

Item	Date Action Created	Complete	Date Action Completed	Notes
Reach out to MRSB as per the passed motion.	Nov 13, 2023	Y	Jan 16, 2024	Met with Brenda Wedge of MRSB on Jan 23, and provided her with the text of the motion and background information necessary for the task. Unsure of her expected delivery dates.
CAO to supply the fire department a date for submission of amendments to the Fire Services Bylaw, to be set for a date prior to the next council meeting.	Nov 13, 2023	Y	Jan 4, 2024	Feb 10 - Due date was February 7, for the February Council meeting. However, no input was received, and the item has been delayed on the Council agenda until March.
Action: Mayor Ruben (and other Councillors) may approach the Ministers of Transportation & Infrastructure, and Minister of Energy, Environment and Climate & Action, to discuss and gather information on shoreline protection, with reference to the December 2023 State of the Coast report and Coastal Policy Recommendations, and to express our concerns and the idea of engaging a coastal engineer.	Dec 11, 2023	Y	Jan 31, 2024	
CAO to share EMO letter to community so that members of the public, as well as council, who would like to take advantage of the training can do so.	Jan 09, 2024	Y	Jan 14, 2024	
CAO to forward Communities in Bloom correspondence to council members.	Jan 09, 2024	Y	Jan 9, 2024	
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. Feb 10, 2024 - Given other higher priorities (capital projects and Official Planning), and limited administrative capacity (20hrs/week CAO time), this work remains incomplete and will be handed over to the next CAO. An interim and informal emergency plan is in place in practice, but has not been written up.
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 Dec 2023 - Response provided from Perlene. Larry Peck is reviewing.

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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 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		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. December 2023 - this item may prove to be unnecessary: in the new Official Plan draft, we have incorporated 'fire halls' into a list of municipal facilities that may be excused from setback requirements. Should the new official plan pass, and should budget be available and Council support proceeding with the fire hall expansion, acquisition of the portion of Ravis Beach lane would not be necessary.
CAO will continue to investigate opportunities for mitigating parking concerns and pedestrianising the core.	Aug 21, 2023	In progress		Dec 1 - CAO submitted a funding application to the provincial AT fund. Feb 10 - AT fund has replied and said they will consider funding for an engineering study, however quotes need to be provided. CAO needs to source quotes for this work, to supply to the AT fund.
Register Code of Conduct bylaw with the province ASAP.	Dec 11, 2023	In progress		See agenda item Feb 2024.
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			Sep - Expected for Jan 2024 as part of capital budget need discussions. Feb 10 - has not been discussed, for lack of capacity.
CAO to determine costs of propane per 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			
In the next newsletter, include CAO Keenan's assessment of the progress made on the Sustainability Study.	Nov 13, 2023			Feb 10 - Didn't make it in to January newsletter - for considered inclusion in february.
Councillor E. Gilbert and CAO Keenan to work together on drafting an amendment to the council meeting requirements as stated in the current municipal (procedural) bylaw.	Nov 13, 2023			

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Action: CAO to include the idea of funding \$400 for Playhouse lighting improvements in the next newsletter, and ask for donations/lighting sponsor for this purpose. Otherwise, include in the 2024-25 budget.	Dec 11, 2023	<div></div>		Feb 10 - to be included in Feb newsletter
Action - CAO to look into requesting AMAR water test results from province, specific to outflow. And also to research the conditions of the original development permit with Halibut PEI, to see if Amar would be willing to honour the same reporting conditions.	Dec 11, 2023	<div></div>		
Dangerous and Unsightly Property Bylaw - Schedule a Committee of the Whole Meeting "in the new year."	Dec 11, 2023	<div></div>		AK Jan 6: I suggest this be scheduled only once the new CAO has started, for after the March or April Council meetings.
CAO to research how to improve sound on zoom recordings. Henry Dunsmore is willing to assist.	Jan 09, 2024	<div></div>		