



STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

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

General Discussion

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

July 1	STAT HOLIDAY
July 2	Weekly Mgmt. Team Mtg.
July 2	Special Council Mtg.
July 3	CPO Schedule Briefing to CAO
July 3	Monthly Executive/Mgmt. Team Mtg. CANC.
July 6	Artificial Turf Field Grand Opening
July 8	Weekly Mgmt. Team Mtg.
July 8	MCCAC - Lighting Retrofit
July 9	Mtg. w/ Lakeland Centre for FASD
July 9	Mtg. w/ Debra Pelechovsky
July 9	Regular Council Mtg.
July 10	Change of Command Between Col. Doyle & Col. Moar
July 10	Afternoon Off
July 12	AUMA Infrastructure & Energy Committee Mtg. in Edm.
July 15	Day Off
July 15	Weekly Mgmt. Team Mtg. CANC.
July 16	Day Off
July 16	Corporate Priorities Committee Mtg. CANC.
July 17	Mtg. RE Wayfinding Signage - Next steps
July 17	Mtg. w/ Luc Mercier RE AER Presentation



July 19	Change of Appt. Deputy Wing Commander LCol Zimmerman & LCol Gagnon
July 22	Weekly Mgmt. Team Mtg. CANC.
July 22	CIB National Judges
July 22	CLRUSC Mtg. CANC.
July 23	Mtg. RE Lakeshore Encroachment Survey Results/Next Steps
July 23	Regular Council Mtg. CANC.
July 23	Special Council Mtg.
July 24	City Hall Safety Mtg.
July 26	Day Off
July 29	Weekly Mgmt. Team Mtg.
July 30-31	Holidays

Corporate Strategic Initiatives and Communications:

- Continue to work on planning for the Wayfinding Signage Project
- Printed and distributed the annual report
- Continuing the Park Signage Replacement Program
- Liaising with partners to monitor AER Hearing process and requirements
- Executed marketing campaign for City-Wide Sale with approximately 120 sales registered as of August 6
- Liaising with AHS and partner departments to ensure timely messaging regarding advisories.
- Working with partner departments to advertise community registration day

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:



City of *Cold Lake*

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer