



STAFF REPORT

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

Meeting Date: October 8, 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

Sept. 2	STAT HOLIDAY
Sept. 3	Weekly Mgmt. Team Mtg.
Sept. 3	Mtg. w/ Dr. Arora
Sept. 3	Mtg. w/ Cold Lake Recycling Centre
Sept. 4	Monthly Executive/Mgmt. Team Mtg.
Sept. 6	Webinar on Alberta's Police Funding Model
Sept. 9	Weekly Mgmt. Team Mtg.
Sept. 9	Conference Call w/ Brownlee
Sept. 9	Mtg. RE Points West Discussion
Sept. 10	Mtg. w/ Humane Society
Sept. 10	Grievance Hearing
Sept. 10	Regular Council Mtg.
Sept. 11	4 Wing Breakfast Mtg.
Sept. 12-13	Mid-Sized Cities Mayors & CAO's Caucus Mtg.
Sept. 16	Weekly Mgmt. Team Mtg.



Sept. 17	Mtg. RE Peoples with Disabilities
Sept. 17	Mtg. RE Museum Road & 69 Ave. Waterline
Sept. 17	Corporate Priorities Committee Mtg.
Sept. 18	Minister of Municipal Affairs Tour of Cold Lake
Sept. 19	Minister of Seniors and Housing Josephine Pon
Sept. 20	Cold Lake Materials Recovery Facility Tour
Sept. 23	Weekly Mgmt. Team Mtg.
Sept. 23	Podcast Episode 3
Sept. 24	Regular Council Mtg. CANC.
Sept. 25	City Hall Safety Mtg. ABSENT
Sept. 25-27	AUMA Convention
Sept. 30	Weekly Mgmt. Team Mtg.
Sept. 30	Mtg. w/ Chris Rourke of Snowmobile Group
Sept. 30	CLRUSC Mtg.

Corporate Strategic Initiatives and Communications:

- Continue to work on planning for the Wayfinding Signage Project
 - Presented Wayfinding Signage Project progress to EDAC
- Facilitated meeting and tour of Cold Lake with Municipal Affairs
- Continued with episode 2 and 3 of the podcast program
- Attended Mid-Sized Cities Mayors Caucus
- Attended AUMA
- Attended EDAC's monthly meeting
- Attended Provincial Police Costing Model webinar

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