



CLERKS REPORT

Sept 2021

	Task - Item - Initiative				
1	September 2019 Emergency Table Top meeting, Sept 30th at 5:30pm (supper included) at Earlton Arena. All members of emergency control group are to attend.	Nov 2020 Emergency Management Ontario is to provide details and assistance, including working in partnership with Brethour Twp as possible	May 2021 Conference call was held to discuss moving forward. Requirements to be sent by Emergency Management Ontario.	June 2021 Initial documents received	
2	August 2019 Meet with Ed Gorecki, Drainage Superintendent, and townships involved with Lautem Drain re: property erosion	Dec 2019 Meeting held to discuss the issue. Another meeting will be required, with attendance from the consultant who prepared the original report, to further discuss options/costs. Costs involved with having consultant attend this meeting will be split 50/50 between Hilliard and Armstrong.	Meeting postponed due to COVID-19		

3	<p>Sept 2019 Request from HMREC for assistance with tax increase due to new facility. To be brought forward at a future meeting</p>	<p>May 2020 Tax information provided to HMREC consultant for analysis</p>	<p>June 2020 HMREC Consultant hired to look at potential costs of taxes</p>		
4	<p>Nov 2019 Veley Road landslide, Application submitted to MMAH for Disaster Assistance funding, sourcing potential solutions and costing. Staff to meet at site with Pedersen Construction for their opinion on options/costing. Ministry of Natural Resources to be notified of the issue.</p>	<p>April 2021 We are waiting for the Transfer Payment Agreement to be sent, along with specific funding details.</p>	<p>May 2021 Draft TPA has been sent. Awaiting actual agreement. Engineer's report will be the first step after signing the agreement. This will determine options and costs for repair of the slide.</p>	<p>July 2021 First payment to be received within 60 days. RFQ for engineering report being prepared for release.</p>	<p>Sept 2021 Awarded to EXP</p>

5	Oct 2019 Drainage issue with resident's property. Clerk to investigate and communicate with resident on this issue	Sept 2020 RFQ issued to companies. Inglis Farm Drainage will carry out drain maintenance in summer of 2021.	July 2021 On hold		
6	Nov 2019 Community Safety and Well-Being Plan. Township to work with local partners on the creation.	Feb 2020 DTSSAB to hire a coordinator to complete plan for the region, with costs shared by member municipalities	Mar 2021 Tender has been issued by DTSSAB for the creation of the plan, may not be finished until next year		
7	May 2020 Check with Wayne Robinson on when he is getting the trailers from the Waste Disposal Site	June 2020 To be removed by end of month	August 2020 Removal pending	May 2021 to be discussed at next WDS Committee meeting	Sept 2021 Wayne Robinson given deadline to remove. If deadline not met, scrap dealer will be called to remove
8	Dec 2020 Application submitted for \$100,000 in funding to build an addition to the hall which will hold new offices	July 2021 Discussion at meeting about the addition location/size, and forming sub-committee to oversee potential construction and approve contractor based on RFQ response	August 2021 Funding approved in the amount of \$100,000. Designed drawings are being obtained, Projects must begin by September 30, 2023 and be completed by December 31, 2024		

9	Dec 2020 Letters to be sent to neighbouring Townships for discussions on regional economic development partnership	Jan 2021 Letters have been sent to Armstrong, Brethour, Thornloe, Casey, Harley, Hudson, Kerns	March 2021 Armstrong, Brethour, and Thornloe have responded to indicate interest in initial discussions	April 2021 Casey, Harley, Hudson, Kerns will not participate in the discussions. Discussions will be scheduled this year, once COVID restrictions and numbers/trends allow	
10	Jan 2021 Funding received from Safe Restart program in the amount of \$20,000. Can be used for capital projects, to be held as part of potential hall addition. \$25,000 was received in the first round of Safe Restart funding, to be used for non-capital projects.	April 2021 The \$15,000 stream of funding (just received) may be used for the technology upgrades. The \$25,000 and \$20,000 will be held in reserve for future costs.	May 2021 Quote for laptop received for \$1,846 (to be shared with Brethour Twp), awaiting quotes for tablets.	June 2021 Received, included in package. Quote from Quantum Express approved. Tablet covers also to be purchased with funding.	July 2021 Tablets with covers, and cell booster for Twp Office ordered. Twp emails for staff and Council members will be set up on tablets before they arrive.
11	Feb 2021 Outdoor Rink at old ballfield site approved, dependent on receipt of funding. Staff and Councillor Noel to plan and look for funding to construct, with goal of having it open for Winter 2021/22. Volunteers to be included in Recreation Committee members.	April 2021 Councillor Noel and staff meeting to discuss initial plans and costing	May 2021 Current support in budget is enough to create basic rink for this year. Clerk researching funding for upgrades.	July 2021 Application submitted for funding to FedNor for site prep and construction of outdoor rink	

12	March 2021 Letter received from Thornloe Council requesting discussion on Shared Services. Council approve discussions and appoint Reeve and Clerk to attend on Hilliard's behalf, and report back.	April 2021 Thornloe reps will advise of suggested meeting times, dependent on Covid restrictions and local cases	June 2021 Reeve and Clerk met with reps from Thornloe. Negotiation on Hilliard taking over Clerk/Finance operations for Thornloe proceeding with a draft contract sent to both Council's for feedback. Contract would begin in January 2022.	August 2021 on agenda for discussion, to be discussed again in September	Sept 2021 Hilliard will not enter into Shared Services with Village of Thornloe
13	March 2021 Staff are to apply to Infrastructure Ontario for financing to complete construction of the Blind Line Drain	May 2021 Included in budget discussions	June 2021 I.O. contacted regarding submitting another financing application	July 2021 Discussed with I.O. staff and financials reviewed. Twp is best to budget for the financing and submit application in 2022 once audited financial statements for 2021 have been received.	
14	March 2021 Advertise for Recreation Committee potential members to submit letter of interest (Fishing derby, campground/park, and outdoor rink)	April 2021 Information will be released week of April 19th	May 2021 No letters of interest have been received. Councillor Noel will follow up with volunteers interested in helping out with rink, to ask them to submit letters		
15	June 2021 Staff to bring back draft wording on staff benefits, vacation, and lieu time. Approved wording will be added to the Employee Policy	July 2021 Included in Council Package	August 2021 on agenda for discussion, to be brought back in September	Sept 2021 Policy approved	

16	June 2021 Bridge inspections are required for this year, approx. cost of \$2500. Hilliard partners with Brethour and Armstrong on these. RFQ will be sent out in July, Brethour is lead on project.	July 2021 RFQ Issued, July 23rd deadline	August 2021 Brethour, Hilliard, and Armstrong agree to award contract to ART Engineering. Work will be conducted by end of year		
17	June 2021 RFQ for drain maintenace on Koch municipal drain to be released	July 2021 RFQ Issued, July 26th deadline	August 2021 no responses received for initial call for quotes. RFQ has been reissued with deadline of August 24th	Sept 2021 No responses received. Drainage Superintendent will hire out the work asap.	
18	August 2021 Clerk to schedule annual AODA and Health&Safety ("the 4 steps") training for all staff				