

Item	Date Action Created	Complete	Date Action Completed	Notes
File the new Municipal Properties Annual RFPs policy on the website	Jun 12, 2023	Y	Sep 10, 2023	Aug 28 - task is on Marsha's list.
On noise and smell issues resulting from restaurant kitchen exhaust vents. - CAO will reply to the Mosynski's and the Price's, noting that CAO is unable to prioritise this currently, but if they would like to work with me to research and find suggestions for ways to address the concern, bylaws from other places, that would be welcome.	Aug 21, 2023	Y	Oct 12, 2023	
CAO to let Fire Chief know that council hopes to hear from him by October 25, 2023, with amendments to proposed bylaw.	Oct 18, 2023	Overdue		
CAO to follow up to seek advice from municipal lawyers on liability, with the aim of confirming we can interpret our bylaw to confirm that that there is no need for the municipality to issue development permits for rooftop solar. There is a question about whether rooftop solar panels are truly considered a 'structure' (distinct from ground-mounted solar). If the municipality does not issue a permit for a structure, the municipality is not liable for it, and owners would need to be aware that they are liable, and should work with their contractors to mitigate risk and also to ensure appropriate insurance coverage.	Aug 21, 2023	n/a		Have decided not to follow up, in order to reduce legal consultation fees. Instead, am writing this policy into the new draft of the official plan.
CAO to follow up on earlier request to the province for information regarding section of land behind firehall.	Oct 18, 2023	n/a		Duplicate of action point from April - see notes above.
Schedule Committee of the Whole meeting and include emergency preparedness discussions.	Feb 27, 2023	In progress		Sep 5, 2022 - Interim Emergency Planning meeting occurred, to prepare for a potential hurricane scenario this September in a practical way, as well as to inform the creation of a formal EM plan for submission to provincial EMO for approval. Once a formal plan is drafted (high priority), it will be presented to Council.
CAO to submit an application to subdivide Parcel B from PID 687046 and append it to the Municipality's PID 663609 and to transfer the remnant portion of PID 687046 to Esmond Lawrence Peck in accordance with the terms set out in the Option to Purchase dated July 27, 2017. (As per approved motion)	Apr 12, 2023	In progress		Apr - Surveyor (Derek French) requested to provide survey. Aug - survey has been provided, CAO seeking legal advice on infrastructure obligations resulting from granting an easement Sep/Oct - CAO approved easement to be marked up on survey plan. Nov - Perlene is reviewing, we await her response

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CAO to continue discussions with the province about the municipality acquiring PID 404434, the remnant portion of the land formerly designated as Rovis Beach Lane, to enable potential future expansion of the Fire Hall, subject to a pedestrian right of way being maintained. (As per approved motion)	Apr 12, 2023	In progress		September - stalled for lack of ability to prioritise this item. Will remain on the to-do list. Oct 18 - discussed again at Council meeting, and CAO action item to followup reassigned. November - discussed alternatives to acquiring this land with Samantha Murphy. It is possible the same outcome can be achieved through zoning & planning rules. The complication with acquiring the lane from the province and appending it to the firehall land is that the province owns stormwater infrastructure in that PID.
CAO will continue to investigate opportunities for mitigating parking concerns and pedestrianising the core.	Aug 21, 2023	In progress		
Review current insurance policy for coverage details regarding the boardwalk/seawall to determine if people climbing on the rocks and potentially falling is covered.	Jul 10, 2023			Sep - stalled for lack of ability to prioritise. Will remain on the list for when capacity opens up.
CAO to discuss needs for equipment to address solar panel fires with Fire Department.	Aug 21, 2023			
CAO to reach out to SSWA to acknowledge receipt of their letter and to notify them that it has been recorded in the meeting minutes.	Oct 18, 2023			
CAO to determine costs of propane/day if generators are being used.	Oct 18, 2023			
Councillor Eric Gilbert to provide names of potential assistants in shaping EMO plan to CAO Keenan.	Oct 18, 2023			
CAO to reach out to the Minister and Deputy Minister of the Department of Transportation & Infrastructure to ensure they are aware of the municipality's previous correspondence with their department (regarding the Amar file)	Oct 18, 2023			