

Item	Date Action Created	Complete	Date Action Completed	Notes
Action - the CAO will investigate the FPEIM's position on the issue of municipal shares of provincial taxes, and will report back at the next Council meeting.	Apr 12, 2023	In progress		
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
CAO to continue discussions with the province about the municipality acquiring PID 404434, the remnant portion of the land formerly designated as Ravis 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		
Schedule meeting with Councillor Wright and Councillor Gilbert to work on EMO plan.	Jun 12, 2023	In progress		
File the new Municipal Properties Annual RFPs policy on the website	Jun 12, 2023	In progress		
Schedule Committee of the Whole meeting and include emergency preparedness discussions.	Feb 27, 2023	In progress		
CAO to forward information on environmental protection order to Planning Board.	Feb 27, 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	In progress		
CAO to recommend to the fire chief that the fire department refer the problem regarding fires caused by a possible arsonist to the RCMP.	Dec 12, 2022	n/a	n/a	No longer relevant

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Send quote with total for damages to driver responsible for boardwalk posts damage, with options for payment.	Jun 13, 2022	n/a		Start with getting a quote from a carpenter - Hilary to look at Coles reports to see if costs/builder is noted. June 30 - spoke to Gaudette's Transit Mix, they can provide quote, must email request. Sent July 4. July 15 - Gaudette's says they are working on quote. August 10 - sent email requesting update. Aug 22 - left a message for admin Connie to provide an update. Aug 24 - Connie requested a call back, no answer, not able to leave a message. Aug 25 - Connie provided update, they are still waiting on a 3rd party company for information before being able to complete quote. Sept. 7 - Quote received. CAO to provide cover letter to send to driver. Dec 9 - CAO to prepare letter and send by year end. May 10 - Statute of limitations has passed for making a claim against the driver's insurance. May 10 - Left a voice mail for driver, asking to reach out to make payment arrangements.
Council to provide list of improvement ideas for Dunrovin Shores (at Oct 17 council meeting), for potential Rotary Grant funding.	Sep 12, 2022	n/a		Noted at November meeting that Martin Ruben is now in conflict, as new Mayor. He provided contact info for another individual with Rotary Club, forwarded to Eric Gilbert for he and Marly Anderson to follow up on. 10 Apr - This item has timed out. CAO will include Rotary as a potential funder on the grant application/funding sources list to be created.
Canvas community for volunteer to fill open seat on Water & Sewer Commission.	Jan 09, 2023	n/a		Volunteer stepped forward to fill seat.
Request "Park Closed - Use At Own Risk" signage for Victoria park, and also something similar for seawall	Jul 11, 2022	n/a		July 13 - requested info from transportation department, told to call Allen Aitken 902-368-5006. July 28 - email sent to Trevor Paynter, he will look into. Aug 8 - Coucillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
Request 4 angle parking signs for along causeway.	Jun 22, 2022	n/a		June 25 - left a message at transportation department. June 27 - left a message at transportation department. July 5 - Keisha at transp. Said she'd forward my request to correct person. July 13 - reception at transp. Depart. Said to call Allen Aitken, 902-368-5006. July 14 - Minister Fox said to call Trevor Paynter 888-8274. July 28 - Email sent to Trevor Paynter, he will look into. Aug 8 - Coucillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
W & S - conduct a study of the ongoing maintenance and capital replacement requirements costs to ensure that the revenue is sufficient to cover these costs over time	Mar 01, 2022	n/a		This item will be revisited in FY 2024-25 as a Capital Budget project "Water & Wastewater Asset Review"
Schedule meeting with Development Officer and applicant of permits V-23-04 & V-23-05 to gather required information.	Jul 10, 2023	Y	Jul 18, 2023	

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Present the news of the post office closing in September to the public, with the option of offering up a location to host at a different site. It will be noted that Canada Post makes the final decisions on placement. Suggestions or expression of interest will be considered.	Jul 10, 2023	Y	Jul 13, 2023	
Post Victoria Park/AMAR summary on municipal website so that those with questions can be guided there for updates. Forward a copy of the latest municipal newsletter to Ms. Jenkins.	Jul 10, 2023	Y	Jul 12, 2023	
Post newsletters on the municipal website.	Jul 10, 2023	Y	Jul 12, 2023	
Request updates on outstanding applications from DO Derek French.	Jun 12, 2023	Y	Jun 20, 2023	June 20 - request sent
CAO to proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).	Jan 09, 2023	Y	Jun 13, 2023	Jan 31 - contacted Efficiency PEI to schedule energy audit. Contacted 3 companies from provided list. Feb 1 - met with one company @ Community Hall for quote. February 8 - emailed Efficiency PEI to schedule energy audit. February 16 - one quote received. March 6 - second quote received. 10 April - CES program application for Energy Auditing is submitted. Once energy audit is complete, applications for Heat Pumps can be submitted.
Check on park insurance and steepness of stairs.	May 15, 2023	Y	May 18, 2023	May 18 - CAO went to view stairs, they are 9.25 across by 7 down, meeting code.
Boardwalk post damage - CAO to email recommendations from insurance agent to council.	Jan 09, 2023	Y	May 12, 2023	Email sent to Council - we are outside of the statute of limitations.
CAO to follow up with individual offering to donate a bench to the municipality to obtain more details in regards to expectations of municipality and costs.	Apr 12, 2023	Y	Apr 27, 2023	Heather MacKenzie of Cornwall. She is close to the end of her life, and wishes to place the bench for future visitors to Victoria to enjoy, on the small municipal green park immediately to the right of the wharf, affixed to concrete pavers set into the ground, for year-round use. CAO will work with the family on the install day, to decide on the final location.
Correct address on the Planning Decisions calendar for permit application #V-23-04 to 23 Howard St., from 20 Howard St.	Apr 12, 2023	Y	Apr 18, 2023	File corrected, new copies posted online, at post office and at municipal office.
CAO to follow up with fire chief regarding appropriate process for reporting fire department recommendations for new funding applications, acquisition of equipment and any other matter that needs council approval.	Dec 12, 2022	Y	Apr 5, 2023	CAO and Fire Dept executive team met April 5th to discuss the template Fire Services Bylaw proposed by the province. All intend to begin operating as if this bylaw is in place, while working to finalize exact language and get the bylaw passed.
CAO Keenan to arrange a meeting with fire department.	Feb 27, 2023	Y	Apr 5, 2023	Discussed Fire Services Bylaw and good communication between FD and CAO.
CAO to request more information from water & sewer operator regarding chlorine taste in water and to review historical data.	Feb 27, 2023	Y	Mar 28, 2023	Mar 28 - W&S Operator confirmed that he is able to complete his regular bi-monthly testing at requested individual residences, if they have a concern about their specific water taste issues. Residents, please contact CAO to have such testing scheduled.
Submit request to create Causeway Pipe Repairs project, using CCBF funds, and transfer funds from existing projects to Causeway project.	Mar 13, 2023	Y	Mar 28, 2023	