



## STAFF REPORT

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

**Meeting Date:** September 10, 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 has been in full swing in the oversight of summer programming and preparing the submissions for the 2020-2024 Business Plan/Capital Investment Strategy and 2020-2022 Budget Deliberations. Submissions have been completed of which the reports are being prepared for Councils review and feedback.

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**

August 1-2	<b>VACATION</b>
August 5	<b>STAT HOLIDAY</b>
August 6-9	<b>VACATION</b>
August 6	Weekly Mgmt. Team Mtg. <b>ABSENT</b>
August 7	Monthly Executive/Mgmt. Team Mtg. <b>CANC.</b>
August 12	<b>VACATION</b>
August 12	Weekly Mgmt. Team Mtg. <b>ABSENT</b>
August 13	Regular Council Mtg.
August 15	Mtg. w/ Lawrence Noel RE Peoples First
August 15	Mtg. RE CCC for Phases I & II of Pelican Rock
August 16	Review of Response RE 4 Wing Agreement
August 16	Mtg. w/ Kelly Star Helicopters Ltd.
August 19	Weekly Mgmt. Team Mtg.
August 19	Regulatory Approvals Briefing with MLA Hanson
August 20	Mtg. w/ TC Energy



August 20	Corporate Priorities Committee Mtg. <b>CANC.</b>
August 21	General Staff Meeting
August 22	Strategic Planning Session <b>CANC.</b>
August 26	Weekly Mgmt. Team Mtg.
August 26	Mtg. with Luc Mercier RE ICF
August 26	Mtg. w/ Jerry Kolewaski
August 26	CLRUSC Mtg.
August 27	Mtg. New Executive Director for the Cold Lake PCN
August 27	Travel to Edmonton RE SDAB Training
August 27	Regular Council Mtg. <b>ABSENT</b>
August 28	SDAB Training in Edmonton
August 28	City Hall Safety Mtg. <b>ABSENT</b>
August 29	Podcast Episode 2
August 29	Mtg. RE Animal Holding Facility
August 30	Registries Roundtable Discussion w/ Service Alberta Minister Nate Glubish

**Corporate Strategic Initiatives and Communications:**

- Continue to work on planning for the Wayfinding Signage Project
- Continuing the Park Signage Replacement Program
- Liaising with partners to monitor AER Hearing process and requirements
- Completed the City Wide Sale program with 199 registered sales.
- Completed and released 2 podcast episodes

**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