14	N-2024-15	574249 OLD SCHOOL LINE NORWICH TWP	Agricultural	New	AGRICULTURE STORAGE	1,212.50	200,000.00	4/26/2024

BUILDING SERVICES – QUARTERLY REPORT – APRIL TO JUNE 2024

15	N-2022-273	65 NORTH ST W OTTERVILLE, NORWICH TWP	Accessory structures	Addition	REAR COVERED PORCH AND REAR DECK ADDITION TO SINGLE DETACHED DWELLING	703.58	3,000.00	4/30/2024
16	N-2024-52	683 MAIN ST N BURGESSVILLE, NORWICH TWP	Accessory structures	Alteratio n	BARN DEMOLITION. RELOCATE EXISTING GARAGE/SHED TO BARN LOCATION.	1,110.04	10,000.00	5/1/2024
17	N-2024-59	45 CENTRE ST NORWICH, NORWICH TWP	Accessory structures	New	RESIDENTIAL DETACHED GARAGE 24'X20'	616.40	20,000.00	5/2/2024
18	N-2024-14	713200 MIDDLETOWN LINE NORWICH TWP	Agricultural	Addition	HAY AND MACHINE STORAGE ADDITION 50'X70'	1,177.10	250,000.00	5/7/2024
19	N-2024-44	345453 QUAKER ST NORWICH TWP	Pools	New	INGROUND POOL ENCLOSURE	200.00	60,000.00	5/7/2024
20	N-2023-130	345453 QUAKER ST NORWICH TWP	Accessory structures	New	POOL HOUSE	776.79	40,000.00	5/7/2024
21	N-2024-37	465017 CURRIES RD CURRIES, NORWICH TWP	Sewage system	Replace ment	RESIDENTIAL SEPTIC - REPLACEMENT	1,126.00	30,000.00	5/7/2024
22	N-2024-45	465059 CURRIES RD NORWICH TWP	Accessory structures	New	AG STORAGE SHED - 40'x72'	1,046.00	175,000.00	5/8/2024
23	N-2024-66	108 CHURCH ST NORWICH, NORWICH TWP	Pools	New	ABOVE GROUND POOL 16'X26'	200.00	15,601.00	5/8/2024
24	N-2024-81	594746 HIGHWAY 59 NORWICH TWP	Commercial building	Alteratio n	INTERIOR RETAIL RENOVATION FROM RESTAURANT TO RETAIL SUNDRIES	2,430.92	15,000.00	5/10/2024
25	N-2024-74	50 HERB ST NORWICH, NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	4,202.04	650,000.00	5/14/2024
26	N-2024-51	772484 HIGHWAY 59 NORWICH TWP	Agricultural	New	AGRICULTURAL MACHINE STORAGE, 50' X 104'	1,394.00	60,000.00	5/15/2024
27	N-2024-17	293 POLDON DR NORWICH, NORWICH TWP	Residential building	Finished baseme nt	BASEMENT RENOVATION	1,681.50	20,000.00	5/15/2024
28	N-2024-64	445116 GUNN'S HILL RD NORWICH TWP	Accessory structures	New	RESIDENTIAL DETACHED GARAGE 50'X30'	1,055.00	200,000.00	5/15/2024
29	N-2024-69	445116 GUNN'S HILL RD NORWICH TWP	Demolition	Demolis h	Demolition and removal of existing detached garage structure.	154.00	2,000.00	5/15/2024

BUILDING SERVICES – QUARTERLY REPORT – APRIL TO JUNE 2024

30	N-2024-56	425466 SUBSTATION RD NORWICH TWP	Agricultural	New	VEAL BARN 118'X300'	7,597.86	1,300,000.00	5/15/2024
31	N-2024-75	205570 NINTH RD NORWICH TWP	Demolition	Demolish	DEMOLITION OF UNINHABITED DWELLING	154.00	40,000.00	5/16/2024
32	N-2024-71	593901 HIGHWAY 59 NORWICH TWP	Demolition	Demolish	RESIDENTIAL SINGLE DETACHED DEMOLITION	154.00	40,000.00	5/17/2024
33	N-2024-61	714617 MIDDLETOWN LINE OXFORD CENTRE, NORWICH TWP	Agricultural	New	2 VERTICAL GRAIN BINS	735.80	850,000.00	5/21/2024
34	N-2024-50	485506 FIREHALL RD NORWICH TWP	Agricultural	New	MANURE TANK, 90' DIA	1,467.82	100,000.00	5/21/2024
35	N-2024-79	405458 BEACONSFIELD RD NORWICH TWP	Accessory structures	New	POOL HOUSE 38'X20'	739.38	45,000.00	5/23/2024
36	N-2024-55	685 MAIN ST N BURGESSVILLE, NORWICH TWP	Sewage system	New	RESIDENTIAL LARGE SEPTIC (NEW)	2,816.00	10,000.00	5/26/2024
37	N-2024-78	405458 BEACONSFIELD RD NORWICH TWP	Agricultural	New	AGRICULTURAL STORAGE, 50' X 87'	1,247.00	250,000.00	5/27/2024
38	N-2024-65	714420 MIDDLETOWN LINE NORWICH TWP	Agricultural	Addition	GRAIN BIN	535.68	250,000.00	5/27/2024
39	N-2024-72	32 SOUTH COURT ST E NORWICH, NORWICH TWP	Plumbing	Alteration	DENTAL OFFICE RENOVATION - NEW SINK AND ACCESSORIES	922.00	100,000.00	5/27/2024
40	N-2024-54	685 MAIN ST N BURGESSVILLE, NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	5,321.36	375,000.00	5/28/2024
41	N-2024-86	4 JERDON ST NORWICH, NORWICH TWP	Residential building	Alteration	RESIDENTIAL RENOVATION - CLOSING IN GARAGE DOOR & ADDING INTERIOR/EXTERIOR WALL.	443.60	2,800.00	5/28/2024
42	N-2024-83	32 1/2 ALBERT ST NORWICH, NORWICH TWP	Demolition	Demolish	DEMOLITION - REAR DECK	154.00	100.00	5/28/2024
43	N-2024-29	385435 HIGHWAY 59 NORWICH TWP	Plumbing	Alteration	PENETRATED WALL ASSEMBLY	1,871.00	30,000.00	5/28/2024
44	N-2024-32	433432 ZENDA LINE NORWICH TWP	Residential building	Addition	RESIDENTIAL ADDITION 12'X44'	3,460.06	200,000.00	6/4/2024

BUILDING SERVICES – QUARTERLY REPORT – APRIL TO JUNE 2024

45	N-2024-84	433432 ZENDA LINE NORWICH TWP	Sewage system	New	RESIDENTIAL SEPTIC - NEW	1,126.00	35,000.00	6/4/2024
46	N-2024-92	2 CARMAN ST NORWICH, NORWICH TWP	Plumbing	Repair	SEWER LATERAL REPLACEMENT/REPAIR	230.00	5,200.00	6/5/2024
47	N-2024-41	434 MAIN ST E SPRINGFORD, NORWICH TWP	Agricultural	New	HAY AND EQUIPMENT STORAGE	2,021.00	200,000.00	6/6/2024
48	N-2024-73	812080 BASE LINE NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	2,341.62	527,350.00	6/10/2024
49	N-2024-62	593901 HIGHWAY 59 NORWICH TWP	Sewage system	New	RESIDENTIAL SEPTIC - NEW	2,816.00	10,000.00	6/13/2024
50	N-2024-68	593901 HIGHWAY 59 NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	8,914.26	900,000.00	6/13/2024
51	N-2024-91	6 WINDYWOOD LANE NORWICH, NORWICH TWP	Miscellaneo us	New	INGROUND POOL ENCLOSURE	200.00	60,000.00	6/14/2024
52	N-2023-168	185505 CORNELL RD NORWICH TWP	Agricultural	New	AGRICULTURAL STORAGE	1,964.00	275,000.00	6/18/2024
53	N-2024-89	485674 FIREHALL RD NORWICH TWP	Agricultural	Addition	DAIRY BARN ADDITION 157'X118'	4,749.68	899,999.90	6/18/2024
54	N-2024-85	594732 HIGHWAY 59, NORWICH TWP	Signs	New	GROUND SIGN 3.7m2	230.00	200.00	6/19/2024
55	N-2024-108	1701 HIGHWAY 3 TILLSONBURG	Sewage system	New	WAREHOUSE - SEPTIC (NEW)	1,126.00	8,000.00	6/21/2024
56	N-2024-100	16 SOUTH ST NORWICH, NORWICH TWP	Accessory structures	Alteratio n	PORCH RENO & ADDITION	493.85	32,000.00	6/21/2024
57	N-2024-102	137 DELONG DR NORWICH, NORWICH TWP	Accessory structures	Alteratio n	RESIDENTIAL REAR DECK	408.72	5,000.00	6/21/2024
58	N-2024-93	365508 EVERGREEN ST NORWICH TWP	Agricultural	New	SOW BARN (REPLACEMENT - NEW STYLE) OPEN PEN	1,536.00	350,000.00	6/24/2024
59	N-2024-99	285438 AIRPORT RD NORWICH TWP	Agricultural	New	BUNKER SILO (2)	1,139.00	95,000.00	6/24/2024
60	N-2024-76	812080 BASE LINE NORWICH TWP	Sewage system	New	SEPTIC SERVING SINGLE DETACHED DWELLING	1,126.00	10,000.00	6/24/2024
61	N-2024-88	714389 MIDDLETOWN LINE NORWICH TWP	Miscellaneo us	New	RESIDENTIAL ROOF SOLAR PANELS	414.76	36,000.00	6/25/2024

BUILDING SERVICES – QUARTERLY REPORT – APRIL TO JUNE 2024

62	N-2024-107	117 LOSSING DR NORWICH, NORWICH TWP	Accessory structures	Addition	Construction of 12' x 20' attached ext. deck structure	394.64	8,000.00	6/26/2024
63	N-2024-104	6 SOUTH ST NORWICH, NORWICH TWP	Accessory structures	Alteratio n	Permit to construct 16' x 18' covered deck addition	408.72	25,000.00	6/27/2024
64	N-2024-90	592526 OXFORD 13 NORWICH TWP	Accessory structures	New	construct 20.5' x 25.5' detached residential accessory building	511.08	20,000.00	6/28/2024
65	N-2024-94	209 NORTH ST E NORWICH, NORWICH TWP	Pools	New	ABOVE GROUND POOL ENCLOSURE	200.00	999.90	6/28/2024
66	N-2024-103	22 ELGIN ST W NORWICH, NORWICH TWP	Accessory structures	Addition	RESIDENTIAL GARAGE ADDITION	496.00	10,000.00	6/28/2024
67	N-2024-113	132 DELONG DR NORWICH, NORWICH TWP	Accessory structures	Alteratio n	RESIDENTIAL REAR DECK	318.96	3,000.00	6/28/2024

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
JULY	19	56,413.39	6,966,300.00	118	234,085.00	32,973,291.00
AUGUST	30	50,741.33	5,704,094.00	148	284,826.33	38,677,385.00
SEPTEMBER	12	29,131.21	2,463,950.00	160	313,957.54	41,141,335.00
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
TOTAL	207	413,892.31	54,863,591.27			

	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
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	104	156,899.94	15,422,450.93			



Department: Public Works Department
Subject: Monthly activities
June 2024 Report

Introduction/Background

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

Activity Past Month

- Road side grass cutting continued in June, along with guiderail, bridge and sidewalk trimming.
- Application of dust control has been completed for 2024.
- The County Yard Waste Depot continues to receive extensive use from residents, with 20 hrs of staff time logged.
- Annual stump grinding is complete along with restoration.
- New Road culvert replacement was completed in preparation for the pulverising and resurfacing.
- Staff have commenced with asphalt repairs.
- Staff responded to Several road closures due to storms, resulting in more time spent on cleanup of downed trees and branches.
- The Public Works Department took delivery of the new tandem plow truck in June.



Activity Forecast for Next Month

- Staff will prepare for construction on Curries and Quaker Street.
- Road side cutting will continue.
- Asphalt patching will continue
- Sidewalk contract 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
June 2024 Report

Introduction/Background

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

Activity Past Month

- 17 total rentals at all the halls. Rentals included:
 - Magic Circus, NCC Auditorium
 - Boundary adjustment public meeting, Oxford Centre Hall
 - FCRV Campers rally at the Norwich Community Centre, Dillon Park/Auditorium
 - Various private rentals across all halls.

- Otterville Pool Pre-Registration for summer swim lessons was held June 20th. Private lessons are at 90-95% capacity and Group Lessons are at 70-75% capacity.

- Pool and Otterville Splash Pad opened for season on Friday June 28th.

- NCC parking lot repair completed. Minor line painting still to be completed.

- Pickle Ball and Basketball nets installed and lines painted at the Ducky Dennis multi-use court. Lines were also re-painted at the Otterville multi-use courts, and Meadows Park parking lot.

- Cemetery Rules and Regulations have been approved by Council. Notice signage was completed and will be posted at the necessary cemeteries.

- Burgessville Canada Day celebration preparations were completed by staff throughout the month.

- Community Services Rates reviewed and updated as per rate by-law.

Activity Forecast for Next Month

- Ice plant starts for season July 15th. First rental of 2024-2025 ice season will be Monday July 29th.
- Norwich-Otterville Minor Ball host the U13 Girls ORSA Tournament at Dillon Park July 12-14th.
- 9 Sponsored Free Public Swims for July
 - July 1st – Marianne Butler, Your Oxford Connection
 - July 10th – Flooring Canada
 - July 13th – Optimist Club of Norwich
 - July 14th – Otterville Baptist Church
 - July 19th – Homeland Grain
 - July 20th – Optimist Club of Norwich
 - July 25th – Stubbe's
 - July 27th – Otterville Optimist Club

Attachments

N/A

Prepared by:
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Acting Director of Community Services

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



Department: Medical Services Department
Subject: Monthly activities
June 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 July 2 start at the Norwich Medical Centre. Dr. Mokone attended the office June 25 in advance of her first practice day.
- **Medical Centre Staffing:** Staff received 60 applications for the part-time Medical Assistant position. Interviews and reference checks were completed throughout June and the candidate is scheduled to start in early July.
- **Practice Ready Ontario Assessment:** Dr. Jeffries continued hosting the Clinical Field Assessment (CFA) through Practice Ready Ontario, with a new CFA to commence at the end of July. The CFA candidate attended the office on June 25 to tour the facility. Staff have been in contact with representatives at Ontario Health West working with the Practice Ready Ontario program to advocate for expansion of the return-of-service criteria. Norwich is currently eligible to host CFAs, but does not meet the rurality criteria to be eligible to retain the candidates as a return-of-service community.
- **Patient Wait List:** One recent retirement in Ingersoll and two pending retirements in Tillsonburg have increased call volumes regarding the Medical Centre's waiting list. The Township waitlist now stands at 134 residents on the overall wait list of 470 prospective patients. Intake process started with 14 prospective patients in June.
- **Pertussis:** Active cases of pertussis (whooping cough) continue to circulate in the area, with call volumes remaining high as a result.
- **Primary Care Shortage:** Staff participated in a series of meetings and teleconferences to discuss and try to address the challenges posed by the worsening primary care shortage in Oxford County.
- **Telus Community of Practice:** Virtual meeting June 12 focused primarily on the expanding adoption of Artificial Intelligence Scribes in primary care.

Activity Forecast for Next Month

- Dr. Mokone starting July 2
- Physician and staff vacations begin throughout July, coordinating coverage.

Attachments

- N/A

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