



STAFF REPORT

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

Meeting Date: November 12, 2019

Executive Summary:

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

General Discussion

“Service Level Reviews” and “Budget” meetings have played on resources in preparing the submissions for the 2020-2024 Business Plan/Capital Investment Strategy and 2020-2022 Budget Deliberations.

Administration will present the draft budget during the Council Budget Committee meeting scheduled for November 21, 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

Oct. 1	Cannabis Costs Webinar Invitation
Oct. 1	Pre-Meeting Discussion - CLFN
Oct. 1	Mtg. w/ CLFN Leadership & City of Cold Lake Council - Water Infrastructure Projects
Oct. 2	Monthly Executive/Mgmt. Team Mtg. CANC.
Oct. 2	Ronald McDonald House Charities® Alberta Update
Oct. 4	Police Costing Model Webinar
Oct. 7	Weekly Mgmt. Team Mtg.
Oct. 7	Initial Budget Mtg.
Oct. 8	Budget Mtgs.
Oct. 8	Mtg. w/ Land Solutions
Oct. 8	Regular Council Mtg.
Oct. 9	EOC Mtg.
Oct. 9	Budget Mtgs.



Oct. 10	Budget Mtgs.
Oct. 11	Podcast Episode 4
Oct. 14	STAT HOLIDAY
Oct. 15	Weekly Mgmt. Team Mtg. CANC.
Oct. 15	Budget Mtgs.
Oct. 15	Mtg. w/ Cold Lake Hornets
Oct. 15	Mtg. w/ Kari Leiper & Bonnie Hankey of H4H
Oct. 15	Corporate Priorities Committee Mtg.
Oct. 16	Budget Mtgs.
Oct. 16	Lakeshore Drive Design Development Workshop
Oct. 17	Budget Mtgs.
Oct. 17	2020 Cold Lake Air Show Corporate Sponsorship Luncheon ABSENT
Oct. 17	Mtg. RE CCC for Phase I & II of Pelican Rock
Oct. 17	Lakeshore Drive Design Development Workshop Backup Date
Oct. 18	Moments in Space Time Screening ABSENT
Oct. 21	Weekly Mgmt. Team Mtg.
Oct. 21	Community Peace Officer Schedule Debrief
Oct. 21	Cold Lake Health Centre Update
Oct. 22	Budget Mtgs.
Oct. 22	Organizational Council Mtg.
Oct. 22	Regular Council Mtg.
Oct. 23	City Hall Safety Mtg. ABSENT
Oct. 23	Animal Holding Mtg.
Oct. 24	Budget Cleanup
Oct. 24	Env. Reg. Cleanup Workshop
Oct. 25	AUMA's Provincial Budget 2019 Webinar
Oct. 25	BOYA Awards Supper
Oct. 28	Weekly Mgmt. Team Mtg.
Oct. 28	Review WCDIA Report - Aviation Framework 2020
Oct. 28	CLRUSC Mtg.
Oct. 29	Podcast Episode 5
Oct. 29	Mtg. w/ CLFN - Water & Waste Water Strategy Development
Oct. 30	Budget Finalization
Oct. 31	Mgmt. Team Mtg.



Corporate Strategic Initiatives and Communications:

- Preparing for Wayfinding Signage Project Open House - anticipate being ready by late November.
- Received draft report re: Aerospace Economic Development Project
 - Continue to work with consultants to begin the implementation phase
- Worked with CAO and department staff on budget
- Assisted with preparation of sustainability analysis and summary
- Continue to assist with sponsorship program development
- Attended GOA and AUMA's budget webinar
- One (1) staff member attended Travel Alberta's annual conference
- Hired marketing officer replacement
- Recorded and published podcast Episode 5

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