



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - April 2019

Meeting Date: May 14, 2019

Executive Summary:

This report is intended to provide an update to Council on the activities and projects being conducted by Administration.

General Discussion

Administration hosted a Strategic Priorities Planning Session with Council on January 16, 2019. During this planning session, and further to the budget deliberations, allowed for an opportunity to discuss specific priorities such as the I.D. 349 and the 4 Wing Cold Lake.

A follow-up strategic priorities is being tentatively scheduled May 1, 2019.

Council hosted a strategic priorities planning session on November 14 and 15, 2017. The priorities were adopted at Council's regular meeting on November 28, 2017. All of the issues were pared down to a top 5 and an additional 5 planned priorities. These priorities are as follows:

1. Cold Lake Air Weapons Range Agreement
2. Intermunicipal Collaboration Framework
3. Crime Prevention
4. Annexation: Public Consultation
5. Commercial Air Service
 - Municipal Development Plan
 - Inter-municipal Development Plan
 - Infrastructure: Priorities/Capital Plan Update
 - Economic Development Strategy

The following strategic priorities were identified for advocacy work:

- Criminal Justice System
- Medical Services
- Town of Bonnyville Liaison
- CLFN Liaison



The following are some specific updates:

1. Cold Lake Air Weapons Range Agreement - Council held a strategic planning session on January 16, 2019. Council received an in-camera update at their March 26, 2019 regular meeting of Council. An update will be provided during Council's in-camera session, as required.
 2. Inter-Municipal Collaboration Framework (ICF) - Council has been briefed on the ICF discussion paper. The M.D. of Bonnyville has requested for the City of Cold Lake to hold off discussion in January/February, 2019. At this time, Administration has not received an update from the M.D. of Bonnyville.
 3. Crime Prevention - No further updates to report at this time.
 4. Annexation: Public Consultation - No further updates to report at this time.
 5. Commercial Air Service - 4 Wing Cold Lake provided another tentative draft which is currently being reviewed by Administration. Administration will be presenting the review to Council at their May 21, 2019 Corporate Priorities Committee meeting. Ahead of Council's review, administration has already provided preliminary feedback to 4 Wing.
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- Municipal Development Plan (MDP) - With the annexation being recently approved, the MDP has been funded in the 2019 budget. Administration has received proposals and will be making a contractual award this week.
 - Inter-Municipal Development Plan (IDP) - With the annexation being recently approved, the IDP has been funded in the 2019 budget. Administration has received proposals and will be making a contractual award this week. (as a joint project to the MDP).
 - Infrastructure Priorities/Capital Plan Update - Administration has drafted a new financial impact model w/ a capital plan framework which was presented at Council's budget deliberations meeting. Based on recent feedback from the Province of Alberta, the capital plan needs to link to the operational plans and business plans, in some form. The current five (5) year business plan is in year 4 of 5 therefore administration is also going to present to Council an updated business plan in tandem to the capital plan. Administration needs a couple months to complete this task.
 - Economic Development Strategy - The City has now accepted the economic development strategy report at their March 26, 2019 regular meeting of Council.



I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

Meetings

Apr. 1	Weekly Mgmt. Team Mtg.
Apr. 1	Canada Day Fireworks Discussion
Apr. 2	Mtg. RE PILT
Apr. 3	Monthly Executive/Mgmt. Team Mtg.
Apr. 4	Mtg. RE Native Friendship Centre Indigenous Day
Apr. 5	Mtg. w/ Craig Konechny of Beantrees
Apr. 7	Volunteer Appreciation Event
Apr. 8	Weekly Mgmt. Team Mtg.
Apr. 8	Mtg. RE MOU and Small Cell Agreement with Telus
Apr. 8	Mtg. w/ Phil Crump
Apr. 9	Regular Council Mtg.
Apr. 10	Mtg. RE CLFN IR 149A
Apr. 11	Joint Leadership Mtg. w/ CLFN Chief & Council
Apr. 11	WCDIA Teleconference
Apr.	AER Hearing
Apr. 11	Portage College Board of Governors Dinner
Apr. 15	Weekly Mgmt. Team Mtg. ABSENT
Apr. 15-18	VACATION
Apr. 16	Corporate Priorities Committee Mtg. ABSENT
Apr. 19	STAT HOLIDAY
Apr. 22	STAT HOLIDAY
Apr. 22	Weekly Mgmt. Team Mtg. CANC.
Apr. 23	Weekly Mgmt. Team Mtg. Rescheduled
Apr. 23	Cemetery ByLaw Discussion
Apr. 23	Regular Council Mtg.
Apr. 24	City Hall Safety Mtg. ABSENT
Apr. 24	Mtg. w/ Allison
Apr. 25	Mtg. w/ Mr. Engman
Apr. 25	CLRUSC Water Agmt. w/ BRWC



Apr. 26	Mtg. RE FCSS Presentation Planning
Apr. 26	FCSSAA North Zone Speech
Apr. 29	Weekly Mgmt. Team Mtg.
Apr. 29	CLRUSC Mtg.
Apr. 30	Mtg. w/ Ms. Bach
Apr. 30	Mtg. RE Cemetery

Corporate Strategic Initiatives and Communications:

- Assisted with the marketing for the EDAC Contracting in Cold Lake conference
- Assisted with presentation for FCSSAA North Zone meeting presentation
- Meetings RE Economic Development Initiatives
- CARES grant reporting requirements
- Arranged for the City to attend AER hearing RE Cold Lake Expansion Project
- Continue to gather information for annual report
- Began summer program guide production
- Initiated Park Sign Replacement Program (sourced materials, possible contractors, began design)
- Initiated Wayfinding Signage Replacement Program
- Tested podcasting program

Other Activities:

- Daily responses to general inquires and requests
- Arrange media interviews and photo ops
- General advertising and public notices for all City departments
- Attend meetings as required
- Media monitoring
- Updating website
- Posting to social media

Background:

Alternatives:

Recommended Action:

Type the recommendation here



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer