



## STAFF REPORT

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

**Meeting Date:** March 12, 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.

A follow-up strategic priorities is being tentatively scheduled for April 4, 2019 to sort our planned priorities.

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.
  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.
  3. Crime Prevention - The City of Cold Lake has received tremendously positive feedback regarding the new PDS position in Cold Lake. Further regional discussion will ensue on the regional crime prevention opportunity.
  4. Annexation: Public Consultation - The annexation was been approved by the Government of Alberta. The annexation took effect on January 1, 2019. The City of Cold Lake has sent welcoming packages to each resident and will be scheduling meetings with each resident to over questions they may have.
  5. Commercial Air Service - The City of Cold Lake held a meeting with 4 Wing Cold Lake in early January, 2019 to discussion the license agreement to host commercial air services on 4 Wing Cold Lake. 4 Wing Cold Lake committed to provide the City with another rendition of the license agreement.
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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 several expressions of interest from planning/engineering consultants to facilitate the development of a new/amended MDP. The terms of reference for the short listed organizations will be issue within the following week.
  - Inter-Municipal Development Plan (IDP) - With the annexation being recently approved, the IDP has been funded in the 2019 budget. Administration has received several expressions of interest from planning/engineering consultants to facilitate the development of a new/amended IDP (as a joint project to the MDP). The terms of reference for the short listed organizations will be issue within the following week.
  - Infrastructure Priorities/Capital Plan Update - Administration has draft a new financial impact model w/ a capital plan framework which was presented at Councils budge deliberations meeting. Administration will be requiring feedback from Council in April 2019
  - Economic Development Strategy - The City has a draft report which will be presented to Council in March, 2019 on the EDAC's initiative. It is our objective to have the document adopted by April, 2019.



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**

Feb. 4	Weekly Mgmt. Team Mtg.
Feb. 4	<b>AFTERNOON OFF</b>
Feb. 5	<b>OFF</b>
Feb. 6	Build Alberta Luncheon
Feb. 6	Monthly Executive/Mgmt. Team Mtg. <b>CANC.</b>
Feb. 6	Bill 69 Conference Call
Feb. 6	Downtown Businesses Open House for Parking
Feb. 6	Winter Games Directors Mtg.
Feb. 8	Mtg. RE Red Fox
Feb. 8	Mtg. w/ RABC
Feb. 11	Weekly Mgmt. Team Mtg.
Feb. 11	Mtg. w/ Allison Untereiner
Feb. 11	Mtg. RE Grant Policy Framework
Feb. 12	Regular Council Mtg.
Feb. 13	<b>DAY OFF</b>
Feb. 18	<b>STAT HOLIDAY</b>
Feb. 19	Weekly Mgmt. Team Mtg.
Feb. 19	Hugelsheim Planning Mtg.
Feb. 19	Corporate Priorities Committee Mtg.
Feb. 20	Winter Games Mtg.
Feb. 21	Mtg. RE Front Counter Phone System
Feb. 21	<b>AFTERNOON OFF</b>
Feb. 22	<b>DAY OFF</b>
Feb. 22	Level 4 Grievance Response <b>ABSENT</b>
Feb. 25	Weekly Mgmt. Team Mtg. <b>CANC.</b>
Feb. 25	<b>DAY OFF</b>
Feb. 25	CLRUSC Mtg. <b>CANC.</b>
Feb. 26	Mtg. w/ Wing Commander
Feb. 26	Regular Council Mtg.



Feb. 27	City Hall Safety Mtg. <b>ABSENT</b>
Feb. 27	Cold Lake Eye Care Grand Opening
Feb. 27	Mtg. w/ Cold Lake Islamic Society
Feb. 28	Mtg. w/ Debbie Tercier

**Corporate Strategic Initiatives and Communications:**

- Attended Chamber of Commerce monthly meeting
- Facilitated the organization of 55 plus Winter Games
- Assisted with the hosting of the 55 plus Winter Games
- Planned 2019 outdoor advertising campaign, including annual photo contest
- Assisted with Snow Fever events

**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:**

N/A

**Alternatives:**

N/A

**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer