



CLEARVIEW  
TOWNSHIP

2023

# ANNUAL REPORT

PREPARED BY

**CLEARVIEW TOWNSHIP**

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[www.clearview.ca](http://www.clearview.ca)

217 Gideon Street, Stayner Ontario, L0M 1S0

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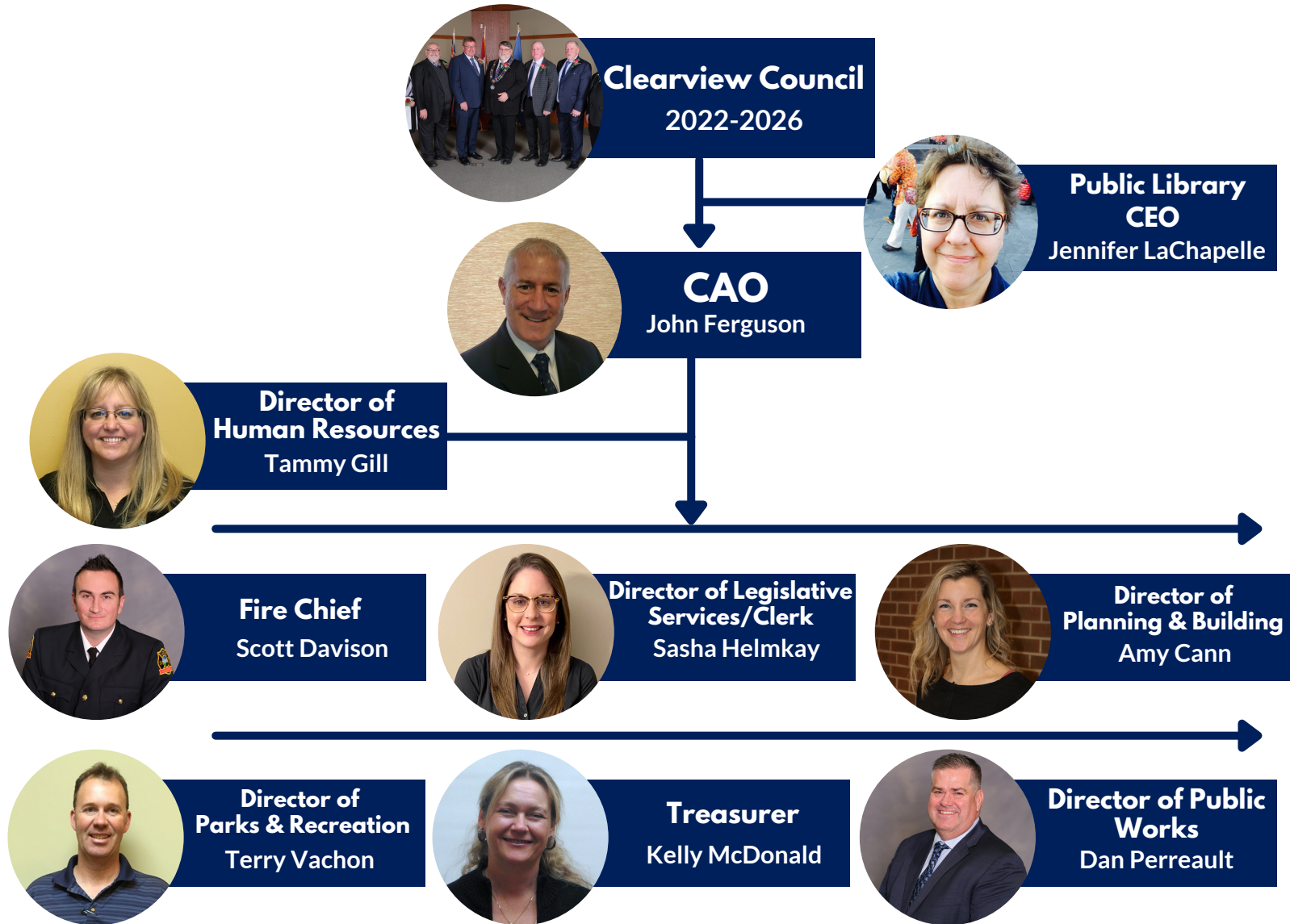


# CAO'S MESSAGE

2023 was a busy year for Clearview Township and much of our work in the past several months has led our team to finalize our 2024-2034 strategic plan with a clear vision for the next ten years based on the five priorities approved by Council. Our municipality relies on us all to create a high quality of life and for our community to prosper. In Clearview, we see so many people, groups and organizations contribute in so many ways. Our local volunteers do so much to meet community needs through fundraisers, special events, or running service organizations. These community-minded citizens create activities that bring people together and provide the opportunity for positive personal connections that can lead to lasting friendships while participating in their local economy. Our local businesses and volunteers are resilient and their efforts to be successful continue. One example; is the local community coming together to support our local food banks. Business and volunteers working together! As part of moving our community forward, the community and our staff and council participated in workshops and surveys to identify what is important to our citizens and how we best balance services in a sustainable and resilient way. The feedback and the direct interaction between council, staff and citizens have helped council in making policy and continue to guide Clearview's decision-making, based on priorities. Our council appreciates the tremendous community pride our citizens and businesses demonstrate by showcasing Clearview as a place to raise your family, conduct business, and enjoy recreational pursuits. It is my privilege to work with such a talented hardworking senior management team, staff, and council members that demonstrate flexibility and thoughtfulness as we all adjust to our changing communities. Moving a community forward is a responsibility we all share, and I want to express my sincere thank you, to all of you, for caring about Clearview Township.

Sincerely,

John Ferguson  
CAO, Clearview Township



For a complete roster of staff, including contact information visit:

[www.clearview.ca/staff-directory](http://www.clearview.ca/staff-directory)





# CLEARVIEW COUNCIL

## 2022-2026



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# VISION, MISSION & STRATEGIC PLAN

## 2017-2023 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.

## 2017-2023 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.

## 2017-2023 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 Clearview Public Library was Awarded the TD Summer Reading Club Library Award – The TD Summer Reading Club is Canada's largest summer reading program for children. The jurors for this national award program are chosen from the fields of children's literature, librarianship, literacy and education.



- A new service, Discover Library Days (DLD), a pop-up library, was made available at select Clearview Township Halls. The program began at the Nottawa and the Dunedin Halls with plans to expand to additional Halls in 2024.
- Thanks to a grant from the International Dyslexia Association Ontario Branch, decodable books for dyslexic readers are now available at all three library branches.



- Free library membership is open to Clearview residents and, through contract, to residents of Mulmur and Adjala-Tosorontio Townships. They are also available to members in good standing of the: Essa, Penetanguishene, Ramara, Severn, Springwater, Tay and Wasaga Beach Public Libraries.





# DEPARTMENT HIGHLIGHTS

## CLEARVIEW PUBLIC LIBRARY

### DEPARTMENT HIGHLIGHTS



- The Clearview Public Library Board has approved a pilot project with new hours for 2024 based on feedback from a 2023 online and in-branch survey and gate counts. Sunday hours are now available at the Stayner Branch from noon to 4:00 PM every Sunday.



- The Clearview Public Library Board initiated its 2024-2027 Strategic Plan. Once approved the Board's Strategic Plan will be available on the Library's website [www.clearview.library.on.ca](http://www.clearview.library.on.ca).



- Learning a new language became easier with the Library's Transparent Languages database. The Conversational Spanish program (online) will help patrons to develop Spanish oral skills.



- Monthly art exhibits began to be hosted at the Stayner Branch. This will continue into 2024.
- The library started offering cooking workshops for teens and tweens on all Professional Development (PD) Days.



**February Art Exhibit - Arctic Foxes from Wildlife Photographer @jimmying.fox**



# DEPARTMENT HIGHLIGHTS

# CLEARVIEW PUBLIC LIBRARY

## AWARDS & RECOGNITION



- 2022 TD Summer Reading Club Library Award – Second Prize
- Received a grant from the International Dyslexia Association Ontario Branch to purchase decodable books for dyslexic readers
- Two (2) Discover Library Day (DLD) Hall Locations: Nottawa Memorial Community Centre & Dunedin Village Hall
- Thank you to all the residents who provided feedback on the survey which resulted in the opening hours pilot project running until June 30th, 2024

## FUN FACTS

**3** Branches **2** Little Free Libraries **1** Dropbox & **2** DLD locations.



**8,000 +** eMagazine/Newspaper articles read /month.

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



**24/7** virtual access at [www.clearview.library.on.ca](http://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



- Provided recruitment and onboarding for 35 job postings for internal staff movement, new hires, seasonal staff, and summer students.

- Created and recruited for the new position of Manager of Engineering within the Public Works Department.



- Welcomed Fire Chief Davison.
- Welcomed Deputy Fire Chief Spears.
- Permanently hired a new Deputy Clerk.
- Welcomed a new Financial Analyst in the Finance Department.



- Participated in the Strategic Planning process.
- Received \$19,530 in grant funding through Canada Summer Jobs.



- Revitalized the staff Social Committee creating self-funded social events for staff in all departments.



- Created a Corporate LinkedIn account.
- Worked with Administration staff to adjust the seating and desk layout to accommodate additional staff.

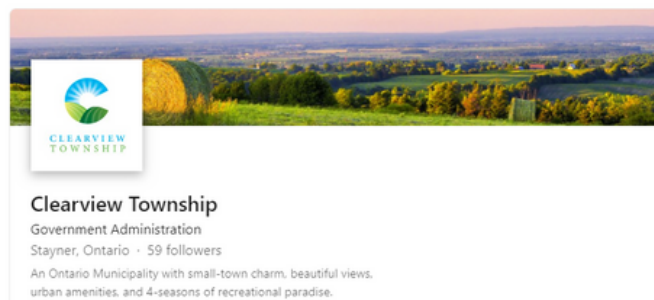


- Coordinated Everything DiSC training for administration staff.
- Continued with ongoing safety training for all staff.



LinkedIn

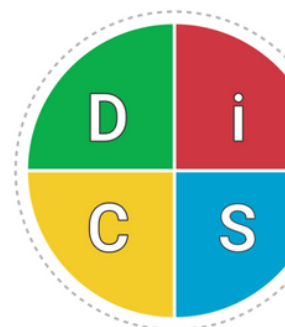
Articles People Learning



### The Model: D-i-S-C

Everything DiSC gives people a quick and intuitive way to understand themselves and others using DiSC—a simple yet powerful model that describes four basic behavioral styles: D, i, S, and C.

- D** Dominance
- i** Influence
- S** Steadiness
- C** Conscientiousness





# DEPARTMENT HIGHLIGHTS

# HUMAN RESOURCES



## AWARDS & RETIREMENTS

In 2023, Clearview staff were provided with service recognition awards:

- 11 employees received recognition for service spanning from five to 35 years.
- Michael Rawn Director of Public Works Retired after 26 years of service with Clearview Township
- David Grant, a Public Works employee retired after 22 years of service with Clearview Township.
- Marlene Davidson, Lead Hand Crossing Guard retired after 20 years of service with Clearview Township.

## FUN FACTS

**5** 5-year, **2** 10-year employees and **1** 15-year employee.

**1** 20-year, **1** 25-year employee and **1** 35-year employee.



**8** volunteers for the Staff Social Committee.



Recruitment was completed for **35** 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



- The Community Assistance Grant & Sponsorship funding was updated to encompass 2 intake periods (February & September). A total of 11 grants were issued in the amount of \$13,450 for the new second intake.



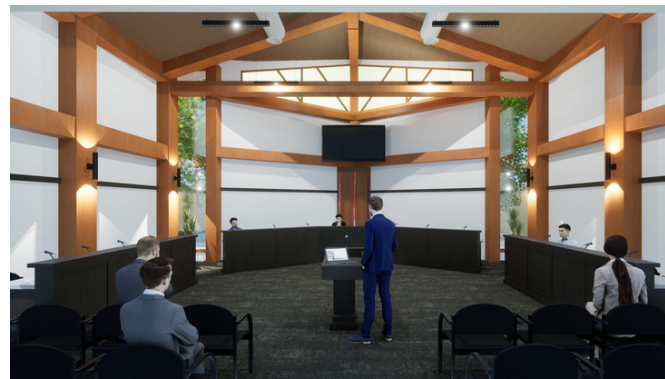
- In conjunction with Public Works and By-law Enforcement, held a Public Meeting on amendments to the Off-Road Vehicle By-law and updated the Use Map to incorporate more roads to be utilized by ORVs in the Township.



- Procured the services of Architects Ted Handy & Associates to provide renderings and drawings of the Council Chambers Accessibility Renovation. Council approved the drawings for tender and construction will begin in early 2024.



- 48 Council Meetings (including special and planning public meetings) took place either virtually, in-person or in a hybrid format.
- 113 By-laws were adopted by Council.
- 8 FOI Requests were processed, amounting to a review of 119 documents.
- At the Stayner Union Cemetery the remaining 5 in-ground lots were sold along with 10 niches in the Columbarium.





# DEPARTMENT HIGHLIGHTS

## LEGISLATIVE SERVICES/CLERKS

### DEPARTMENT HIGHLIGHTS



- A combined 65 burials occurred at the Stayner Union and Dunedin Union Cemeteries.
- The expansion of the west range of the Stayner Union Cemetery was underway in 2023, with staff removing trees to allow the opening of the first few rows.



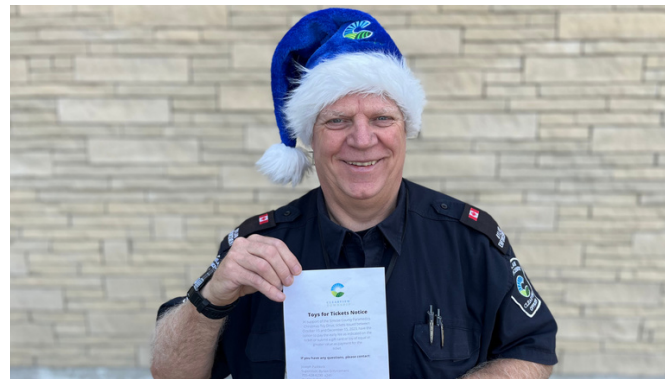
- 25 Lottery licences were issued comprised of raffle, bingo and break-open ticket lotteries.



- 72 Committee and Board meetings were held.
- Creemore BIA Board Election.
- Toys for Tickets campaign was a success, 23 parking tickets were paid with a toy donation to the Simcoe County Paramedics Toy Drive.



- By-law Enforcement attended two charity off-road vehicle rides to educate riders of the ORV By-law changes and updated Use Map.
- 521 dog tags were purchased through DocuPet.

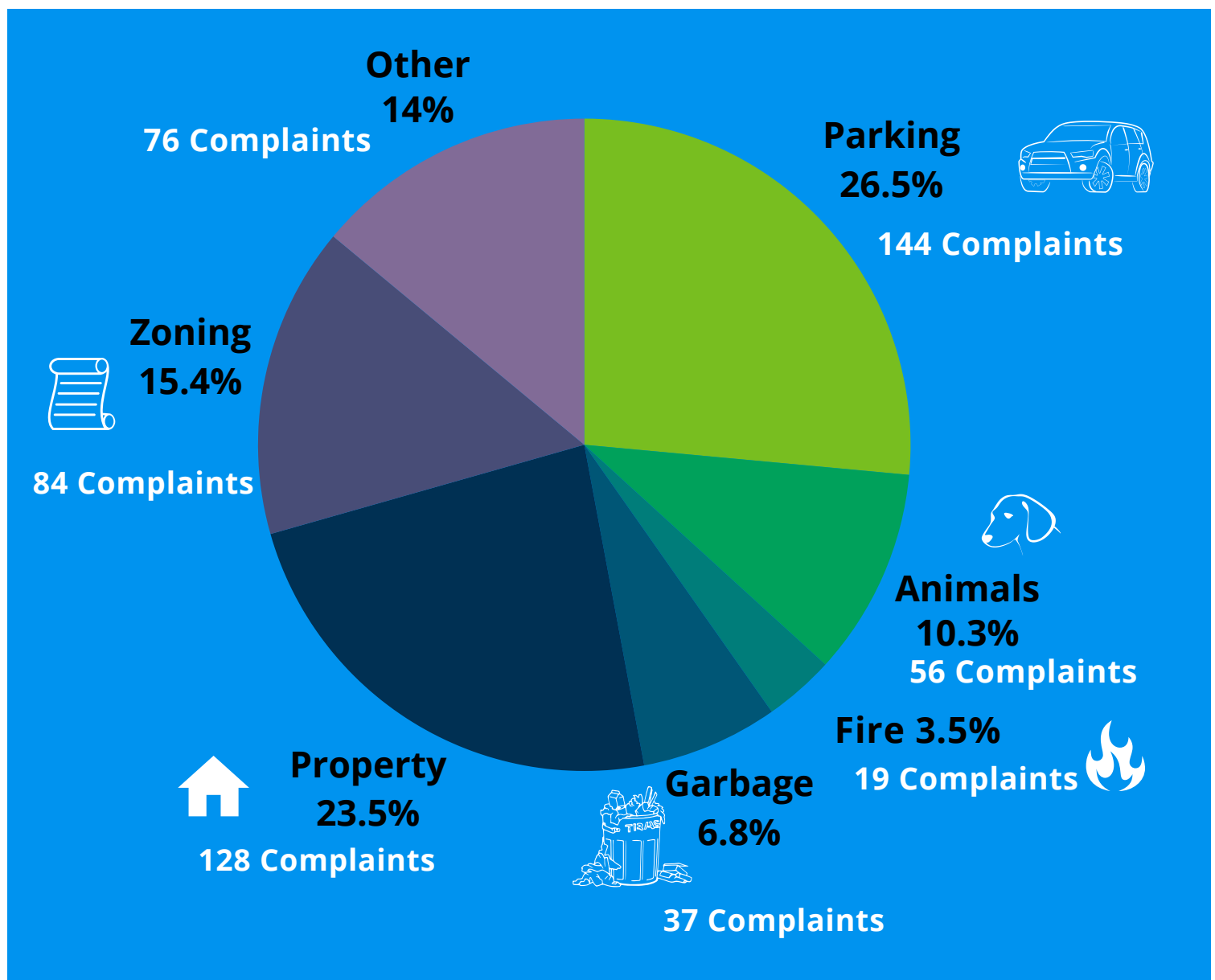




# DEPARTMENT HIGHLIGHTS

## LEGISLATIVE SERVICES/CLERKS

### COMPLAINTS RECEIVED





# DEPARTMENT HIGHLIGHTS

# LEGISLATIVE

# SERVICES/CLERKS

## AWARDS & RECOGNITION



In 2023, Legislative Services welcomed new staff and celebrated a service recognition award:

- Krista Pascoe joined Clearview Township as the new Deputy Clerk
- Joseph Paddock, Supervisor By-law Enforcement received his 10-year service award

## FUN FACTS



Council considered **210** written Staff Reports.

**736**

pages of FOI records were reviewed.



**24,229**

documents were added to FileHold.

**521**

dog tags were purchased through DocuPet.



# 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

- The Department celebrated the 35-year work anniversary of the Chief Building Official (CBO) and the 5-year work anniversary of a Community Planner.
- The Township released a commenting draft of the new Official Plan garnering 100+ comments and interested parties.
- Provisional Site Plan Approval was granted for the Foodland commercial development on Highway 26, adding 4,507 sq m of future commercial floor area to the Stayner settlement area.
- Construction on the new Stayner Long Term Care home started. When completed it will provide 128 long-term care beds and 23 senior apartments.
- The Department brought 93 information and recommendation reports to Council.
- There were 6 Consents and 17 Minor Variances processed.
- 3 Site Plan Approvals were initiated.
- 11 Zoning By-law and Official Plan Amendment Applications were processed.
- 32 Pre-consultation Applications were initiated.





# DEPARTMENT HIGHLIGHTS

## PLANNING & BUILDING SERVICES

### FUN FACTS

**69** new Planning Act Applications were received.



**96** new dwelling units created.

**93** information and recommendation reports were written to Council.

**375** Building permits issued.



**3,479** Inspections conducted.

Planning Staff are processing over **40** applications at any given time.

# 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



- E-Billing for property tax and water bills continues, allowing ratepayers to receive & view notices electronically.
- 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 Certificate requests and payments are now processed electronically online, streamlining the entire Tax Certificate process.
- Staff continue to be trained on cybersecurity and how to recognize and prevent cyber threats.





# DEPARTMENT HIGHLIGHTS CORPORATE FINANCE & INFORMATION SERVICES



## FUNDING RECEIVED

In 2023, the Finance Department processed grants and funding awarded to Clearview Township:

- An OMPF Grant of \$952,300 was received
- An OCIF Grant totalling \$887,821 was awarded
- \$448,801 in Federal Gas Tax was received

## FUN FACTS



Assessment growth increased by **\$572,200**

**3,837**

vendor payments processed.



**191**

new water accounts &

**2,588**

online users.



**2,480**

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



- Construction was completed on the newly built Fire Station 3 and Public Works building in New Lowell.
- Clearview Fire and Emergency Services calls continued to increase in 2023 though at a much lower rate than the previous few years.
- There were 950 calls attended in 2023, up 1.2% from the 939 calls attended in 2022.



- Paid on-call Firefighters completed 7,720 total training hours in 2023, receiving National Fire Protection Association (NFPA) certificates for Firefighter, Fire Officer, Fire Instructor, Pump Operations and Fire Investigator.
- Specialized training in rope and ice/water rescue was also completed.



- Thanks to a donation from the Stayner Lions Club a portable fire safety education house was purchased to aid in fire prevention education efforts. This interactive house provides a fun and easy way to talk about fire prevention.
- Through the Safe Community Project Assist program Enbridge Gas and the Fire Marshal's Public Fire Safety Council (FMPFSC) helped the Department purchase training materials to assist in training in life-saving techniques.





# DEPARTMENT HIGHLIGHTS

# FIRE & EMERGENCY SERVICES

## AWARDS & RECOGNITION



In 2023, Fire and Emergency Services Firefighters received recognition with:

- 19 awards were handed out for Recruit of the Year, Firefighter of the Year and Officer of the Year
- 5, 10 and 15-year service awards were presented to Fire and Emergency Services Staff

## FUN FACTS

**950**

emergency calls attended in 2023.



**21**

fire and life safety community education sessions provided.

**440**

staff hours dedicated to public fire and life safety education.



**16**

Firefighter Recruits hired in 2023.



# 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



- The Tourism Information & Heritage Centre was open, and 5 Summer Tourism Staff were hired.
- The full slate of Signature Events returned for 2023, including Sunnidale Winterama, the Stayner Duck Races, Creemore Turas Mor, Clearview Tulip Days, Trail Tunes, Canada Day, the Gathering of the Classics, Copper Kettle Festival and the Great Northern Exhibition.



- The Clearview 3 on 3 Youth Hockey Tournament had 21 teams taking part and over \$5,000 in prizes awarded.



- Clearview Culture & Sports Hall of Fame inductees were joined by Olympic medalist Elizabeth Manley at the Hall of Fame Awards.
- 3 Beautification Staff members were hired to complete Township-wide projects.



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



- The Sunnidale Corners Hall and the Avening Community Centre AODA capital renovations continued in 2023.





# DEPARTMENT HIGHLIGHTS

## PARKS & RECREATION

### DEPARTMENT HIGHLIGHTS



- The Small Halls Festival, a festival series, took place from September 16 to November 4, 2023, and featured over 20 events. 9 headliner performances generated over \$37,000 in net sales. Visitors, locals and volunteers embraced the festival series and was even advertised on a billboard in Toronto.



- National Truth & Reconciliation Day activities were hosted in partnership with Purple Hills Arts & Heritage Society and the Downie-Wenjack Foundation.



- The 3D light installations returned for Rural Lights/Winter Nights and expanded to include the Creemore Village Green and Singhampton Park.



- New pickleball court lines were added to the multi-purpose court in New Lowell providing free access to anyone playing pickleball outside.



- The Stayner Centennial Pool had 393 pool lesson registrations including group lessons, private and semi-private lessons and over 137 aquatic programs (including fitness, lessons).



- Two new dehumidifiers (defoggers) were replaced at the Stayner Arena.
- Capital improvements to the Stayner Community Centre commercial kitchen included a new gas stove, fridge and stainless-steel prep tables.





# DEPARTMENT HIGHLIGHTS

## PARKS & RECREATION

### DEPARTMENT HIGHLIGHTS



- The Creemore Community Centre was rejuvenated by adding new flooring and lighting to make the community hall an inviting space for all users. The Creemore Arena ice surface was re-lamped with LED lights.



- Both community centres saw an increase in private and public bookings.
- A joint venture with the Clearview Public Library, the new digital sign at the Stayner Community Centre was installed.



- 6 out of 10 EV Car Charging Stations were installed in partnership with Hypercharge. Additional charging stations will be added in 2024. Clearview Township received a 48% federal rebate.

- The EcoPark is home to barn swallows, a species at risk in Ontario. In 2023 a new Barn Swallow Habitat was constructed to increase breeding and nesting.

- The floating dock, located along an accessible path branching off the Pond Loop Trail, is a new opportunity for all ages and abilities to enjoy the EcoPark. It allows bird watchers to be closer to the local species while not disrupting nests or habitat and brings visitors out into the Pond to discover.

- The 3rd annual Garden Harvest Party was held, generating over \$3,800 to support the Community Garden.





# DEPARTMENT HIGHLIGHTS

## PARKS & RECREATION

### DEPARTMENT HIGHLIGHTS

- The Clearview Youth Centre was the recipient of approximately \$50,000 in grant money in 2023.
- \$20,000 from 100 Women Who Care South Georgian Bay supporting food security initiatives, education & community partnerships.
- \$14,000 from the Canadian Parks and Recreation Association funded a full-time local summer student supporting Youth Centre operations.
- \$4,555 from Jump Start funded the summer park program and sport-related outings.
- \$10,000 from the Collingwood General Marine Hospital Foundation Wellness Innovation Fund will fund a new program over 2 years to keep youth active and safe around water.
- \$4,500 from the Canadian Women & Sport's Next Play Program helped the Youth Centre better engage girls and gender-diverse participants in active recreation.
- With the Wellness Innovation Funding, the Youth Centre and Stayner Centennial Pool funded: 67 youth entries into public swimming, 16 participants to complete life-saving courses, and 21 participants in the Jr. Lifeguard Program.
- The Youth Centre went on 9 outings, filling 120 spots to Wasaga Beach, Tree Top Trekking, Kayaking, Splash On Barrie, Stand Up Paddleboarding, and a Blue Jays game.







# DEPARTMENT HIGHLIGHTS

## PARKS & RECREATION



### AWARDS & RECOGNITION

- Over \$25,000 in external grants awarded to the Department to undertake tourism marketing initiatives including \$17,000 from Tourism Simcoe County and \$8000 from RTO7
- The Clearview Youth Centre received approximately \$50,000 in grant money in 2023
- Festivals & Events Ontario (FEO) recognized the Small Halls Festival and Trail Tunes as Top 100 Events in Ontario

### FUN FACTS

**21**

Teams played in the 3 on 3 Youth Hockey Tournament.



**126**



hours of skating &

**32**



hours of swimming offered for free.

The Youth Centre Interacted with

**203**

individual youth in 2023.



The Youth Centre filled

**120**

spots on

**9**

programmed outings.







## 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

- 2023 saw a variety of ditching projects on 21/22 Sideroad Nottawasaga West of County Road 42, 6/7 Sideroad Nottawasaga Klondike Park Repair, Clarence Street and 9/10 Sideroad Nottawasaga Drainage Project.
- Sunnidale Street, Phillips Street & Southeast Stayner Servicing - Reconstruction and Urbanization of Sunnidale Street, including sanitary sewer servicing for existing homes and a pump station to service the area.
- Concession 10 Phase 2 – the reconstruction of Concession 10 has been completed, the construction included drainage and road base improvements, new asphalt, and road safety equipment.
- A new pedestrian signal light was installed at the busy school crossing of Highway 26 at North Street, the project was completed in September right in time for the new school year.
- We welcomed Patti Kennedy in September as the Manager of Engineering.
- Ian Montgomery joined Public Works in 2023 as a Roads Operator.





# DEPARTMENT HIGHLIGHTS

## PUBLIC WORKS

### DEPARTMENT HIGHLIGHTS



- Mike Rawn retired on December 31st after 26 years of service.



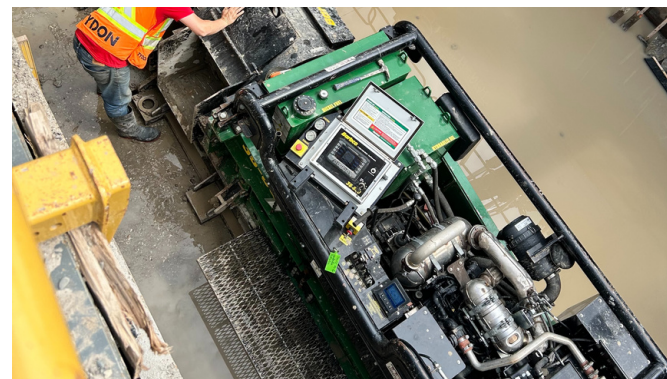
- Dan Perreault was promoted to Director of Public Works and worked side by side with Mike Rawn up to his retirement in December to ensure a seamless transition of the department.



- New Engineering Standards – Township Engineering standards are being rewritten to better inform the development community when developing properties in the Township.
- Public Works Week – on May 24th & 25th, Public Works hosted an open house for students of Clearview Meadows, Public and Staff, to show off the new Sand shed and garage that was completed in 2022, Public Works Equipment was on display for all to see!
- The New Lowell Public Works & Fire Building - Construction of the building is complete, a formal opening and open house will be held in 2024.



- Jack and Bore of Sanitary and Water services crossing from Philips Street to the north side of Highway 26 as ongoing heavy traffic is active on Highway 26 at the same time, through summer of 2023.







# DEPARTMENT HIGHLIGHTS

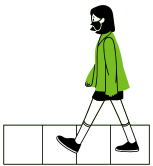
## PUBLIC WORKS

### AWARDS & RECOGNITION



- Five staff members were presented with service recognition awards:
  - Todd Patton, 25 years
  - Carrie Redpath, 20 years
  - Peter Dodd, 15 years
  - Joel Newman, 10 years
  - Darryl Sweeney, 5 years
- Joel Newman completed the AORS Public Works Leadership Development Program, CRS-S level and the Managing Human Resources Course at Good Roads School at the University of Guelph
- Darren Parrish completed Fleet Management Course at Good Roads School at the University of Guelph
- All Public Works Staff took Book 7 Training, refresher & Working at Heights Training

### FUN FACTS



Approximately **2.5** km of sidewalk was reconstructed.

**1,420**

Utility Locate requests were processed in 2023.



**884**

Service Requests were logged by Township Staff.



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[www.clearview.ca](http://www.clearview.ca)