



Monthly Department Updates

March 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
MARCH 2024 REPORT

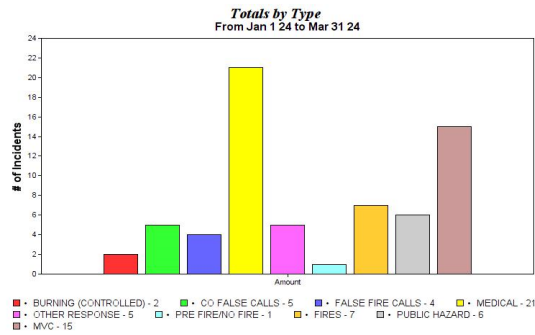
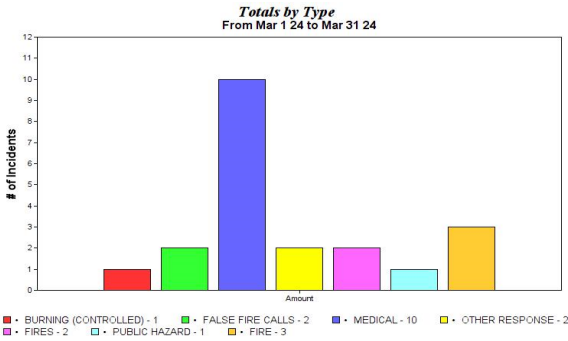
INTRODUCTION/BACKGROUND

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

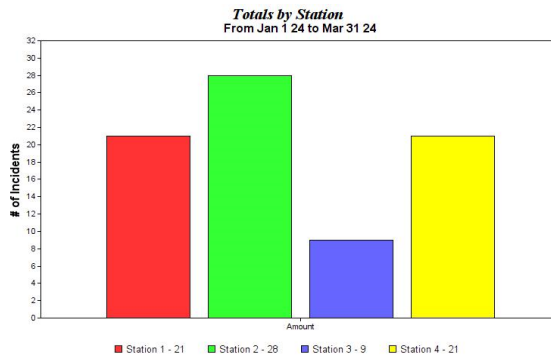
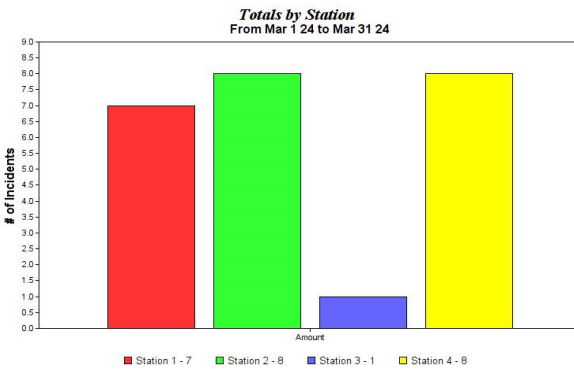
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In March 2024, the Department responded to twenty-one (21) incidents as compared to nineteen (19) in 2023 and twenty-six (26) in 2022.



- In March 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 452 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 March 2024 the fire station signs displayed the following fire safety tips and messages:
 - Check your alarms when you change your clocks.
 - Teach children to stay away from thin ice and flooded areas.
 - Arrive alive – drive sober
 - Always buckle up

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - In the month of March, the Fire Prevention Officer (FPO) conducted inspections and follow-up on multiple properties including commercial/industrial properties. 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. One training weekend was held in Norwich in March.
 - In March, the TO coordinated course delivery of NFPA 1006 General Rescue Course, NFPA 1041 Instructor Level 1 as well as ongoing Medical Training coordination between the 5 rural municipalities.

- **MUTUAL AID/AUTOMATIC AID**
 - NFS requested mutual aid from South-West Oxford for a fire in March.

- **TRAINING RESOURCE GRANT**
 - NFS was approved for a Fire Marshal's Public Fire Safety Council Grant for fire training resources in the amount of \$3,028.77. This money was used to purchase training resources for the benefit of NFS.

- **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 March 2024, NFS did not submit any claims to Fire Marque for processing.
- BURN PERMITS
 - In March 2024, staff issued two (2) new Burn Permits as compared to five (5) in 2023 for the same period.
- BYLAW
 - ENFORCEMENT
 - In March 2024, staff investigated five (5) new complaints as compared to three (3) in 2023 and five (5) in 2022 for the same period.
 - Complaints pertained to dogs, noise 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 five (5) parking tickets have been issued in Otterville and Norwich 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.
 - 2023 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 (APRIL)

- Coordinate annual pump and ladder testing of NFS equipment and apparatus
- Attend Emergency Management Sector Meeting related to solar eclipse (virtual)
- 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.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- 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
MARCH 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH for MARCH

- Construction is continuing on the Treffry and Pennington Drains 2023.
- Report for the Merriam Municipal Drain was accepted at the March 12th Council meeting.
- Report for the Elliot Drain 2024 was accepted at the March 12th Council meeting.
- Tender for construction of Branch B & C of the Springford Municipal Drain 2023 has been awarded to Oxford Civil Group.

ACTIVITY FORECAST for NEXT MONTH (APRIL 2024)

- Construction on the Treffry and Pennington Drains 2023 should be completed.
- Construction for Branch 'B' & 'C' of the Springford Municipal Drain 2023 is scheduled.
- A Meeting to Consider the Merriam Municipal Drain report and the Elliot Drain 2024 report is scheduled at the Council meeting on April 9, 2024.

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
MARCH 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

- **Fourteen (14)** permits, including **two (2)** septic permits, were issued in March.
- **Fourteen (14)** applications were received in March, of those received:
 - **Eleven (11)** were submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval,**
 - **Three (3)** were submitted **complete,** reviewed, and **issued.**

Planning/Development Fees Study 2023/24

- The consultant report is being finalized and the Staff Report to Council drafted for presentation to Council with recommendations for implementation. Consultant presentation and report to council tentatively scheduled for the May meeting.

Building Department Annual Report (2023)

- Staff completing review and analysis of the 2023 year end data, preliminary draft of accompanying report in accordance with the Building Code Act and Ontario Building Code requirements. Tentative schedule for presentation to council at the May meeting.

Zoning By-law Amendment (Increasing Residential Density)

- Finalization of the by-law and Staff Report Planning report on implementation pending the completion of the Township staff review and schedule tentatively for May.

ACTIVITY FORECAST FOR NEXT MONTH

Planning/Development Fees Study 2023/24

- Coordinate finalization of report and presentation to Council

Building Department Annual Report (2023)

- Finalization and presentation to Council in accordance with Building Code requirements

Zoning By-law Amendment (Increasing Residential Density)

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

INFORMATION AND CORRESPONDANCE

- **Ontario is planning to release the 2024 edition of the Building Code April 10th, 2024**
- **The 2024 Building Code will come into effect on January 1, 2025.** There will be an additional transition period allowing permit applicants to continue to use the 2012 Building Code for applications submitted before March 31, 2025, if applicants can demonstrate that their working plans were substantially completed under the 2012 Building Code prior to December 31, 2024. More details about the transition period and training opportunities will be shared in the coming weeks.
- **The new Building Code will be released in digital and hardcopy versions** to support the industry's transition and ensure applicants have sufficient time to become familiar with the new edition of the Building Code before it comes into effect on January 1, 2025.
- **Emphasis upon Model National Harmonization, Regulatory Red Tape Reduction**, making it easier for the sector to build new homes, while protecting public health and safety.

POTENTIAL BUDGET IMPACTS

- Building Services – Quarterly Report – January to March 2024
- Building Permit Fee-Construction Value Comparison – January to March 2024

Prepared by:

Brad Smale, B. Arch. Sci, CBCO

Manager, Building Services/Chief Building Official

Approved by:

Lee Robinson, P.Eng.

Chief Administrative Officer

BUILDING SERVICES – QUARTERLY REPORT – JANUARY TO MARCH 2024

No.	Permit Number	Address	Class of Construction	Work Type	Description of Permit	Permit Fees (\$)	Cost of Construction (\$)	Issued Date
1	N-2023-229	245715 MILLDALE RD NORWICH TWP	Agricultural	New	POLE BARN - AG STORAGE (280'X30') BUILDING "A"	\$1,860.00	\$126,000.00	1/3/2024
2	N-2023-230	245715 MILLDALE RD NORWICH TWP	Agricultural	New	POLE BARN - AG STORAGE (280'X30') BUILDING "B"	\$1,860.00	\$126,000.00	1/3/2024
3	N-2023-238	65 NORTH ST W OTTERVILLE, NORWICH TWP	Sewage system	Replacement	EXISTING RESIDENTIAL SEPTIC (NEW / REPLACEMENT)	\$1,126.00	\$12,000.00	1/5/2024
4	N-2023-237	384853 SALFORD RD NORWICH TWP	Agricultural	New	Hay/manure storage 80'x120' (replacing storage razed by fire)	\$ 857.90	\$40,000.00	1/8/2024
5	N-2023-188	285761 AIRPORT RD NORWICH, NORWICH TWP	Signs	New	COMMERCIAL ILLUMINATED SIGN (10'x20')	\$ 287.52		1/16/2024
6	N-2024-6	465003 CURRIES RD CURRIES, NORWICH TWP	Demolition	Demolish	DEMOLITION OF EXISTING GARAGE.	\$ 154.00	\$1,000.00	1/22/2024
7	N-2023-133	325569 NORWICH RD NORWICH TWP	Agricultural	New	ANIMAL RUN-IN SHELTER 24'X32'(2-beef cows)	\$1,666.56	\$7,500.00	1/23/2024
8	N-2024-16	71 STOVER ST N NORWICH, NORWICH TWP	Demolition	Demolish	DEMOLITION OF SHOP - RAZED BY FIRE	\$ 154.00	\$3,000.00	1/30/2024
9	N-2024-3	269 MAIN ST W OTTERVILLE, NORWICH TWP	Residential building	Repair	REPAIR OF FOUNDATION AND WALL DUE TO VEHICLE IMPACT	\$1,634.60	\$61,904.03	1/30/2024
10	N-2024-4	685806 HIGHWAY 2 NORWICH TWP	Sewage system	Repair	PUMPER CHAMBER REPLACEMENT FOR 15 UNIT MOTEL	\$ 717.00	\$15,000.00	1/30/2024
11	N-2023-198	793167 HANMER LINE NORWICH TWP	Agricultural	New	AG. STORAGE	\$1,389.95	\$200,000.00	2/5/2024
12	N-2023-226	714663 MIDDLETOWN LINE OXFORD CENTRE, NORWICH TWP	Sewage system	Repair	RESIDENTIAL SEPTIC - ALTERATION	\$1,126.00	\$25,000.00	2/5/2024
13	N-2024-12	485338 FIREHALL RD NORWICH TWP	Sewage system	New	RESIDENTIAL (ARU) SEPTIC - NEW	\$1,126.00	\$20,000.00	2/6/2024
14	N-2024-1	592337 OXFORD 13 NORWICH TWP	Pools	New	POOL ENCLOSURE (40'X15 1/2")	\$ 200.00	\$25,000.00	2/7/2024

BUILDING SERVICES – QUARTERLY REPORT – JANUARY TO MARCH 2024

No.	Permit Number	Address	Class of Construction	Work Type	Description of Permit	Permit Fees (\$)	Cost of Construction (\$)	Issued Date
15	N-2024-20	26 COOK ST NORWICH, NORWICH TWP	Plumbing	New	SEWER LATERAL CONNECTION - Supply and install a new cleanout to grade and stub with a cap 1m into the new divided parcel.	\$ 230.00	\$12,500.00	2/7/2024
16	N-2023-236	286164 AIRPORT RD NORWICH TWP	Agricultural	New	80'x196' implement shed (farm machinery)	\$2,054.00	\$300,000.00	2/12/2024
17	N-2024-19	53 HERB ST NORWICH, NORWICH TWP	Accessory structures	New	ADDING REAR DECK TO EXISTING PERMIT (16'X12')	\$ 494.48	\$3,500.00	2/12/2024
18	N-2024-9	813626 BASE LINE NORWICH TWP	Residential building	Addition	3 SEASON SUNROOM - ADDITION (ALTERATION - IMPROVEMENT)	\$3,987.56	\$625,000.00	2/12/2024
19	N-2024-2	732659 PICK LINE NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	\$6,838.33	\$1,100,000.00	2/21/2024
20	N-2023-200	592624 OXFORD 13, NORWICH	Demolition	Demolish	6 Silo's to be lowered using explosives and concrete to be crushed on site to clean up dilapidated property	\$2,130.49	\$160,000.00	2/22/2024
21	N-2024-8	732659 PICK LINE NORWICH TWP	Sewage system	New	RESIDENTIAL SEPTIC (NEW)	\$1,126.00	\$25,000.00	2/22/2024
22	N-2024-21	2151 SWIMMING POOL RD NORWICH TWP	Agricultural	Addition	AG STORAGE ADDITION (50'X152)	\$1,754.00	\$130,000.00	2/27/2024
23	N-2024-27	345527 QUAKER ST NORWICH TWP	Demolition	Demolish	DEMOLITION OF DERELICT HOUSE	\$ 154.00	\$6,000.00	2/28/2024
24	N-2024-24	752025 HIGHWAY 59 NORWICH TWP	Change of use		Change of Use from Ag. Storage to Livestock (Rabbit) and storage.	\$1,536.00	\$120,000.00	3/5/2024
25	N-2024-7	485338 FIREHALL RD NORWICH TWP	Residential building	New	ARU - ADDITIONAL RESIDENTIAL UNIT	\$2,435.36	\$100,000.00	3/5/2024
26	N-2024-26	6 IRONWOOD CRT NORWICH, NORWICH TWP	Residential building	New	SINGLE DETACHED DWELLING	\$3,069.37	\$300,000.00	3/8/2024
27	N-2024-23	365508 EVERGREEN ST NORWICH TWP	Agricultural	New	SOW BARN 50'X120' AND 20'X20' (BREEZEWAY)	\$2,638.11	\$310,000.00	3/11/2024

BUILDING SERVICES – QUARTERLY REPORT – JANUARY TO MARCH 2024

No.	Permit Number	Address	Class of Construction	Work Type	Description of Permit	Permit Fees (\$)	Cost of Construction (\$)	Issued Date
28	N-2023-234	445867 GUNN'S HILL RD NORWICH TWP	Sewage system	Repair	REPLACE EXISTING RESIDENTIAL SEPTIC	\$1,126.00	\$6,500.00	3/15/2024
29	N-2023-235	445867 GUNN'S HILL RD NORWICH TWP	Change of use		ADDITIONAL RESIDENTIAL 2nd FLOOR UNIT WITH 1ST FLOOR STORAGE	\$1,713.00	\$15,000.00	3/20/2024
30	N-2024-18	465537 CURRIES RD NORWICH TWP	Agricultural	Addition	AGRICULTURAL DAIRY BARN ADDITION 160'X112'	\$4,800.00	\$500,000.00	3/20/2024
31	N-2022-288	31 DOVER ST OTTERVILLE, NORWICH TWP	Accessory structures	New	RESIDENTIAL STORAGE SHED, 18' X 22' WITH 8' X 8'8" PORCH	\$ 912.48	\$15,000.00	3/21/2024
32	N-2024-25	25 1/2 JOHN ST NORWICH, NORWICH TWP	Accessory structures	New	PRE-FAB GARDEN SHED	\$ 732.96	\$8,500.00	3/21/2024
33	N-2024-30	45 HERB ST NORWICH, NORWICH TWP	Residential building	New	SINGLE FAMILY DWELLING	\$2,527.06	\$425,000.00	3/21/2024
34	N-2024-36	51 DELONG DR NORWICH, NORWICH TWP	Pools	New	POOL ENCLOSURE AND DECK	\$ 343.60	\$25,000.00	3/21/2024
35	N-2024-5	28 CLOVER LANE OTTERVILLE, NORWICH TWP	Sewage system	New	RESIDENTIAL SEPTIC - NEW	\$ 410.00	\$20,000.00	3/21/2024
36	N-2024-40	264824 MAPLE DELL RD NORWICH TWP	Agricultural	New	AG STORAGE REPLACING AG STORAGE RAZED BY FIRE (35'X76')	\$1,013.00	\$40,000.00	3/25/2024
37	N-2023-221	592111 OXFORD 13 NORWICH TWP	Accessory structures	Addition	RESIDENTIAL GARAGE STORAGE ADDITION (16'X40')	\$ 685.20	\$50,000.00	3/26/2024

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						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	37	56,870.53	4,959,404.03			



DEPARTMENT: PUBLIC WORKS DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
MARCH 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Staff trimmed and removed trees and debris from road sides.
- Staff removed grass shoulders in preparation for the gravel resurfacing program starting in May.
- Only 2 winter events required a response for the month of March.
- The County Yard Waste Depot continues to received a larger than normal use with residents taking advantage of the weather.
- Sign maintenance including replacement and repairs were undertaken, Staff have noticed an increase in vandalised and stolen signs.
- Staff have begun removing plow equipment from trucks.
- Some gravel shouldering, and guiderail cleanup has begun.

ACTIVITY FORECAST FOR NEXT MONTH

- Road side maintenance and gravel road shoulders will continue to be our focus in April, as well as vehicle and winter equipment removal/repairs.

Prepared by:
Ken Farkas
Director of Public Works

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



DEPARTMENT: COMMUNITY SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
MARCH 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Emily Stowe Auction held March 2nd. This event is a very well-organized event in its 10th year.
- Slash the Stigma Hockey for Mental Health Adult Hockey Tournament was held March 15th-17th. This event raised \$39,715.00 for the Canadian Mental Health Association. This event has raised over \$100,000 in 3 years.
- Norwich Jr. 'C' Merchants advanced to the 2nd round of playoffs; their season came to an end March 22nd.
- March Break Free Skates were held throughout the week of March 11th – 15th. All skates were sponsored and free to attend.
 - Otterville Optimist Club – March 11th
 - MPP Ernie Hardeman – March 12th
 - Stubbe's Precast – March 14th
 - Norwich United Church Summer Camp – March 14th
- Norwich Minor Hockey season is coming to a close. 1 team has advanced to the OMHA finals, Davidson's Power Sports U13 Rep, the OMHA finals will be hosted in Halton Hills.
- Norwich Bazaar Vendor sale was hosted in the Community Centre, many local vendors were in attendance.
- Community Flag Pole base was installed. Pole installation will take place over the coming weeks.
- Norwich Otterville Minor Ball has started indoor practice in the Community Centre. These practices continue through the month of April until diamonds open for the season May 1st, weather pending.
- Easter Egg Hunt took place at the Harold Bishop Park; this is a yearly event organized by the Norwich Optimist Club.
- Grass Tender closed and awarded by Council.
- Zero-Turn has been ordered as per the 2024 Capital Budget. A 2024 Z-Trax from Premier Equipment in Norwich was purchased using the CANOE procurement group platform.
- Planning stages of the 7th Dressing Room Capital Project as well as the Arena Lighting Replacement have started.

- Community Services Staff Attended Working at Heights Training as per Ministry of Labour requirements.

ACTIVITY FORECAST FOR NEXT MONTH

- NDSC will be holding their annual skating carnival on April 6th. Show times are at 1:30pm and 7pm. Set up for this event begins Thursday April 5th in the afternoon. Regular ice rentals are available once again on Sunday April 7th.
- Final Day for ice is Sunday April 7th, staff will commence ice removal on April 8th.
- Several events in the Norwich Community Centre Auditorium throughout the month of April
 - Saturday April 6th - Norwich and District Curling Club will be hosting their annual year end banquet
 - Norwich-Otterville Minor Ball continues practicing throughout the month of April
 - Wednesday April 10th - Norwich Chamber of Commerce Awards Banquet
 - Friday April 12th - Norwich Minor Hockey Year End Banquet
 - Saturday April 13th - Private Rental
 - Saturday April 20th - Jr. 'C' Fish Fry
 - Friday April 26th - A Night Out in Oxford
- Seasonal Softball Ontario Umpire Clinics will be held April 27/28 in the Optimist Hall
- Community Flag Pole and planters to be installed
- Community Services staff will begin seasonal park clean ups and continue throughout the month of April, weather permitting
- Various outside hall rentals at Oxford Centre Hall, Pioneer Rooms and Springford Hall continue throughout the month.
- Install of Meadows Park Sign
- Preliminary meetings to be held with grass contractors for the 2024 season.
- Community Services staff will be attending Certified Pool Operator training hosted by the Town of Ingersoll.
- Community Services staff will be completing First Aid Training as per Township of Norwich policy.

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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
MARCH 2024 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- **Artificial Intelligence in Primary Care:** Staff participated in two webinars (Telus Community of Practice on March 6 and Ontario MD Educates on March 20) regarding the use of artificial intelligence (AI) and AI scribes in healthcare. The use of AI in healthcare has received significant interest and attention recently, particularly over the past six months, as a means to decrease the administrative burden on physicians. Dr. Jeffries applied to a Ministry of Health funded evaluation study on the use of AI Scribes and Robotic Process Automation in primary care but was not one of the providers selected due to overwhelming response across the province.
- **Cervical Cancer Screening Clinic:** Screened 13 patients at the March 20 clinic.
- **Secure Messaging:** Completed system setup for Dr. Wendling and Dr. Jeffries to utilize an integrated secure messaging system for use with the Ministry of Health's Secure Messaging Proof-of-Concept Pilot. This Pilot is intended to support the delivery of services to patients by secure messaging to complement care within existing patient-physician relationships and to support increased patient access to care. This two-year Pilot runs from April 1, 2024 through March 31, 2026.
- **Physician Recruitment:** Staff are working with a prospective physician regarding the relocation of their existing practice to the Norwich Medical Centre.
- **Patient Wait List:** The Township waitlist now stands at 95 residents on the overall wait list of 334 prospective patients, with 95 of this total waiting specifically for a female physician. These numbers include any previous patients of Dr. Punia that were not able to be accommodated within a practice.
- **Measles in Ontario:** Following lab confirmed cases of measles in Ontario late in February, staff remained busy throughout March fielding calls and following Public Health's guidance on screening, testing, and immunization for at-risk individuals. By March 23, Canada had 38 confirmed cases of measles and Ontario had already exceeded its entire total of confirmed cases from 2023. Additional information can be obtained from Southwestern Public Health's Measles information page at: <https://www.swpublichealth.ca/en/community-health/measles.aspx>.

ACTIVITY FORECAST FOR NEXT MONTH

- Secure Messaging Pilot Program for Dr. Wendling and Dr. Jeffries begins April 1
- Oxford Primary Care Network Meeting April 2
- Cervical Cancer Screening Program clinics April 3 & 17
- Norwich Neighbourhood Network Meeting April 11
- Meeting with Care Coordinator for Home and Community Care Support Services South West on April 12

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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

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