



CLEARVIEW

2022

ANNUAL REPORT

PREPARED BY

CLEARVIEW TOWNSHIP

www.clearview.ca

217 Gideon Street, Stayner ON L0M 1S0

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SENIOR MANAGEMENT MESSAGE

Senior Management is proud to present our 2022 Annual Municipal Report. This report highlights major initiatives, progress, and accomplishments over the past year. Clearview Township's citizens, council, and staff have been living and working in a changing social and economic environment. The pandemic for all intent-in-purpose is over, however, the lingering effects of the pandemic era provide new challenges, innovative approaches, and new opportunities.

We appreciate each community that makes Clearview Township such a wonderful place to live, work and play. Together our citizens, council and staff continue to find new ways to improve our community by overcoming obstacles and forging ahead.

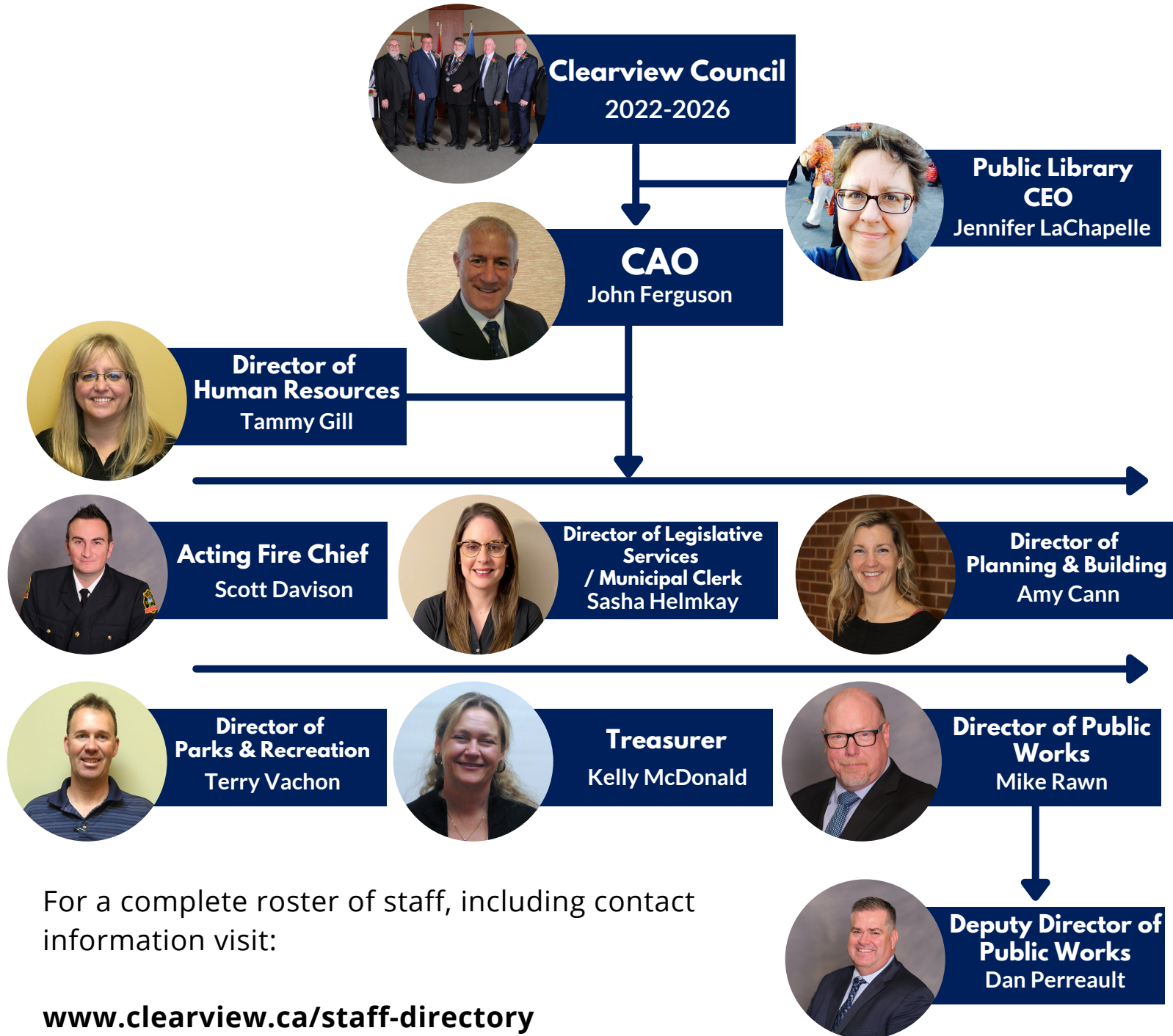
We have seen the impact on our economy, our most vulnerable and the challenges businesses and individuals have faced with inflation and as such all local businesses and volunteers need to be commended. Our citizens remain positive and continue to work together. This shared approach continues to lift our community and builds greater resiliency. There will be necessary adjustments in our operations as we remain flexible in providing the necessary services our citizens expect.

No one individual or group has gone unaffected by economic changes experienced worldwide. The Township's objective to provide quality and fair service is paramount, as we recognize our shared obligations with our community and our families. We have witnessed the kindness and support citizens give to each other and the personal fulfilment this achieves.

Moving forward in 2023 we intend to focus on hearing from our community as we improve our progress together. 2022 has been a year of adjustments, transition, and in some instances, meaningful change. Senior Management with Council have witnessed the individual efforts made by so many. Our staff genuinely care about Clearview Township and you, our resolute and resilient citizens.

Sincerely,

Clearview Township's Senior Management Team





CLEARVIEW COUNCIL

2022-2026



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VISION, MISSION & STRATEGIC PLAN

VISION

Clearview will be a unified community consisting of vibrant towns, villages, and hamlets in a rural setting, drawing from the strength of its unique and diverse heritage to embrace the future.

MISSION

As a steward of our natural and human resources, Clearview Township will provide creative and thoughtful leadership to guide the services required for the benefit of present and future generations.

STRATEGIC PLAN PILLARS

The Strategic Plan focuses on five key pillars that guide the direction of the municipality. Within each pillar, there are a series of tactics that aim to support the overall goals/objectives of the municipality. The pillars include:

01



**Recreation
& Culture**

02



**Identity,
Marketing
& Promotion**

03



**Economic
Activity**

04



**Quality of
Life**

05



Governance

DEPARTMENT HIGHLIGHTS

CLEARVIEW PUBLIC LIBRARY

DEPARTMENT OVERVIEW

Clearview Public Library's mission is to enrich the lives of the residents of the Township of Clearview by responding to their educational, informational and cultural needs. Free Library membership is open to all Clearview residents and residents from partner municipalities.

DEPARTMENT HIGHLIGHTS



- The Grand Opening of the new Stayner Branch took place on May 14th with over 600 attendees including some from a Galaxy far, far away...



- Reciprocal Borrowing Agreements were signed with Essa, Penetanguishene, Ramara, Severn, Springwater, Tay, and Wasaga Beach Public Libraries providing Clearview Public Library members with a wealth of additional books, CDs, DVDs and games to peruse and check out.



- Free library membership is open to Clearview residents and through contract to residents of Mulmur and Adjala-Tosorontio Townships.
- Free membership is also open to permanent employees of Clearview Township businesses, regardless of where they live.
- The Clearview Public Library has returned to in-person programs.



- Clearview Public Library's Stayner Branch won the Ontario Association of Architects Design Excellence, and Michael V. and Wanda Plachta Awards.



DEPARTMENT HIGHLIGHTS

CLEARVIEW PUBLIC LIBRARY

DEPARTMENT HIGHLIGHTS



- Simcoe County Library Co-operative was dissolved by the County, but many of its services have been retained and reimagined.
- International Dyslexia Association's Ontario Branch awarded Clearview Public Library a grant to purchase materials for our children's collection that meet the needs of dyslexic readers.
- The Stayner Branch's Coffee Bar opened in October. Come and grab a coffee/tea/hot chocolate while you check out our collection.
- Four new databases are now available for library patrons: HelpNow, JobNow, Transparent Languages and LinkedIn Learning.
- Clearview Public Library Board approved a Memorandum of Understanding which has been reviewed and approved by the Directors of the Township of Clearview and will be presented to Clearview Council early in 2023.



DEPARTMENT HIGHLIGHTS

CLEARVIEW PUBLIC LIBRARY

AWARDS & RECOGNITION



- 2 Ontario Association of Architects (OAA) Architectural Awards received for the Stayner Branch
- Clearview Public Library CEO, Jennifer La Chapelle was elected to the Ontario Public Library Association Council
- Clearview Public Library Staff provided a tour of the Stayner Branch to Toronto Public Library staff

FUN FACTS

3 Library Branches **2** Little Free Libraries. **1** Dropbox Location.



7,500 eMagazine/Newspaper articles read per month.

Open **126** hours per week or **6,552** hours per year. 



24/7 virtual access at www.clearview.library.on.ca

DEPARTMENT HIGHLIGHTS

HUMAN RESOURCES

DEPARTMENT OVERVIEW

The Human Resources Department oversees the recruitment and onboarding of staff, workplace policies, health and safety practices, and employee awards and recognition while working with staff to ensure a cohesive and enjoyable workplace.

DEPARTMENT HIGHLIGHTS



- In 2022, Human Resources continued to navigate staff through the pandemic with guidance from the Province and Health Unit.
- Another big recruitment year with staff movement, new hires, seasonal staff and summer students, as 54 staff were onboarded.



- A new position of Human Resources Assistant was added to provide additional support to Clearview staff.
- Two new positions were added to the Public Works Department. A full-time Administrative Assistant and a temporary Project Manager.
- We welcomed Barbara Kane, as the temporary Acting Clerk in June 2022.
- The position of Deputy Chief Building Official and a full-time contract Building Inspector were added to the Building Department.
- A compensation review was completed for non-union staff & Council, ensuring pay equity legislation compliance and market equity for attracting and retaining qualified staff.
- Clearview Township received grant funding of \$25,200 through Canada Summer Jobs.
- We welcomed Amy Cann, Director of Planning and Building in November 2022.



DEPARTMENT HIGHLIGHTS

HUMAN RESOURCES



AWARDS & RETIREMENTS

In 2022, Clearview staff were provided with service recognition awards:

- 15 employees received recognition for service spanning from five to 30 years.
- Mara Burton, Director of Planning and Building retired after 35 years of Municipal Service, 7 years with Clearview Township.
- Jim Halliday, Roads Grader Operator retired after 22 years of service with Clearview Township.

FUN FACTS

3 5-year, **5** 10-year employees and **2** 15-year employees.

3 20-year, **1** 25-year employees and **1** 30-year employee.

4 new full-time permanent positions added.



Recruitment was completed for **54** positions.

DEPARTMENT HIGHLIGHTS

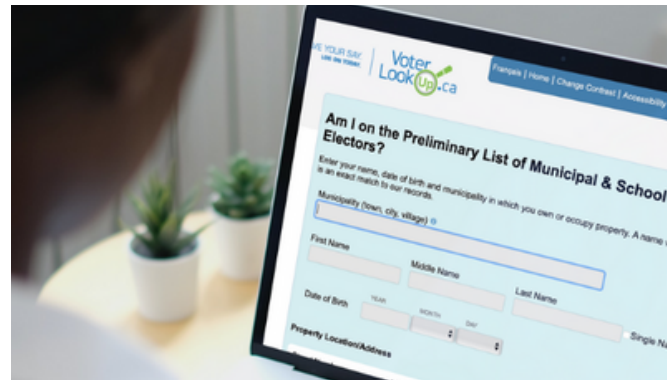
LEGISLATIVE SERVICES/CLERKS

DEPARTMENT OVERVIEW

Legislative Services provides the statutory duties required by the Municipal Act, 2001, and information services for Council, its Committees and citizens; overseeing the organization, retention and disposition of records, commissioning of Oaths, By-Law Enforcement and Licencing.

DEPARTMENT HIGHLIGHTS

- 4,125 voters turned out for the 2022 election, a slight decrease from the 2018 election.
- 3,722 ballots were cast online via internet voting and 403 ballots were cast in person using paper ballots.
- Four Advanced voting days were held with four Internet Voting Help Centres on Election Day. Staff provided assistance for four retirement/nursing homes.
- 33 staff were required to run voting locations and help centres, plus three Department staff.
- 372 electors were added to the Voter's List.
- The municipality implemented online voter registrations which allowed voters a secured way of making amendments to the Voter's List. Over 300 Voters were able to add their names or make amendments to their information without having to leave the comfort of their homes.
- Two Candidate information sessions were hosted in conjunction with Wasaga and Collingwood.
- Six Council Orientation Sessions were held for the newly appointed Members of Council.
- Council Meetings were moved from Virtual to Virtual and In-person, opening meetings again for in-person attendance.



DEPARTMENT HIGHLIGHTS

LEGISLATIVE SERVICES/CLERKS

DEPARTMENT HIGHLIGHTS



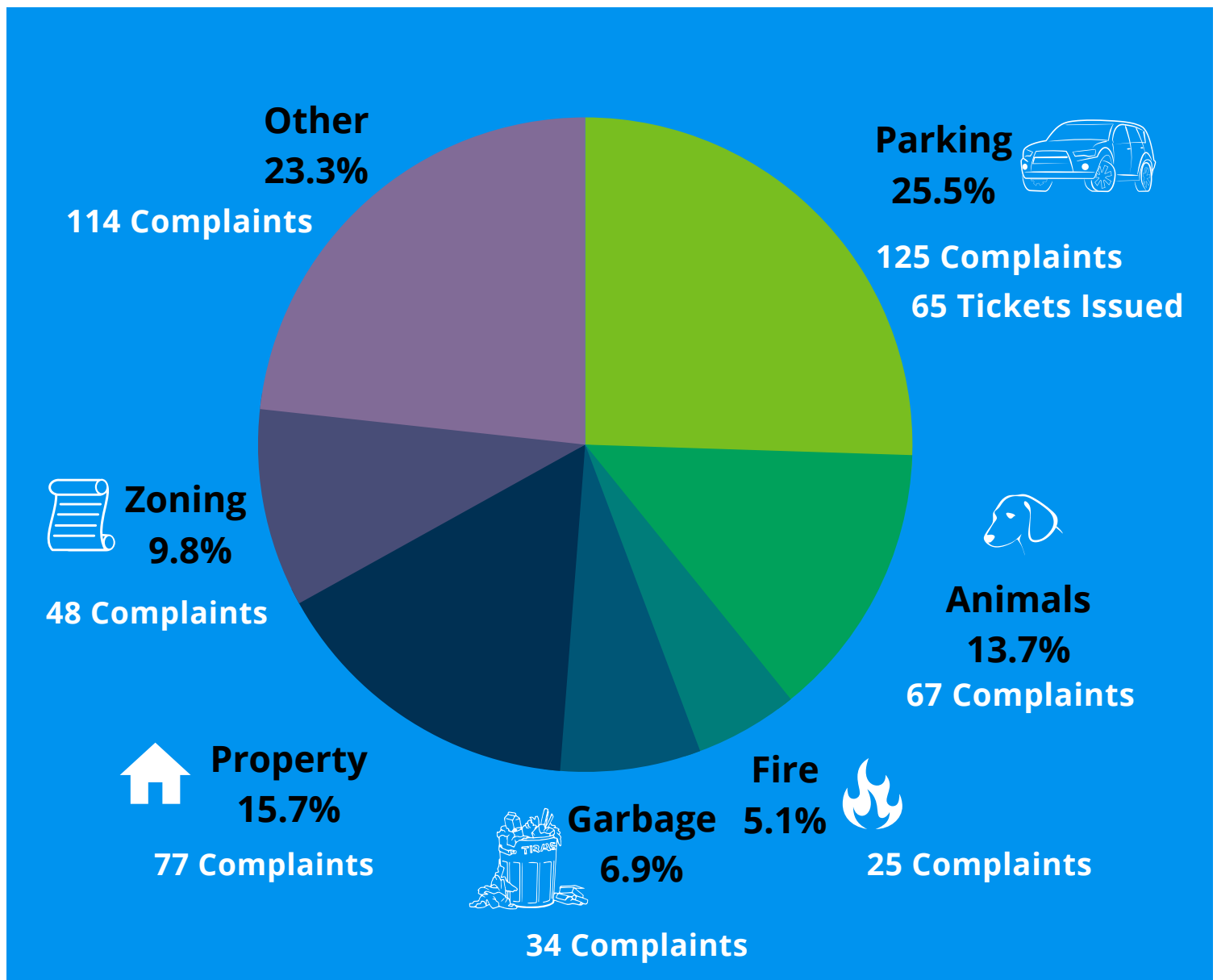
- 37 Council Meetings (including special and planning public meetings) took place either virtually, in-person or in a hybrid format.
- 107 By-laws were adopted by Council.
- 61 Board and Committee Meetings were held previous to the election in October.
- At the Stayner Union Cemetery, 26 plots were sold with only seven remaining available and four Cremation plots were sold with only five remaining available. 78 Burials were arranged.
- 10 FOIs were processed, and 114 Documents were searched, severed, and released.
- 22,316 Files were added to FileHold.
- Clearview partnered with DocuPet in 2021 and has now successfully completed the first year with 610 dogs being licensed in 2022.
- The Toys for Tickets campaign was a success with 19 parking tickets being paid by toy donations to the Simcoe County Toy Drive.
- A review of CityView, Clearview's new online complaint and follow-up software, on the number of complaints processed by the Department indicates that 15% of complaints were received by way of the online complaint portal. Residents are encouraged to use the online complaint tool to allow for real-time updates on the progress of an investigation.



DEPARTMENT HIGHLIGHTS

LEGISLATIVE SERVICES/CLERKS

COMPLAINTS RECEIVED



DEPARTMENT HIGHLIGHTS

LEGISLATIVE SERVICES/CLERKS

AWARDS & RECOGNITION

In 2022, Legislative Services celebrated some service recognition awards and welcomed some new staff:



- The By-law Department recognized 2 crossing guards for long-standing service awards, one 10-year and one 20-year.
- The Clerks Department welcomed a new Committee Coordinator.
- The By-law Department welcomed a new Crossing Guard in Creemore.
- Barbara Kane joined Clearview as the Interim Director of Legislative Services/Municipal Clerk.

FUN FACTS



Council considered **176** written Staff Reports.

4,125

Voters turned out for the 2022 Election.



3,722

ballots were cast online via Internet Voting.

114

Documents were processed under the Municipal Freedom of Information and Protection of Privacy Act.

DEPARTMENT HIGHLIGHTS

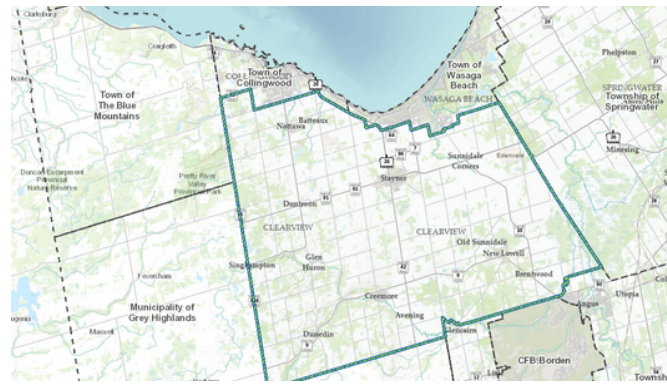
PLANNING & BUILDING SERVICES

DEPARTMENT OVERVIEW

The Planning & Building Department oversees development and growth management through Planning approvals & Building Permit applications. The department ensures safe, functional, and attractive development that is compliant with regulations, notably the Township's Official Plan.

DEPARTMENT HIGHLIGHTS

- County-provided Partner and Public Mapping systems were upgraded, including 2022 Orthophoto imagery.
- The CityView Portal for online Building Department services, applying and paying for permits along with online inspection requests was launched to the public.
- A 72-unit three-storey apartment building in Creemore, known as The Brix was approved.
- Phase I of the Jarlette Health Services Development in Stayner with the first Phase having 128 long-term care beds and 23 apartment dwellings geared toward seniors was approved.
- The department celebrated the 10-year work anniversary of the Township's GIS Specialist.
- Two applications for the Community Improvement Plan (CIP) were received and approved, providing funding for façade & streetscape upgrades to four local businesses.
- A new full-time Building Inspector was recruited.
- The Building Department issued 550 Building Permits and conducted 2,300 Building Inspections.



Render of Proposed Long-Term Care Home



DEPARTMENT HIGHLIGHTS

PLANNING & BUILDING SERVICES

FUN FACTS

18 Consents and **15** Minor Variances processed.



91 New Planning Act projects initiated.

100+ Formal Inquires & Pre-Consultations Completed.



1 Official Plan amendment ongoing.

550 Building permits issued & **297** new dwelling units created.

2,300 Inspections conducted under the Ontario Building Code.

DEPARTMENT HIGHLIGHTS CORPORATE FINANCE & INFORMATION SERVICES

DEPARTMENT OVERVIEW

The Financial Services and Treasury Department is responsible for the overall management of the Municipality's financial affairs and provides strategic financial leadership to ensure long-term financial sustainability. Information Services provides computer services for the Corporation.

DEPARTMENT HIGHLIGHTS



- A new Collection Policy for Final Billed and Delinquent UB & AR Accounts was passed.
- E-Billing for property tax and water bills was implemented in June, allowing ratepayers to receive & view notices electronically.
- 471 account holders signed up for E-billing.
- Pre-Authorized Payment and Municipal Act Forms are now available online as fillable forms for both property tax and water/sewer Accounts.
- The tax arrears notification system has been updated with notices now sent after each due date, benefitting ratepayers who have forgotten payments and resolving misapplied payments sooner.
- The 24-hour threshold for acknowledging and returning email and phone call inquiries is being met daily.
- Tax due dates have been updated to correspond with our Service Partners.
- Tax Certificate requests and payments are now processed electronically online, streamlining the entire Tax Certificate process.
- Our Tax Collector formed a provincial group sharing information and best practices on our Finance System Software.



DEPARTMENT HIGHLIGHTS CORPORATE FINANCE & INFORMATION SERVICES



FUNDING RECEIVED

In 2022, the Finance Department processed grants and funding awarded to Clearview Township:

- An OMPF Grant of \$994,200 was received.
- An OCIF Grant totalling \$1,044,495 was awarded.

FUN FACTS



Assessment growth increased by

\$320,799

237

Water & Sewer Account holders signed up for E-Billing.



234

Property Tax Account holders signed up for E-Billing.



1,025

Residents on Pre-authorized Payment Plans.

DEPARTMENT HIGHLIGHTS

FIRE & EMERGENCY SERVICES

DEPARTMENT OVERVIEW

Clearview Fire and Emergency Services (CFES) is made up of 4 divisions, Suppression, Prevention, Training and Administration. The different divisions work together in unison to offer top-notch service delivery in what is regarded as one of the best and most proactive fire departments within the county.

DEPARTMENT HIGHLIGHTS



- In 2022 Clearview Fire and Emergency Services (CFES) completed live fire training on Ontario's Mobile live fire training unit.



- Clearview Fire and Emergency Services calls continued to increase in 2022, with 939 calls attended, up 19% from the calls attended in 2021.



- Recruitment continues to be important for Clearview Fire and Emergency Services with 21 recruits hired in 2022.
- Paid on-call Firefighters completed 4,771 total training hours in 2022, receiving 53 National Fire Protection Association (NFPA) certificates for Firefighter, Fire Officer, Fire Instructor, Pump Operations and Fire Investigator.
- The department took delivery of the new Tanker 6 for Nottawa Station.
- Construction began on the renovation of Fire Station 3 in New Lowell.



DEPARTMENT HIGHLIGHTS

FIRE & EMERGENCY SERVICES

AWARDS & RECOGNITION



In 2022, Fire and Emergency Services Firefighters received 53 NFPA certifications for:

- Firefighters
- Fire Officer
- Fire Instruction
- Pump Operations
- Fire Investigator

FUN FACTS

939

Emergency Calls Attended in 2022.



18 structure fires, an estimated loss of **\$6.7** million

& an estimated **\$10,000,000** saved.



21 Firefighter Recruits hired in 2022.

DEPARTMENT HIGHLIGHTS

PARKS & RECREATION

DEPARTMENT OVERVIEW

Clearview Township's Parks & Recreation Department is responsible for the management and maintenance of Clearview, parks, trails and community facilities, the operation of Clearview's Youth Centre, and all tourism and event activities.

DEPARTMENT HIGHLIGHTS



- Although the start of 2022 saw many COVID-19 mandates in place, by the end of February, all facilities/programs returned to offering full services for our local residents and visitors.

- The Tourism Information & Heritage Centre was open, and 5 Summer Tourism Staff were hired.

- The full slate of Signature Events returned for 2022, including the Stayner Duck Races, Creemore Turas Mor, Clearview Tulip Days, Canada Day, the Gathering of the Classics, Copper Kettle Festival and the Great Northern Exhibition.

- The inaugural Clearview 3 on 3 Youth Hockey Tournament took place in March 2022 with 16 teams taking part and over \$5,000 in prizes awarded.

- Youth Centre staff and youth volunteers successfully ran a pancake breakfast during the Clearview 3 on 3 Youth Hockey Tournament that raised \$1,339.85.

- The all-new Trail Tunes, a collaboration with Wasaga Beach and Collingwood to connect cycling trails and music, took place on Saturday, June 4th.



DEPARTMENT HIGHLIGHTS

PARKS & RECREATION

DEPARTMENT HIGHLIGHTS



- The Taste of Clearview, Christmas in Clearview and Rural Lights/Winter Nights all returned with no restrictions and a larger attendance.



- The Small Halls Festival was presented as a new Festival Series from September to November and featured 19 ticketed events, with almost all events being sold out! The new format was embraced by visitors, locals and volunteers and will be the new way to promote the Small Halls in future years.



- The Clearview Sustainable & Strategic Tourism Plan was initiated by BC Hughes Inc. and will be implemented between 2023-2028.

- 3 Beautification Staff members were hired to complete Township-wide projects.

- The Clearview EcoPark had a dedicated Beautification Staff member responsible for the development and expansion of the Community Garden, trail maintenance, dog park, and establishing new community partnerships.

- The Community Garden donated vegetables to the Stayner-Clearview Food Bank and had a booth at the Stayner Farmers' Market.

- A Pollinator Garden was completed at the EcoPark.

- The 2nd annual Garden Harvest Party was held on September 1st, with 100 tickets sold and generating over \$3,200 to support the Community Garden.



DEPARTMENT HIGHLIGHTS

PARKS & RECREATION

DEPARTMENT HIGHLIGHTS



- The Youth Centre received a grant from Jump Start for \$1,000 to fund: The Walk Across Clearview. This program helped youth get active and walk “across” Clearview Township for a total of 30 KM. The money helped purchase activity trackers for 20 youth.



- For the months of July and August, the Youth Centre brought free outdoor youth programming across Clearview to Creemore, Nottawa, and Stayner.
- The Clearview Youth Centre participated in the Stayner Music, Market and Park it each week selling items youth made to raise money for an end-of-summer outing to the Elmvale Zoo.



- Over March Break, the youth of the Clearview Youth Centre collected donations for the Stayner Food Bank. They were able to donate a large container full of food by the end of the week.



- \$38,000 was received from Simcoe County for the Trails Connecting Communities program to significantly improve the trail in New Lowell Recreation Park, build a new accessible walking path at Gowan Park and build the new Mad River Park walking path, to connect Langtry St. to George St. in Creemore.



- Baseball and soccer programs continued with no restrictions at all parks and playing fields in Clearview.



DEPARTMENT HIGHLIGHTS

PARKS & RECREATION

DEPARTMENT HIGHLIGHTS

- The Clearview Crushers, a Senior B men's lacrosse team had their inaugural season at the Stayner Arena and made it to the playoffs in their first year!
- RJ Burnsides engineering completed the AODA tender documents and design plans for the Sunnidale Corners Hall and the Avening Community Centre. Construction will commence in Spring 2023.
- New rubberized flooring was installed in the Stayner Arena lobby, replacing the original floor which has had issues with moisture for many years.
- Sections of the Creemore Arena and Stayner Arena roofs were replaced to improve energy efficiencies and eliminate water damage due to leaking. This is a multi-year project, with more sections will be included in 2023.
- The new boiler and hot water tank at the Stayner Centennial Pool were replaced with energy-savings anticipated, and consistent water temperature for our users.
- New accessible entry steps into the Stayner Pool were purchased and installed. The cost was partially funded by the Accessibility Committee reserve fund.
- The landscaping was completed at the Clearview Public Library – Stayner Branch and in front of the Stayner Community Centre.





DEPARTMENT HIGHLIGHTS

PARKS & RECREATION

AWARDS & RECOGNITION



- \$130,000 in external grants awarded to the Department to support initiatives: \$4,000 for Taste of Clearview, \$18,000 from Tourism Simcoe County for initiatives, \$38,000 for Trails Connecting Communities and \$64,000 from a funding agency for the Tourism Strategy. The Youth Centre received a grant of \$5,000 from Second Harvest to support their food programs and \$1,000 for the Walk Across Clearview program.
- Festivals & Events Ontario (FEO) recognized Clearview events and volunteers in 2022 with FEO Achievement Awards for Winterama, Canada Day, and Taste of Clearview.

FUN FACTS

4,500

Clearview Tear-away Maps were distributed.



16

Teams played in the 3 on 3 Youth Hockey Tournament.

Youth Centre provided **590** meals to Youth ages 11 to 18.



Over **1,000** volunteer hours at the EcoPark/Community Garden.

DEPARTMENT HIGHLIGHTS

PUBLIC WORKS

DEPARTMENT OVERVIEW

The Public Works department is responsible for Roads & Bridges, Drinking Water, Sanitary Sewers, Storm Sewers, Engineering, Development Implementation, and Transit. The department has a \$14,000,000 budget and employs 24 full-time, 9 seasonal workers and 5 Summer Students.

DEPARTMENT HIGHLIGHTS

- The rehabilitation of Culvert 220a-60 on the Collingwood Clearview Townline, south of 33/34 Sideroad was completed.
- Staff worked closely with Rogers, Bell and their Contractor to install Infrastructure in Stayner, New Lowell & rural areas in the Northwest portion of the Township. This infrastructure will provide all residents with the opportunity for High-Speed Internet.
- 1,890 square meters of sidewalk was replaced in Stayner on William, John & Cherry Streets, Highway 26 and Elm St. and 385 square meters of new sidewalk was constructed in New Lowell on County Road 9.
- Locke Ave. urbanization was completed. New sidewalks, curbs, asphalt, and water and sewer servicing from Hwy 26 to east of Jonathan Crt.
- Year two of the roadway line painting program increased yellow middle lines and white edge lines from 80 km to 150 km.
- Approximately 200 lane kilometres of asphalt roads, boulevards and sidewalks were swept.
- The new sand storage building at the Stayner works yard began in July and was completed in December.



DEPARTMENT HIGHLIGHTS

PUBLIC WORKS

DEPARTMENT HIGHLIGHTS



- Implementation of the new Ministry of Environment, Conservation & Parks Consolidated Linear Infrastructure Environmental Compliance Approval program (MECP CLI-ECA) was completed.



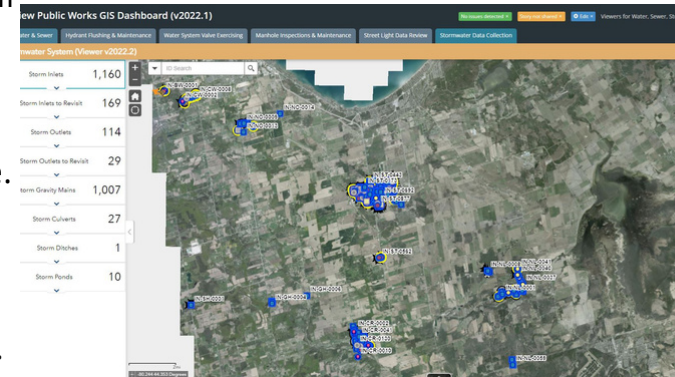
- In October the Township's new transit bus was delivered, replacing the bus purchased in 2018.
- In November a new partnership between Clearview, Wasaga Beach and Collingwood began, to provide Accessible Transit Service to all 3 communities.



- A Master Servicing Plan commenced for Creemore, to provide servicing guidance and forecasting for future development in the village.
- Streetlights and Rural Culverts were digitally mapped into our GIS System. Staff worked on gathering accurate locations and entering detailed information. In 2023 work will continue.



- Approximately 5 KMs of rural ditching was completed by Township Staff.
- Approximately 35,000 tonnes of gravel were placed on approximately 38 KM of gravel roads in the Central – Northeast Sunnidale area. Crews dug out approximately 1 kilometre of poor road base in 3 separate road sections; Collingwood St., Concession 5 S Nottawasaga & Lavender Hill Road.
- Township Staff trialed a Grad-All & Brusher to clean roadside ditches & brush.



DEPARTMENT HIGHLIGHTS

PUBLIC WORKS

DEPARTMENT HIGHLIGHTS

- Klondike Park Road well site and trunk main (Stayner Water Supply) development continued. The project was tendered but put on hold due to funding.
- Creemore Reservoir Inspection & Condition Assessment completed.
- Increased cleaning of reservoirs, flushing & swabbing of water mains took place as part of our continual improvement plan for the small water systems of Colling-Woodlands and Buckingham Woods.
- Emergency works were completed at the Stayner Waste Water Treatment Plant with regard to Aeration and Blower Capacity. A Rental Blower was installed and is being utilized to assist & maintain plant operations.
- Emergency work was completed to the hydro infrastructure leading to the Stayner Waste Water Treatment Plant, poles and lines were downed by fallen trees caused by a high wind storm in late 2022.
- A new Permit to Take Water for Well # 6 (KPR Site) for the Stayner Drinking Water System was issued.



DEPARTMENT HIGHLIGHTS

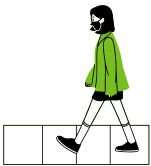
PUBLIC WORKS

AWARDS & RECOGNITION



- Three staff members were presented with service recognition awards:
 - Mike Rawn, 25 years
 - Brenda Mazaris, 20 years
 - Darren Parrish, 10 years
- Trevor Robertson achieved his Class I Water Distribution & Supply Certification.
- Darryl Sweeney completed the Entry Level Drinking Water Operator course and passed the Class 1 Water Distribution & Supply exam.
- 640 hours of training courses completed by Water/Wastewater Operators: Safe Drinking Water Act and Regulations, Watermain Disinfection Procedure, New Watermain Commissioning, Traffic Control, and Working with Pressurized Equipment.
- Jordan Carruthers & Jim McMaster completed 55 hours of Grader Training provided by an independent training provider.

FUN FACTS



Approximately **1,890** meters of sidewalk was replaced.

862 Utility Locate requests were processed in 2022.



760 Service Requests were logged by Township Staff.



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