



## STAFF REPORT

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

**Meeting Date:** July 9, 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**

June 3	Weekly Mgmt. Team Mtg. <b>ABSENT</b>
June 3	Mtg. RE Sponsorship/Advertising Agmt. w/ Allison <b>ABSENT</b>
June 4	WCDIA Proposal - Teleconference
June 5	Monthly Executive/Mgmt. Team Mtg.
June 6	Mtg. RE Sponsorship/Advertising Agmt. w/ Allison
June 7	<b>Out of Office</b>
June 10	Weekly Mgmt. Team Mtg.
June 10	I.D. 349 Funding Scenario Mtg.
June 11	Northern Ideas Groups - Energy Centre Tour
June 11	Northern Ideas Groups - Welcoming Speech
June 11	Regular Council Mtg.
June 12	Meeting w/ Rick Cusson
June 13	149A Storm Drain Mtg.
June 13	Grand Opening CLFN Elders Center <b>ABSENT</b>
June 13	Mtg. RE Legacy Fund from Hockey Alberta Bantam Provincials
June 14	Cake for Colin T. RE P.Tech Achievement
June 17	Weekly Mgmt. Team Mtg.
June 17	Mtg. w/ M.D. of B'ville CAO
June 18	Mtg. w/ Shawna Janvier RE EDAC
June 18	RCMP Building Expansion Discussion
June 18	Corporate Priorities Committee Mtg. <b>CANC.</b>
June 19	Mtg. w/ Craig from Beantrees
June 19	MDP & IDP Introductory Workshop w/ Council
June 19	ID 349 Proposal Discussion
June 20	Stakeholder Workshop for MDP/IDP
June 20	City of Cold Lake Site Visit
June 20	Mtg. w/ Nancy Broadbent & Guy Gervais of Portage College
June 20	Mtg. w/ AEP and CLFN
June 20	Wing Commander Dinner Mtg. w/ Mayor & Council
June 21	Native Friendship Centre Indigenous Day



June 21	Mtg. w/ Randy Reynolds
June 24	Weekly Mgmt. Team Mtg. <b>CANC.</b>
June 24	Game Ready Tour
June 24	CLFN Economic Development Business Mixer
June 24	CLRUSC Mtg.
June 25	Teleconference Call
June 25	Together Alberta
June 25	Regular Council Mtg.
June 26	Breakfast Mtg.
June 26	City Hall Safety Mtg.
June 26	Mtg. w/ Luc Mercier and Greg Sawchuk
June 28	Mtg. w/ WPHA

**Corporate Strategic Initiatives and Communications:**

- Assisted with MCCAC grant application
- Marketing campaigns for: Canada Day events, Artificial Turf Field Grand Opening, Aqua Days and City wide Sale
- Preparing 2018 Annual Report for publication
- Continuing the Park Signage Replacement Program
- Continuing the Wayfinding Signage Program
- Meeting with CLFN re: Economic Development
- Working with Alberta HUB to update investment fact sheet.

**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:**



City of *Cold Lake*

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer