



Monthly Department Updates

October, 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
OCTOBER 2023 REPORT

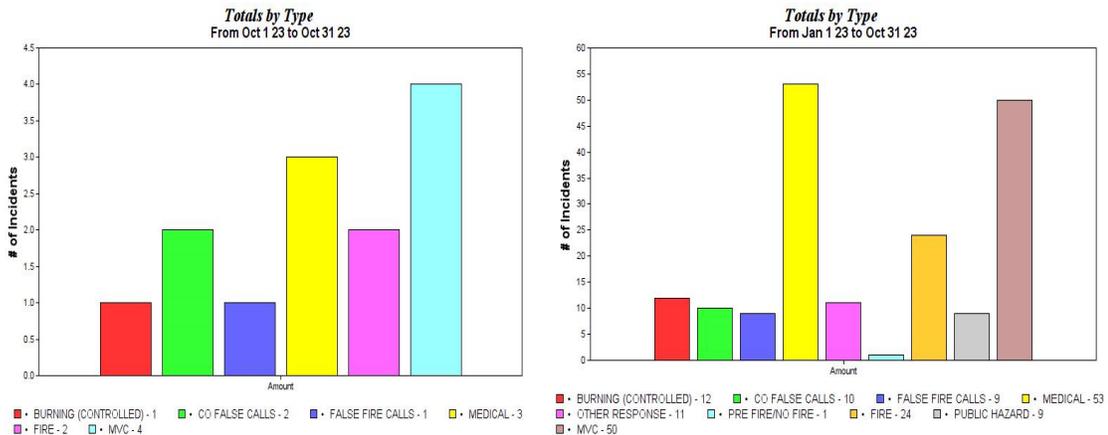
INTRODUCTION/BACKGROUND

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

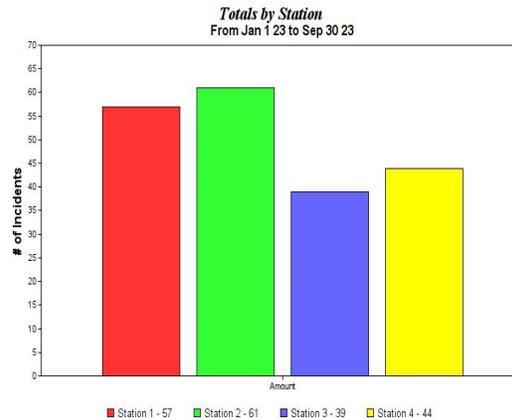
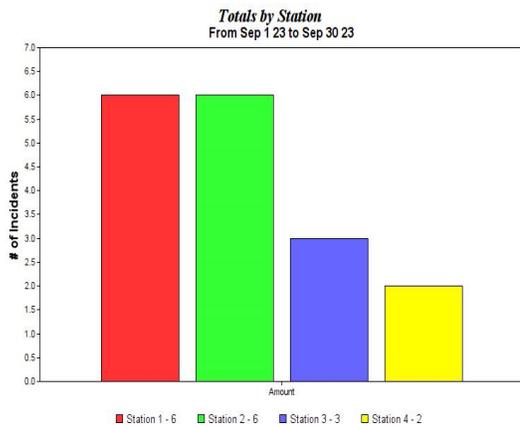
ACTIVITY PAST MONTH

FIRE SERVICES

- **EMERGENCY RESPONSE:**
 - In October 2023, the Department responded to thirteen (13) incidents as compared to twenty-seven (27) in 2022 and eighteen (18) in 2021.
 - To date in 2023, NFS has responded to one hundred seventy-nine (179) incidents as compared to one hundred eighty-four (184) in 2022, and one hundred ninety (190) in 2021.



- Volunteer Firefighters performed approximately 197 hours of emergency response activities as compared to 172 hours in October 2022.
- Firefighters have performed approximately 3,325 hours of emergency response activities from January 1, 2023 – October 31, 2023, as compared to 1,833 hours in 2022, and 2,359 hours in 2021 for the same period.
- Under the Norwich Fire Service response protocols, Station 1 responded to four (4) incidents, Station 2 to four (4), Station 3 to four (4) and Station 4 to two (2).



- **PUBLIC EDUCATION:**
 - In October 2023 the fire station signs displayed the following fire safety tips and messages:
 - Get heating appliances inspected before using
 - Hunting camps need alarms too
 - What's your home escape plan?
 - Green flashing light – firefighter responding to emergency

- **RECRUITMENT/HIRING**
 - Norwich Fire Service has hired four (4) new firefighters to replace outgoing and vacant positions in NFS. All new hires will commence duties in early December.

- **FIRE INSPECTION/CODE ENFORCEMENT**
 - Fire Prevention Officer (FPO) continues to conduct fire inspections and follow-ups. Additionally, the FPO continues to conduct inspections related to the downtown core. Currently, fire drills and inspections have been completed on the vulnerable occupancies – making the Township of Norwich compliant for annual provincial requirements.

- **TRAINING OFFICER (TO) ACTIVITIES**
 - TO coordinating NFPA weekend courses on behalf of the Rural Fire Services of Oxford County related to medical training, fire service educators, public information officer development, pump operations, DZ licensing, and fire instructor.
 - TO working on 2024 scheduling for new recruit class testing with the Office of the Fire Marshal as well as course development and posting courses on the new online course registration platform with Oxford County IT.

- **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 October.

- STATION 3 REPLACEMENT
 - Station 3 replacement of the water filling station inside the building continues to work toward a resolution. Staff have met with representatives at the Burgessville Station to review a proposed solution and will update Council once everything is finalized.

- STATION 2 TANKER REPLACEMENT
 - Station 2 tanker, which the Township ordered in April 2022, is slated for delivery on November 8, 2023. The manufacturer will provide orientation training to the Station 2 Officers who will then train the firefighters on the apparatus in the coming weeks. Once all firefighters from the station are trained on all aspects of the apparatus, equipment will be transferred to the truck and it will be officially put into service. The new apparatus will serve as the front-line medical response apparatus for Station 2.

- 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 \$17,133.90, to date \$5,580.19 has been collected.

- FIRE MARQUE
 - In October 2023, NFS submitted one claim to Fire Marque for processing.

- BURN PERMITS
 - In October 2023, staff issued two (2) new Burn Permits as compared to zero (0) in 2022 for the same period.

- BYLAW
 - ENFORCEMENT
 - In October 2023, staff investigated four (4) new complaints as compared to nine (9) in 2022 and five (5) in 2021 for the same period.
 - Complaints pertained to property standards, noise and parking.
 - The By-law Officer conducted multiple visits as part of ongoing enforcement related to a number of complaints.
 - To date in 2023, approximately seventy-six (76) parking tickets have been issued in Otterville and Norwich as a result of complaints of violations. The amount of \$6,325 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 October.

 - 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)
 - 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 (NOVEMBER)

- Staff completing application for Emergency Preparedness Grant Application
- Monthly meeting of the 5 rural fire Chiefs to discuss training, response, and common issues.
- Staff to deliver recruit orientation for 4 new hires which replaced outgoing firefighters.
- Staff to attend the Ontario Association of Fire Chiefs meeting for 3 days out of the 5 the conference is running.
- Transition equipment from old Tanker and post old tanker for sale on GovDeals as per Council direction.
- Monthly meeting with the District Chiefs of the 4 Fire Stations
- Staff to attend full medical training and ensure all NFS personnel receive training (full certification every 6 years).
- Some NFS officers to attend a Norfolk Fire Officer Symposium on topics related to lithium-ion battery fires and high-rise fires.

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
OCTOBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTHS for OCTOBER

- A completion certificate was received for the Beck Drain Branch B 2021 on October 12, 2023
- The Court of Revision for the Bishop Drain 2023 was held on October 10, 2023
- Branch 'B' & 'C' of the Springford Municipal Drain 2023 report was filed with the Clerk on October 5, 2023 and accepted by Council at the October 24, 2023 Council Meeting.

ACTIVITY FORECAST FOR NEXT MONTH (NOVEMBER 2023)

- Consideration of Branch B & C of the Springford Municipal Drain report to be held at the November 14th, 2023 Council Meeting
- Tenders for construction of the Bishop Municipal Drain are due November 8th, 2023.
- Construction of the Harvey Drain to commence in November.

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
OCTOBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

Permitting

- **Fourteen (14)** permits, including **one (1)** septic permit, were issued in October.
- **Twenty (20)** applications were received in October, of those received;
 - **Thirteen (13)** submitted **incomplete** (requiring further information, revision, or compliance with applicable law), **or are in review awaiting approval**,
 - **Seven (7)** applications were submitted **complete**, reviewed, and **issued**

Planning/Development Fees Study 2023

- Quotation period expired Oct 31st 2023. Two (2) quotes and proposals were received from the three (3) requested qualified consultants. Final award notification was sent to Tunnock Consulting and terms accepted for purposes of conducting the Fees Study.

Zoning By-law House Keeping Amendment

- Township and County staff met Oct 29th to coordinate and discuss proposed amendments to the Townships current Zoning by-law, and to discuss scheduling of the house keeping amendment for public meeting and council consideration purposes.

ACTIVITY FORECAST FOR NEXT MONTH

Planning/Development Fees Study 2023

- Staff will be proceeding with collecting data and corresponding with the Consultant for purposes of conducting the draft study throughout the remainder of the calendar year.

Zoning By-law House Keeping Amendment

- Staff will be continuing to work with County Planning staff towards a draft amendment which address a variety of housekeeping related amendments to the by-law. This amendment will not include provisions addressing new policy and amendment to permit ARU's at this time. A subsequent amendment will be made to effect these changes under a separate amendment schedule.

INFORMATION AND CORRESPONDANCE

Provincial Updates (Code News)

New Guidelines for Building Inspector Internship Programs

- Ontario has developed program guidelines to support the creation of municipal internship programs for building inspectors under the updated, flexible and streamlined Building Code internship provisions made in April 2022. This information is now available for municipalities and prospective interns on the ministry's Building Code webpage: (<https://www.ontario.ca/page/ontarios-building-code>).

Updated Digital Version of the 2012 Building Code Compendium Now Available

- The digital English version of the 2012 Building Code Compendium has been updated to include recent Building Code amendments made through Ontario Regulations 30/23, 31/23, and 89/23.

The digital Compendium includes user-friendly features such as bookmarks, hyperlinked tables of contents, and the ability to insert personal notes or highlight sections of the Code.

Request this updated copy by visiting <https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>

ATTACHMENTS

- Building Services – Quarterly Report – July to September 2023
- Building Permit Fee – Construction Value Comparison – July to September 2023

POTENTIAL BUDGET IMPACTS

- None

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 – JULY TO SEPTEMBER 2023

No.	Permit Number	Address	Class of Construction	Work Type	Description Of Permit	Permit Fees (\$)	Cost Of Construction (\$)	Issued Date
1	N-2023-41	285801 Airport Rd Norwich, Norwich Twp	Commercial Building	Addition	Structural Extension For Commercial Warehouse Expansion	4656.00	1,600,000.00	7/25/2023
2	N-2023-50	100 Deer Cres Burgessville, Norwich Twp	Sewage System	New	Residential Septic (New For Pool House)	875.00	10,000.00	8/9/2023
3	N-2023-65	445140 Gunn's Hill Rd Norwich Twp	Agricultural	New	Agricultural Storage - Hay	3600.00	840,000.00	7/25/2023
4	N-2023-68	164774 New Rd Norwich Twp	Agricultural	Addition	Machine Storage - Addition	1005.00	40,000.00	8/4/2023
5	N-2023-69	545875 Pattullo Ave Norwich Twp	Residential Building	Addition	Residential Attached Garage Addition	1386.58	60,000.00	7/19/2023
6	N-2023-72	285005 Pleasant Valley Rd Norwich Twp	Agricultural	Addition	Ag Lands With Industrial Use Structure - Welding & Manufacturing	12665.20	550,000.00	7/31/2023
7	N-2023-76	103 Delong Dr Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	2382.30	150,000.00	7/17/2023
8	N-2023-82	814583 Muir Line Norwich Twp	Residential Building	Addition	Replace Deck And Add Roof - Creating Screened In Porch.	550.00	38,000.00	9/14/2023
9	N-2023-92	37 Stover St S Norwich, Norwich Twp	Accessory Structures	New	Pre-Made Building To Be Dropped Off And Secured At Our Site.	294.00	8,000.00	7/17/2023
10	N-2023-100	184623 Cornell Rd Norwich Twp	Agricultural	Addition	Addition To Beef Barn For Hay Storage, 60' X 62'	772.00	50,000.00	7/7/2023
11	N-2023-101	285761 Airport Rd Norwich, Norwich Twp	Commercial Building	New	Retail/Commercial Building For Feed And Seed	12263.20	800,000.00	7/7/2023
12	N-2023-105	505767 Old Stage Rd Norwich Twp	Institutional Building	Addition	Installation Of Two Portable Classrooms	1026.76	50,000.00	8/31/2023
13	N-2023-106	285005 Pleasant Valley Rd Norwich Twp	Sewage System	New	Industrial Building - Septic Alteration	650.00	15,000.00	8/4/2023
14	N-2023-109	107 Cayley St Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	2922.84	436,100.00	8/9/2023
15	N-2023-110	99 Cayley St Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	2736.84	391,495.00	8/9/2023
16	N-2023-111	68 Cayley St Norwich, Norwich Twp	Residential Building	New	Semi-Detached Dwelling	2578.94	203,499.00	8/9/2023
17	N-2023-112	70 Cayley St Norwich, Norwich Twp	Residential Building	New	Semi-Detached Dwelling	2575.76	203,500.00	8/9/2023

BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2023

No.	Permit Number	Address	Class of Construction	Work Type	Description Of Permit	Permit Fees (\$)	Cost Of Construction (\$)	Issued Date
18	N-2023-113	82 Cayley St Norwich, Norwich Twp	Residential Building	New	Semi-Detached Dwelling	2566.16	203,500.00	8/9/2023
19	N-2023-114	74 Cayley St Norwich, Norwich Twp	Residential Building	New	Semi-Detached Dwelling	2571.54	203,500.00	8/9/2023
20	N-2023-116	345976 Quaker St Norwich Twp	Accessory Structures	New	New Residential Shed For Storing Equipment And Tools.	994.00	94,000.00	7/24/2023
21	N-2023-117	40 River Oaks Dr Otterville, Norwich Twp	Accessory Structures	New	Residential Storage	540.25	25,000.00	8/18/2023
22	N-2023-118	425060 Substation Rd Norwich Twp	Agricultural	New	Agricultural Commodity Storage, 180' X 240'8"	4332.00	864,000.00	7/5/2023
23	N-2023-120	78 Herb St Norwich Twp	Residential Building	New	Single Detached Dwelling	2617.01	500,000.00	8/22/2023
24	N-2023-121	345976 Quaker St Norwich Twp	Demolition	Demolish	Demolition Of Existing Residential Detached Garage	140.00	500.00	7/21/2023
25	N-2023-124	345609 Quaker St Norwich Twp	Residential Building	Addition	Extensive Renovation And Addition To Existing Sfd	3267.67	500,000.00	7/26/2023
26	N-2023-125	107 Main St W Norwich Twp	Accessory Structures	Addition	Garage Addition To Existing Garage	463.36	12,000.00	7/28/2023
27	N-2023-129	445805 Gunn's Hill Rd Norwich Twp	Agricultural	New	Beef Barn 80'x300'	4600.00	840,000.00	7/7/2023
28	N-2023-131	265012 Maple Dell Rd Norwich Twp	Agricultural	Addition	Agricultural Machine Storage Addition, 40' X 50'	900.00	150,000.00	8/18/2023
29	N-2023-134	506107 Old Stage Rd Norwich Twp	Agricultural	New	Machine Storage (50'x100')	1350.00	195,000.00	8/21/2023
30	N-2023-135	345099 Quaker St Norwich Twp	Accessory Structures	New	Adding Covered Porch (Constructing Platform, Extending Rooflines)	547.92	20,000.00	8/1/2023
31	N-2023-136	33 Victoria St Norwich, Norwich Twp	Residential Building	Alteration	Replace An Existing Carport (20' X 14')	497.02	5,800.00	7/21/2023
32	N-2023-138	285242 Pleasant Valley Rd Norwich Twp	Sewage System	Replacement	Replacement Sewage System Serving Single Detached Dwelling	875.00	30,000.00	8/9/2023
33	N-2023-139	53 Herb St Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	2600.06	485,000.00	7/26/2023
34	N-2023-144	3 Clover Lane Otterville, Norwich Twp	Residential Building	New	Single Detached Dwelling	5661.05	650,000.00	8/18/2023

BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2023

No.	Permit Number	Address	Class of Construction	Work Type	Description Of Permit	Permit Fees (\$)	Cost Of Construction (\$)	Issued Date
35	N-2023-145	28 Clover Lane, Otterville Norwich Twp	Residential Building	New	Single Detached Dwelling	4962.44	800,000.00	8/17/2023
36	N-2023-146	465418 Curries Rd Norwich Twp	Agricultural	New	This Shed Is Being Build To Replace Previous Shed Lost Due To Fire On January 21st 2023	2496.00	300,000.00	8/1/2023
37	N-2023-147	100 Deer Cres Burgessville, Norwich Twp	Accessory Structures	New	Build Detached Garage, Washroom, Boat Storage & Shop Space.	855.80	225,000.00	8/9/2023
38	N-2023-148	40 North Court St W Norwich, Norwich Twp	Pools	New	Pool Enclosure - Above Ground Pool	200.00	27,000.00	7/21/2023
39	N-2023-150	28 Clover Lane Otterville Norwich Twp	Accessory Structures	New	Detached Residential Garage	750.02	150,000.00	8/17/2023
40	N-2023-151	28 Clover Lane Otterville Norwich Twp	Sewage System	New	Residential Septic (New)	2750.00	26,000.00	8/17/2023
41	N-2023-152	3 Clover Lane Otterville, Norwich Twp	Sewage System	New	Residential Septic - New	1100.00	12,000.00	8/18/2023
42	N-2023-153	345609 Quaker St Norwich Twp	Sewage System	Replacement	Residential Septic (New)	1100.00	30,000.00	7/26/2023
43	N-2023-154	7 South Court St E Norwich, Norwich Twp	Residential Building	Addition	New Second Story To Existing Addition (25'x14')	1963.00	120,000.00	9/13/2023
44	N-2023-155	285242 Pleasant Valley Rd Norwich Twp	Pools	New	Inground Pool With Fence Enclosure	200.00	50,000.00	7/31/2023
45	N-2023-157	42 Sunview Dr Norwich, Norwich Twp	Pools	New	Pool Enclosure - Inground	200.00	10,000.00	8/10/2023
46	N-2023-159	385087 Highway 59 Norwich Twp	Demolition	Demolish	Demolition - Vacant House	140.00	5,000.00	8/16/2023
47	N-2023-160	36 Wood St E Springford, Norwich Twp	Sewage System	New	Residential Septic (New)	1100.00	10,000.00	9/27/2023
48	N-2023-162	36 Wood St E Springford, Norwich Twp	Residential Building	New	Single Detached Dwelling	5356.21	500,000.00	9/27/2023
49	N-2023-163	385146 Highway 59 Norwich Twp	Miscellaneous	New	Wedding Tent (40'x80')	250.00	1,500.00	8/16/2023
50	N-2023-167	714613 Middletown Line Oxford Centre, Nor Twp	Accessory Structures	New	Residential - Garden Shed (12'x20')	380.60	5,000.00	8/16/2023

BUILDING SERVICES – QUARTERLY REPORT – JULY TO SEPTEMBER 2023

No.	Permit Number	Address	Class of Construction	Work Type	Description Of Permit	Permit Fees (\$)	Cost Of Construction (\$)	Issued Date
51	N-2023-169	405458 Beaconsfield Rd Norwich Twp	Residential Building	New	Single Detached Dwelling	7440.56	950,000.00	9/14/2023
52	N-2023-170	57 Herb St Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	2644.84	395,000.00	9/18/2023
53	N-2023-171	113 Delong Dr Norwich, Norwich Twp	Residential Building	New	Single Detached Dwelling	3130.60	150,000.00	9/13/2023
54	N-2023-172	264813 Maple Dell Rd Norwich Twp	Agricultural	New	Agricultural Storage 100'x175'	3225.00	750,000.00	8/30/2023
55	N-2023-173	754537 Highway 53 Norwich Twp	Agricultural	New	Agriculture Storage, 56' X 96'	1406.40	90,000.00	8/24/2023
56	N-2023-174	345491 Quaker St Norwich Twp	Sewage System	New	Residential Septic (New)	1100.00	10,000.00	9/21/2023
57	N-2023-176	225200 Otterville Rd Norwich Twp	Agricultural	Addition	Agriculture Storage Addition, 120' X 72'	1896.00	200,000.00	9/14/2023
58	N-2023-180	405458 Beaconsfield Rd Norwich Twp	Sewage System	New	Residential Septic (New)	2750.00	40,000.00	9/11/2023
59	N-2023-181	416 Main St E Springford, Norwich Twp	Plumbing	Repair	Water Main Repair	225.00	3,000.00	8/29/2023
60	N-2023-182	604 Main St S Burgessville, Nor Twp	Signs	Replacement	Replacement Sign - Library	225.00	950.00	9/1/2023
61	N-2023-185	285136 Pleasant Valley Rd Norwich Twp	Agricultural	New	Agricultural Storage 50'x50' (Non-Livestock)	975.00	50,000.00	9/20/2023

BUILDING PERMIT FEE - CONSTRUCTION VALUE COMPARISON

	2022 MONTHLY TOTALS			2022 YEARLY TOTALS TO DATE		
	Permits	Fee	Value	Permits	Fee	Value
JANUARY	15	35,082.01	5,699,000.00	15	35,082.01	5,699,000.00
FEBRUARY	43	90,206.83	17,120,300.00	58	125,288.84	22,819,300.00
MARCH	24	27,213.21	3,953,500.00	82	152,502.05	26,772,800.00
APRIL	21	28,580.67	4,907,000.00	103	181,082.72	31,679,800.00
MAY	41	52,058.79	5,693,201.00	144	233,141.51	37,373,001.00
JUNE	45	54,908.11	6,772,700.00	189	288,049.62	44,145,701.00
JULY	24	24,823.63	2,437,900.00	213	312,873.25	46,583,601.00
AUGUST	28	56,632.70	6,082,400.00	241	369,505.95	52,666,001.00
SEPTEMBER	21	38,754.31	3,985,500.00	262	408,260.26	56,651,501.00
OCTOBER	23	35,179.34	4,797,901.61	285	443,439.60	61,449,402.61
NOVEMBER	16	33,268.82	4,302,745.00	301	476,708.42	65,752,147.61
DECEMBER	22	30,530.00	1,911,798.00	323	507,238.42	67,663,945.61
TOTAL	323	507,238.42	67,663,945.61			

	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						
NOVEMBER						
DECEMBER						
TOTAL	160	313,957.54	41,141,335.00			



DEPARTMENT: PUBLIC WORKS DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
OCTOBER 2023 REPORT

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Rocks Mill Bridge has been removed and prepared for the installation of the new structure. The new bridge has been delivered, and is ready to be assembled.
- Staff completed the annual sidewalk survey, identifying areas for replacement and grinding trip hazard.
- All plows, wings and winter maintenance equipment has been prepared and ready for use, the sand / salt dome has been filled for the winter season.
- Staff continued with asphalt patching, road side trimming, and fall grading is underway.
- As always, the yard waste depot has been busy for these months.
- PW staff completed fork lift training in October

ACTIVITY FORECAST FOR NEXT MONTH

- Vehicle maintenance, fall grading, asphalt patching and the annual sign inspections are planned for the month of November.

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 2023 REPORT**

INTRODUCTION /BACKGROUND

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

ACTIVITY PAST MONTH

- Building Condition Assessment site visits concluded. Awaiting final report from Facility Risk Solutions.
- Staff attended First Aid/CPR training
- 1 full-time staff member attended ORFA (Ontario Recreation Facilities Association) Training, 4 day refrigeration course
- Park and Cemetery clean ups continued throughout the month at various locations
- Otterville Park winterized for season
- Ducky Dennis multi-use pad drain work started
- Ducky Dennis Park front entrance garden and bollards removed (Public Works)
- Shrub line removed on North side of pavilion at Ducky Dennis Park

October Community Halls Activity

Oxford Centre Hall

- 8 days rented. Various events (wedding, family gatherings, fundraiser)

Pioneer Rooms

- 4 days rented, Family Gatherings

Norwich Community Centre

- 16 days rented. Various events (weddings, fundraisers, meetings)

Springford Hall

- 10 days rented. Various events (wedding, family get togethers, meetings)

ACTIVITY FORECAST FOR NEXT MONTH

- Ducky Dennis multi-use court work to continue

- Curries Park parking lot completed
- Attending Joint Accessibility Meeting November 22nd at the NCC.
- Fall clean ups of Parks and Cemeteries to continue

ATTACHMENTS

- Pics of Curries parking lot

POTENTIAL BUDGET IMPACTS

- N/A

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DEPARTMENT: MEDICAL SERVICES DEPARTMENT
SUBJECT: MONTHLY ACTIVITIES
OCTOBER 2023 REPORT

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 77 residents on the overall wait list of 237 prospective patients, with 22 prospective patients having started the intake process since the last update.
- **Oxford Physician Recruitment Group:** Met on October 2. Due to time constraints and an alternate proposal from the Oxford and Area OHT to hire a physician recruiter to serve the Oxford County area, the Group has decided to scale back recruitment efforts for 2024 and focus on hosting the Discovery Week event.
- **Online Appointment Booking:** Completed first step of integration process to proceed with online appointment booking pilot program.
- **Cervical Cancer Screening Working Group:** Met on October 16 to discuss next steps for rollout of proposed Cervical Cancer Screening Program. Completed initial review on data sharing agreement.
- **Medical Centre Building Condition Assessment:** Completed October 23, awaiting final report.
- **Influenza Season:** Rollout of flu vaccine to the general population began October 18. Vaccines are now also available at participating pharmacies. All patients are encouraged to contact the office to schedule their immunization or to inform if they have received their flu vaccine elsewhere.
- **Physician Recruitment:** Application to add a new physician to the Family Health Organization, practicing out of the Norwich Medical Centre, received approval from the Ministry of Health. Anticipated start December 2023.

ACTIVITY FORECAST FOR NEXT MONTH

- Complete final step of integration process and proceed with rollout of online appointment booking
- Oxford Primary Care meeting with Oxford and Area OHT
- Complete data sharing agreement for Cervical Cancer Screening Program
- Prepare for anticipated start of new physician
- Continue influenza vaccine program
- Capital Budget

ATTACHMENTS

- None

POTENTIAL BUDGET IMPACTS

- None

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