

Item	Date Action Created	Complete	Date Action Completed	Notes
Send quote with total for damages to driver responsible for wharf damage, with options for payment.	Jun 13, 2022	In progress		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.
Apply for CCBF funding for water line upgrades	Nov 14, 2022	Y	Feb 1, 2023	CAO to complete once estimated project costs received from engineers. January 18 - CAO spoke to province, transfer of funds form to be provided.
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
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 to follow up on monitoring of water testing and bring details of who is responsible to ensure requirements are being met back to council.	Dec 12, 2022	Y	Mar 23, 2023	Discussed at Mar 23 meeting of W&S Commission. Appropriate and qualified oversight is provided by engineers at the Department of Environment, who also certify our operator.
CAO to meet with Councillor Clapson to discuss and determine needs to hold hybrid council and committee meetings.	Dec 12, 2022	Y	Jan 2, 2023	December 19 - Proposal noting equipment needs and estimated costs submitted to CAO, forwarded to Province for potential grant. CAO met with Brian Clapson on January 2. Equipment purchased same week, testing to commence.
Post 2023 meeting schedule on municipal website, and on notice boards at the village post office and the Old School House.	Dec 12, 2022	Y	Dec 20, 2022	Website updated, notices posted at Old School and Post Office
CAO to follow up on Community Revitalization Program to see about obtaining funding for heat pumps for the community hall.	Dec 12, 2022	Y	Dec 19, 2022	Dec 16 - call put in to Kelly Mulligan, waiting for call back. Dec 19 - CAO spoke to Kelly Mulligan, she will forward an application for funding.
Notice to be posted/emailed requesting resident participation in Water & Sewer Commission and Planning Board.	Dec 12, 2022	Y	Dec 15, 2022	Email sent on December 15, and posted at village post office.
CAO to follow up with Rotary Club on application for funding requirements and bring more details back to council.	Dec 12, 2022	Y	Jan 5, 2022	Dec. 12 - email sent to secondary contact. Dec 19 - application for funding received Jan 05 - confirmed with RCC that application received is correct application for council to use if moving forward

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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 proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).	Jan 09, 2023	In progress		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.
Review minutes of previous meetings to determine if motion to appoint Auditor for 2022/2023 was made earlier in the year.	Jan 09, 2023	Y	Feb 2, 2023	Feb 2 - minutes reviewed, no specific motion to appoint Auditor found. Minutes refer to answering Auditor's questions.
Canvas community for volunteer to fill open seat on Water & Sewer Commission.	Jan 09, 2023	n/a		Volunteer stepped forward to fill seat.
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.
Schedule Committee of the Whole meeting and include emergency preparedness discussions.	Feb 27, 2023			
Determine if all members of all committees have liability coverage through the municipal policy, and what the coverage amount is. Provide written confirmation of coverage and amount to Commission & committee members.	Feb 27, 2023	In progress		12 May - we are currently in the annual process of renewing our insurance, and I will be looking for this item in our insurance application forms.
CAO to forward information on environmental protection order to Planning Board.	Feb 27, 2023			
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.
Confirm if committee members can sit on both the Planning Board and the Water & Sewer Commission.	Feb 27, 2023	Y	Mar 1, 2023	Yes, there is no prohibition against this. Conventionally, Councillors have sat on only one committee but this is a not a requirement.
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	
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 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.
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		

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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.
CAO to continue discussions with the province about the municipality acquiring PID 404434, the remnant portion of the land formerly designated as Rois 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		

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