



STAFF REPORT

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

Meeting Date: December 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

“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.

During the budget deliberation process Council request for further dates to deliberate the budget and to delay the passing of the 2020 Budget until December 23, 2019 due to concerns relating to I.D. 349 funding. November 19, 2019 has been planned for budget deliberations.

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

Nov. 1	DAY OFF
Nov. 2	Hall of Fame Banquet
Nov. 4	Weekly Mgmt. Team Mtg.
Nov. 5	Budget Finalization
Nov. 5	Informal Meeting w/ Council - I.D. 349 Update
Nov. 6	Monthly Executive/Mgmt. Team Mtg. CANC.
Nov. 6	Government of Alberta - CARES Program Webinar
Nov. 7	Cold Lake First Nations - I.D. 349 Meeting
Nov. 8	Tour of Old Cold Lake Lodge
Nov. 8	CLRUSC and BRWC Mtg.
Nov. 11	STAT HOLIDAY
Nov. 12	Weekly Mgmt. Team Mtg.



Nov. 12	CLRUSC Rate Study - Kick Off Mtg.
Nov. 12	Mtg. w/ MLA David Hansen
Nov. 12	Regular Council Mtg.
Nov. 14	Government of Alberta - CARES Program Webinar
Nov. 15	DAY OFF
Nov. 18	Weekly Mgmt. Team Mtg. CANC.
Nov. 19	Breakfast Mtg. w/ Wing Commander Moar
Nov. 19	Mtg. w/ FASD Program Developer Michele Huszar
Nov. 19	Corporate Priorities Committee Mtg.
Nov. 20	Government of Alberta - CARES Program Webinar
Nov. 20	Public Open House - Presentation Planning Meeting
Nov. 20	TC Energy - Saddle Lake Lateral Loop (CL Section) Open House
Nov. 21	2020 Budget Deliberations
Nov. 22	Podcast Episode 6
Nov. 22	Executive/Mgmt. Team Mtg.
Nov. 25	Weekly Mgmt. Team Mtg.
Nov. 25	Teleconference - Cold Lake Aerospace Economic Development
Nov. 25	RUSC Mtg.
Nov. 26	MR/ER Encroachment Open House Discussion
Nov. 26	Lunch w/ Frank Oberle
Nov. 26	Gov. Deals Presentation
Nov. 26	Regular Council Mtg.
Nov. 28	City Hall Safety Mtg. ABSENT
Nov. 28	Mtg. w/ David Wheeler
Nov. 29	Safe & Healthy Communities Committee Mtg. in Edm.

Corporate Strategic Initiatives and Communications:

- Continue work on Wayfinding Signage Project Open House
- Received final report re: Aerospace Economic Development Project
 - Continue to work with consultants to begin the implementation phase
 - Meeting with potential consultant/project manager for implementation phase.
- Attended GoA CARES webinar and Completed CARES application
- Worked to complete December 11 open house presentation.
- Completed collaboration, editing and design for 2020 winter program guide
- Attended Cold Lake Regional Chamber of Commerce monthly meeting as City liaison.



- Recorded and published podcast Episode 6

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:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer