

# Clearview Township 2024 Annual Report

Accessible Version

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# CAO's Message

2024 was the first year of the 2024-2034 strategic plan. The online public-facing dashboard clearly describes project initiatives, timelines, progression, and evaluation based on each initiative's completion. Township Council, Staff, and Volunteer Committees have moved forward on all five priorities: infrastructure, recreation & culture, communication, climate, and core business (agriculture).

Together with our community, we continue to interact with our volunteer groups, associations, and businesses. Our approach is to strengthen our community-economics; locally. We recently hired a Community Economic Development Officer who has been actively involved with our local community, supporting entrepreneurs, business owners and initiatives that help our local economy. We continue to rely on each other and intend to move forward in areas that improve our community.

Stayner has been operating at regulated water capacity, preventing Clearview from allocating water units that would lead to a building permit. This is about to change. Recently, we received a \$35 million grant from Infrastructure Ontario to build the needed water infrastructure to finish neighbourhoods and free up water capacity to support infill development. The planned infrastructure is a game changer.

Our community will experience significant growth over the next 10 years. We must manage key municipal services, insulate farmland from unnecessary development and implement climate action that is local and affordable for our Township and its residents. Over the last couple of years, we have hired additional professionals in almost all departments to create readiness for this growth.

A vibrant community requires us to work together through economic and social difficulties. This is exemplified by Clearview's many volunteers whose generosity creates a community where people feel they belong & are appreciated This important economic and social growth has ups and downs, but our community does not and will not give up.

Clearview Township is resilient because of our citizens and shared responsibilities. We are moving our community forward; together.

Sincerely,

John Ferguson, CAO, Clearview Township

# Organizational Chart

- Clearview Council, 2022-2026
- Public Library CEO, Jennifer LaChapelle



- CAO, John Ferguson
  - o Director of Human Resources, Tammy Gill
    - Fire Chief, Scott Davison
    - Director of Legislative Services/Clerk, Sasha Helmkay
    - Director of Planning & Building, Amy Cann
    - Director of Parks & Recreation, Terry Vachon
    - Treasurer, Kelly McDonald
    - Director of Public Works, Dan Perreault

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

www.clearview.ca/staff-directory

# Clearview Council

#### 2022-2026

- Mayor, Doug Measures
  - o (705) 428-6230 ext. 280
  - o dmeasures@clearview.ca
- Deputy Mayor, Paul Van Staveren
  - o (705) 428-6230 ext. 276
  - o pvanstaveren@clearview.ca
- Ward 1 Councillor, Phyllis Dineen
  - o (705) 428-6230 ext. 277
  - o pdineen@clearview.ca
- Ward 2 Councillor, Robert McArthur
  - o (705) 428-6230 ext. 278
  - o rmcarthur@clearview.ca
- Ward 3 Councillor, John Broderick
  - o (705) 428-6230 ext. 287
  - o jbroderick@clearview.ca
- Ward 4 Councillor, Robert Walker
  - o (705) 428-6230 ext. 282
  - o rwalker@clearview.ca
- Ward 5 Councillor, Marty Beelen
  - o (705) 428-6230 ext. 284
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# Vision, Mission & Strategic Plan

# Vision

Clearview Township envisions our community joined together to grow and prosper for today and generations to come.

#### Mission

Clearview Township will plan with our community to enhance our local environment and economy through improved communication and innovation. We will build new infrastructure to support more housing and outdoor spaces through sustainable growth while protecting our agricultural nature. We will embrace our lifestyles, culture, recreational opportunities, and welcome visitors & newcomers. We will enhance our working and living environment for citizens and businesses.

# Strategic Plan Pillars

The Strategic Plan focuses on five key pillars that guide the direction of the municipality. The pillars include:

- 1. Infrastructure
- 2. Recreation & Culture
- 3. Communication
- 4. Climate
- 5. Core Business (Agriculture)

# Department Highlights

# **CAO** Department

#### Department Overview

The Chief Administrative Officer is the administrative head of the municipality and Council's principal advisor. The CAO is responsible for providing vision and leadership to the Township through planning, organizing and directing the operation of all municipal services.

- Launched the 2024 to 2034 Strategic Plan with five Strategic Plan Priorities: Infrastructure, Recreation and Culture, Communication, Climate and Core Business (Agriculture).
- Created an interactive dashboard to improve public awareness of the Strategic Plan and communicate the progress of its initiatives.
- Working with the Clerk's Department, formed Clearview's Climate Action Advisory Committee which held 6 meetings in 2024.
- Reimagined the Clear View Newsletter as an interactive digital publication updating residents on the progress of Clearview Township's Strategic Plan initiatives, and projects and plans moving



the Township forward. It is delivered directly to the email inbox of residents subscribed to receive it.

- Worked with Staff, Council and the Development Community to apply to the Province of Ontario's Housing-Enabling Water Systems grant to fund water infrastructure in Stayner.
- Welcomed Briar Kelly to the newly created Community Economic Development Officer Position in October.

# Awards & Recognition

- Congratulations to the Parks and Recreation Department on the Small Halls Festival series and Trail Tunes being named Festivals and Events Ontario Top 100 Award Winners in 2023
- Congratulations to Planning Department staff on receiving the PlanON Vision Award of Merit for Clearview's new Official Plan
- Congratulations to Dan Gowan on his retirement. Thank you for the 39 years of service with Clearview Township

#### Fun Facts

- Preparing for growth, 5 new Staff positions were added in 2024.
- Strategic Plan Dashboard monitoring 5 Strategic Plan Priorities.
- 12 Strategic Plan initiatives completed in 2024.
- 1 request to expand Stayner settlement area boundary.

# Clearview Public Library

#### **Department Overview**

Clearview Public Library's mission is to enrich the well-being of all residents by providing access to extensive literary, cultural, and information resources. Creating a vibrant hub that inspires, educates and enhances the quality of life for all.

- In 2024 the Clearview Public Library Board approved its 2024-2027 Strategic Plan, with a new Mission Statement:
  - Clearview Public Library collaborates with our community and neighbours to enrich the well-being of all residents. We serve as a gathering place, offering a diverse range of leisure and recreational activities. Committed to fostering a love for learning, we provide access to extensive literary, cultural, and information resources. Through our dedication to inclusivity and community engagement, we strive to create a vibrant hub that inspires, educates and enhances the quality of life for all.
- Following a 6-month pilot project, Clearview Public Library permanently changed its open hours to improve access to our facilities and collection, including Sunday open hours at the Stayner Branch, now one of our busiest days!



- Thanks to Clearview Kin, Clearview Public Library initiated its Equity Every Month project. Free sanitary supplies are now available in all Library branch public washrooms.
- Discover Library Days (DLD), an outreach to communities not served by a library branch, was expanded to two more Halls, now visiting Brentwood, Dunedin, Duntroon, and Nottawa Halls on Sundays! Residents can get a library card, check out a book or other formats, and pick up activity kits and information about Library services and programs.
- Canada Revenue Agency approved Clearview Public Library as a Community Volunteer Income Tax Clinic location. Working with a volunteer (also approved by CRA) the Stayner Branch will be scheduling clinics for eligible residents.
- Working with Community Access to Ventilation Information, Clearview Public Library now has CO2 monitors for free loan at all branches. Reducing Carbon Dioxide can be done by increasing ventilation and decreasing the number of people in one space, but first, you need to know what your CO2 levels are, check out a monitor and find out.
- Our Summer Reading Program welcomed the planetarium, and some visitors from a galaxy far far away...

#### Did You Know?

- You can view the Libraries 2024-2027 Strategic Plan online
- The Clearview Public Library provides activities for tweens to teens on PA days
- Dungeons and Dragons is one of our most popular games night activities on Fridays at the Stayner Branch!
- If you like to read comics and graphic novels check out Comics Plus on the Libraries website in the Online Services tab

#### Fun Facts

- 3 Library Branches, 2 Little Free Libraries, 1 Dropbox and 4 Discover Library Days locations.
- Now open 6 days a week in person and 24/7 online.
- Free sanitary supplies in all Public Washrooms.
- 24/7 virtual access at www.clearview.library.on.ca.

#### 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 48 job postings, resulting in 67 hires including internal staff movement, new hires, seasonal hires and summer students.
- 2024 marked the end of a Collective Bargaining Agreement between Clearview Township and CUPE. A new agreement was successfully negotiated for another fouryear contract which provides a fair wage increase that is fiscally responsible to our taxpayers.
- Created and recruited for the new position of Manager of Parks and Recreation.
- Created and recruited for the new position of Manager of Planning.
- Created and recruited for the new position of IT Assistant.
- Created and recruited for the new position of Operations Technologist.
- Created and recruited for the new position of Community Economic Development Officer.
- The staff Social Committee continued to host self-funded social events for staff in all departments, increasing morale and contributing to corporate culture.
- Provided Mental Health Training for Senior Staff.

#### Awards & Retirements

In 2024, Clearview staff were provided with service recognition awards:

- 14 employees received recognition for service spanning from five to 30 years
- Dan Gowan Supervisor of Parks and Recreation retired after 39 years of service with Clearview Township.

#### Fun Facts

- 7 Five-year, 3 fifteen-year employees and 2 twenty-year employees.
- 1 twenty-year, and 1 thirty-year employees.
- 8 volunteers for the Staff Social Committee.
- Recruitment was completed for 67 hires.

## 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 Council Chambers accessibility renovation was completed with a grand opening held by Council on May 4th.
- The scattering garden at the Stayner Union Cemetery was installed with an opening scheduled for Spring 2025.
- The Township's new cemetery software through The Managed Municipality is up and running with Clerk's staff adding burial information for the Stayner Union Cemetery first.
- 25 burial lots were sold at the Stayner Union Cemetery.
- The Township accepted the transfer of the West Nottawasaga Church Cemetery.
- 23 lottery licences were issued to various organizations within Clearview.
- 40 Council Meetings (including special and planning public meetings) took place either in-person or in a hybrid format.
- Council adopted 86 by-laws including a new Procedure By-law.
- The Climate Action Advisory Committee was formed.
- The Huronia West OPP Detachment Board was established between Clearview, Springwater & Wasaga Beach.
- The Township received and issued Notice of Decisions for 13 FOI Requests.
- 36 Record Destruction forms were completed.
- Over 60 Board & Committee meetings were held in 2024.
- 508 dog tags were purchased through DocuPet.
- 1 stray dog was reunited with his family.

# Complaints Received

- Parking, 112 complaints, 17.9% of all 2024 complaints.
- Other, 124 complaints, 19.8% of all 2024 complaints.
- Property related, 153 complaints, 24.5% of all 2024 complaints.
- Animal related, 143 complaints, 22.9% of all 2024 complaints.
- Zoning related, 36 complaints, 5.8% of all 2024 complaints.
- Garbage related, 45 complaints, 7.2% of all 2024 complaints.
- Fire related, 12 complaints, 1.9% of all 2024 complaints.

#### Awards & Recognition

In 2024, Legislative Services welcomed new staff, recognized staff with service awards and celebrated an educational achievement:

- Emma Coleman-Linney joined the Department as Legislative Coordinator Records Management
- Crossing Guard Richard Bailey received his 5-year service award



• Deputy Clerk Krista Pascoe completed the AMCTO program for the Diploma in Municipal Administration

#### **Fun Facts**

- Council considered 167 written Staff Reports.
- 928 pages of FOI records were reviewed.
- 33,000 documents were added to FileHold.
- 33 Community Assistance Grants were provided.

## 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.

- The new Official Plan was completed and adopted by Council (May 2024) and passed by the County of Simcoe (November 2024).
- Filled the new Manager of Planning position with an internal 20-year Planning veteran.
- Community Planner and Planning and Development Technician positions were filled.
- In partnership with the Nottawasaga Valley Conservation Authority, completed the Upper Mad River (Creemore) Flood Hazard Identification and Mapping Project.
- Amended the Township Sign By-law to be more realistic and reflective of reasonable signage practices.
- Created a new Site Plan Control By-law and a new Pre-consultation and Completeness By-law to ensure transparency and consistency for landowners.
- Recommendation report for the approval of the Creemore Commons (Tribute Creemore Ltd.) Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision for a residential subdivision containing an estimated 495 units.
- Sobey's, Dollarama and New LCBO development Building Permits issued in Stayner. There are plans for the third building on this site to be developed in the new year.
- At the close of 2024, the Planning & Building Department was at full complement with 12 full-time permanent staff, the majority being accredited as Registerer Professional Planners and Certified Building Officials.
- Completion of the Brix Condominium development in Creemore including occupancy.
- Province approves New 2024 Ontario Building Code.



- The Department brought 65 information and recommendation reports to Council and Committee.
- There were 10 Consents and 20 Minor Variances processed.
- Three (3) Site Plan Approvals were initiated.
- Seven (7) Zoning By-law and Official Plan Amendment Applications were processed.
- 14 Pre-consultation Applications were completed.

#### Awards & Recognition

In 2024, Planning and Building celebrated an award:

• The Township's new Official Plan was selected for a PlanON Vision Award by the Ontario Professional Planner's Institute (OPPI)

#### **Fun Facts**

- 3 Site Plan Approvals were initiated.
- 14 Pre-consultation Applications were completed.
- There were 10 Consents and 20 Minor Variances processed.
- 7 Zoning By-law & Official Plan Amendment Applications processed.

## 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.

- Transitioned from off-site to remote servers for software, resulting in cost savings.
- E-Billing for property tax and water bills continues, allowing ratepayers to receive & view notices electronically.
- Encourage the use of E-Billing for property taxes and utilities to ensure timely delivery of billing, cost and environmental savings of mail delivery and effective and efficient use of staff time in sending paper bills.
- Installed a new internet/phone system at the New Lowell Joint Operations Centre.
- Trained staff on the technology updates of the Council Chambers Accessibility Renovation.
- Recognized IT Coordinator Miglena Valeva for 15 years of service to Clearview Township.
- Welcomed IT Assistant Logan Dobson.
- Began preparation for the movement to a more efficient cloud-based payment system.



- Refreshed and updated the Property Taxes, Water/Sewer Billing and Property Tax
  Estimator calculator on the website to better inform residents.
- Staff continue to be trained on cybersecurity and how to recognize and prevent cyber threats.

#### **Funding Received**

In 2024, the Finance Department processed grants and funding awarded to Clearview Township:

- An OMPF Grant of \$962,900 was received
- An OCIF Grant totalling \$754,648 was awarded
- \$472,746 in Federal Gas Tax was received
- An Ontario Trillium Grant of \$50,000 was received.

#### Fun Facts

- Assessment growth increased by \$572,200.
- 75% of vendor payments processed electronically.
- 16,584 Tax and 19,060 Utility Bills sent.
- 23% online subscription rate for Utility Bills.

#### 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 most respected & proactive fire departments in the county.

- An open house was held inviting the public to tour the newly built Joint Operations Centre, Fire Station 3 and Public Works building in New Lowell.
- There were 868 calls attended in 2024.
- Paid on-call Firefighters completed 6,500 total training hours in 2024, receiving National Fire Protection Association (NFPA) certificates for:
  - o Firefighter, Fire Officer, Fire Instructor, Pump Operations and Fire Investigator.
- Live fire training was provided for the entire department at Base Borden's training facilities.
- Specialized high-angle rope and ice/water rescue training was also completed.
- 23 fire and life safety education sessions were provided.
- Over 300 homes visited during the annual Alarms for Life campaign.



Took delivery of new Pumper 1.

# Awards & Recognition

- As part of our Cancer Prevention Program, Ontario Fire Marshall grant funding was acquired to supply every fire station with a bunker gear extractor and dryer
- Paid-on-call Firefighters completed a cumulative 6,500 training hours

## **Fun Facts**

- 868 Emergency Calls Attended in 2024.
- 23 fire and life safety community education sessions provided.
- 300+ homes visited during the annual Alarms for Life Campaign.
- 25 Firefighter Recruits hired in 2024.

#### Parks & Recreation

#### Department Overview

Clearview Township's Parks & Recreation Department manages and maintains Clearview's parks, trails, and community facilities, operates the Clearview Youth Centre, and manages all tourism and event activities, including the Active Communities Project.

- Department organizational changes were completed. New staff include Amanda Murray, Manager of Parks & Recreation, Scott Fawcett, Recreation Maintenance Supervisor, Grace Beaman, Events & Tourism Coordinator and Dylan Fox, Active Communities Programmer.
- Three portable washroom units were purchased to enhance local park and event services, with the first usage at Christmas in Clearview.
- Electric-vehicle (EV) charging stations were Installed at the Stayner Arena, Brock Street in Stayner, the Township Admin Centre, Creemore Station on the Green, Creemore Medical Centre, Creemore Arena, and New Lowell Joint Operations Centre.
- Completed the Sunnidale Corners Hall accessibility renovations, with the first fully accessible event in September at the Small Halls Festival. Avening renovations are ongoing.
- New electric Olympia ice resurfacer at the Stayner Arena.
- Resurfaced the baseball fields at Stayner Collegiate Institute.
- Expanded the baseball diamonds at Ives Park with tennis court relocation planned in 2025.
- The Stayner Arena and Creemore Curling Club lights were upgraded for energy efficiency.



- Xplor Recreation, an online registration and facility booking platform, was officially launched to the community in October 2024.
- Despite staffing shortages, the Stayner Centennial Pool offered group lessons, private and semi-private lessons and 20 hours of public swimming each week.
- Celebrating 10 years, Music, Market and Park It had a free concert featuring "Spoons" to kick off one of the most successful years of the market.
- The 3 on 3 Youth Hockey Tournament welcomed 46 teams, generating over \$30,000 in revenue.
- The 10th Anniversary of the Small Halls Festival included four Celebration Concerts, a golf tournament and 20 events. Over 750 tickets were sold, generating \$30,000 to invest in the Halls and Festival.
- Rural Lights and Winter Nights added the new Northern Star and Love Story arches and expanded the lights to include Clearview Public Library branches and the Nottawa Fire Hall.
- Featured article and promotional campaign with Curiocity X Simcoe County had a total of 41,900 social media impressions.
- Created a Discovering Clearview events e-newsletter and increased social media reach.
- The full slate of Signature Events returned for 2024: Winterama, the Duck Races, Turas Mor, Trail Tunes, Ruff Mudder, Canada Day, the Gathering of the Classics, Copper Kettle Festival and the GNE.
- A new agreement with the Clearview Chamber of Commerce provides visitor information on Wednesdays and Thursdays at The Tourism Information & Heritage Centre
- Another successful year at the Clearview EcoPark Community Garden and high usage of the EcoBark Dog Park, & community trails.
- The Clearview Youth Centre was the recipient of approximately \$20,000 in grant money in 2024.
- The Youth Centre partnered with CFS Counselling & Well Being starting a free walk-in counselling service for youth 12 to 25.
- The department was awarded \$199,900 from the Ontario Trillium Foundation to implement the Active Communities Project.
- Hired an Active Communities Programmer who implemented four new active-based programs in 2024, interacting with 38 registered individuals.
- The Youth Centre with the Jays Care Foundation implemented Challenger Baseball, an adaptive baseball program designed to empower individuals living with physical and/or cognitive disabilities, with 12 participants.



#### Awards & Recognition

- Recipient of \$199,900 from the Ontario Trillium Foundation to implement the Active Communities Project
- Received \$17,200 from Experience Ontario for the Small Halls Festival 10th Anniversary Celebration Concerts
- Received \$6,500 from Tourism Simcoe County to produce & pay for the CTV commercials and \$4000 for the Curiocity campaign
- Festivals & Events Ontario (FEO) recognized the Small Halls Festival and Trail Tunes as Top 100 Events in Ontario

#### Fun Facts

- 46 Teams played in the 3 on 3 Youth Hockey Tournament.
- 126 hours of skating and 32 hours of swimming offered for free.
- Distributed 500 reflective bicycle safety straps during Trail Tunes.
- The Youth Centre filled 393 spots on 33 programmed outings.

#### 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.

- Christine Taggart joined the Public Works Department in January 2024 as Development Technologist.
- Dan White was hired as Operations Technologist in December 2024 and will start his new position in January 2025.
- Ian Montgomery, Roads Operator, placed 3rd out of 22 drivers at the Simcoe County Road Supervisors Association.
- During Public Works Week, May 21st 24th, Public Works hosted students from Clearview Meadows at the Stayner Works Yard & New Lowell Central at the New Lowell Yard. Staff also travelled to Nottawasaga & Creemore Public School & Nottawa Elementary School for a hands-on look at the Equipment that Clearview Public Works uses on a daily basis. Stay tuned for 2025 Public Works Week events May 20th - May 23rd, 2025.
- The New Lowell Public Works & Fire Joint Operations Centre open house took place July 16th, with a community BBQ put on by the firefighters and tours of the new facility.



- Clearview's 7-Year Water Financial Plan was completed (2024-2030).
- Clearview Drinking Water & Wastewater Systems Rate Report was completed (2025-2034).
- Public Works focused on stormwater management in 2024. A cleanout of the Collingwoodlands Subdivision stormwater management pond was performed.
- Staff created an "Understanding Stormwater in Clearview" pamphlet that was sent out in the water/sewer bills and posted on the Township's website: clearview.ca/stormwater
- The reconstruction of Riverside Drive from County Road 9 North, including drainage and road base improvements, new asphalt and road safety equipment was completed.
- Reconstruction & Urbanization of Sunnidale Street, including sanitary sewer servicing for existing homes and a pump station, is ongoing, base asphalt was completed in December with completion anticipated in summer 2025.
- The Creemore Master Servicing Study, which examines the long-term water and wastewater servicing needs for Creemore and surrounding potential developments, was completed.
- An Addendum to the East Creemore Drainage Municipal Class Environmental Assessment was completed in 2024 (original study 2010). The drainage options proposed in the original study were reviewed and land use, development & climate change impact updates considered.

#### Awards & Recognition

- Six staff members were presented with service recognition awards:
  - Jessie McIntyre, 20 Years
  - Marc Denbok, 15 Years
  - Dan White, 5 Years
  - Trevor Robertson, 5 Years
  - Baz Dokainish, 5 Years
  - Dan Perreault, 5 Years
- Creemore, Buckingham Woods & Nottawa Water Systems scored a perfect 100% on the MECP Annual Inspections.

#### Fun Facts

- 9,260 trips taken on the Clearview Transit Bus in 2024.
- 1,800 Road Signs tested annually for reflectivity.
- 800 Service Requests were logged by Township Staff.