



## STAFF REPORT

**Title:** Chief Administrative Officer's Monthly Report - May 2019

**Meeting Date:** June 11, 2019

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### **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.

Administration has attempted to schedule a follow-up strategic planning session however this workshops have been cancelled due to availability of Council. Administration will follow-up with some further dates to host the follow-up strategic planning session.

Previously, 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 – Administration has completed a number of tasks relating to the CLAWR, of which administration has provided briefing to Council.
  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 presented the review to Council at their May 21, 2019 Corporate Priorities Committee meeting. Administration will provide the formal response provided to 4 Wing Cold Lake during their June 11, 2019 regular meeting.
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- Municipal Development Plan (MDP) - With the annexation being recently approved, the MDP has been funded in the 2019 budget. The City has awarded the contract to ILS Engineering of which administration is hosting a workshop to discuss the MDP with City Council on June 19, 2019.
  - Inter-Municipal Development Plan (IDP) - With the annexation being recently approved, the IDP has been funded in the 2019 budget. The City has awarded the contract to ILS Engineering of which administration is hosting a workshop to discuss the MDP with City Council on June 19, 2019.
  - 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**

May 1	Mtg. RE Old Type 2 Development Agmts.
May 1	Monthly Executive/Mgmt. Team Mtg.
May 6	Weekly Mgmt. Team Mtg. <b>CANC.</b>
May 6-7	Vancouver Tour
May 8	Mtg. RE 4 Wing License Agmt.
May 8	Mtg. w/ Portage College
May 8	Mtg. RE Select Consulting Firm for MDP/IDP
May 9	Artificial Turf Field Ribbon Cutting Planning Discussion
May 9	Mtg. RE Select Consulting Firm for MDP/IDP
May 9	E-Mtg. RE Support Canadian Energy at the FCM Conference
May 10	Discussion Development Opportunity - Northern Lights Public Schools
May 10	Mtg. RE Shoreline Cabin Development
May 13	Weekly Mgmt. Team Mtg.
May 13	Mtg. RE Sponsorship Position Options
May 13	Discuss Social Program from Lethbridge w/ Kim Schmitz
May 13	Podcasting Mtg.
May 13	Osum Reps. to Provide Update Regarding Operations at Orion
May 14	Regular Council Mtg.
May 15	Mtg. w/ Mr. Ron White - WSJHL
May 15	VIP Press Conference for Moments in Space Time
May 16	Farewell to Jing
May 16	Mtg. RE Lakewood Subdivision
May 17	Mtg. w/ Dave Hansen MLA FOIP
May 17	Raise the Flag - National Public Works Week Kickoff
May 20	<b>STAT HOLIDAY</b>
May 20	Weekly Mgmt. Team Mtg. <b>CANC.</b>
May 21	Weekly Mgmt. Team Mtg. Rescheduled
May 21	Podcast Recording
May 21	Mtg. RE Cold Lake Wings
May 21	Corporate Priorities Committee Mtg.



May 22	Cold Lake Interagency Meet 'n Greet
May 22	RCMP Dinner Mtg. w/ Mayor & Council
May 23	Public Works Day Open House Kickoff
May 23	Special Council Mtg.
May 24	Pre-Hearing Mtg.
May 24	Mtg. w/ Steve Engman
May 24	New Hearing Submission Requirements - AER
May 24	Mtg. at Energy Centre
May 27	Weekly Mgmt. Team Mtg. <b>ABSENT</b>
May 27	CLRUSC Mtg. <b>CANC.</b>
May 27-29	CAMA Conference
May 28	Regular Council Mtg. <b>CANC.</b>
May 29-31	FCM Conference

#### **Corporate Strategic Initiatives and Communications:**

- Assisted with the hosting of EDAC conference, May 22
- Meetings with RABC - new director
- Completing Summer Program Guide & Preparing for Print
- Continue to work on Annual report with input from all departments
- Wayfinding signage program advancing
- Park Signage Replacement Program advancing
- June 4 meeting re: Economic Development and Aerospace
- Preparing sponsorship and advertising program

#### **Other Activities:**

- Daily responses to general inquiries 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