



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - March 2020

Meeting Date: April 14, 2020

Executive Summary:

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

General Discussion

The City continues to await for the Minister's feedback as it relates to the next steps for I.D. 349.

Council held a strategic priorities session to discuss the strategy for the City of Cold Lake for the remainder of 2020 and beyond, and other community priorities on March 12, 2020. Subsequently, Council passed the budget on March 24, 2020.

The recent COVID-19 pandemic is the primary focus of Administration. Council has been receiving ongoing updates from the CAO (almost daily). Administration also hosted a Council Question and Answer Session on April 2, 2020.

In an effort to provide a summary on a public document, I have included the following quick notes:

- The City of Cold Lake is and continues to operate its' EOC in virtual mode. Meetings are occurring daily inclusive of the Cold Lake COVID-19 Taskforce.

I must say, I am very impressed with the momentum of everyone and how quick things came together. It is with great emotion that I thank everyone for showing such perseverance during this time of challenges. We have once again shown other municipalities how it's done, and have made an exceptional impression to our partners and stakeholders.

We have also been very successful in integrating many of the snow birds back into their homes with the necessary assistance.

The City Hall remains open and operational for the community (with restrictions of access), and all staff are committed to the public we serve. From the water distribution systems, sewers, roads, waste management, recycling, human



resources, Information Technology, fire/rescue, policing, etc. (more than I can name here in this briefing), are all operating to ensure that essential services continue for the public.

At this time, the City of Cold Lake has not called a “Local State of Emergency”; however, stands ready if it needs to access extraordinary powers on the Municipal Government Act.

- The Cold Lake North Arena was converted into an Alternate Public Health Site; various services are already being delivered at the site.
- The City of Cold Lake has impacted the employment of twenty-seven (29) permanent full-time, permanent part-time, and temporary staff. Another twenty-two (22) casuals have been placed as no-hours available. The total number of affected personnel currently sits at approximately fifty-one (51) staff. Programs and services continue to be reviewed as required by Public Health Orders.
- Administration has raised concerns in regards to the state of City finances as there will only be a couple million dollars in the bank come to the end of May, 2020, and some financial institutions are not allowing the City to cash in investments (due to the market uncertainties). This issue is compounded with the fact that with the I.D. 349 not coming in 2019, we show a ~\$7 million deficit in the 2019 draft financial statements (the financial institutions are raising concerns and this may impact the ability for the City to seek short-term borrowing solutions). Further to this, the City has lost over 40 million of its debt limit due to actions of the province.

The Government of Canada (4 Wing Cold Lake and PSPC) is also over \$22 million in arrears with the City of Cold Lake relating to unpaid municipal property taxes.

The above is all contributing challenges to provide support mechanisms to the community (including residents and businesses).

At this time, most of the capital projects have been put on hold.

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

Mar. 2	Weekly Mgmt. Team Mtg.
Mar. 2	ICF Feedback of Document Discussion
Mar. 3	COVID-19 Discussion and Planning Mtg.
Mar. 4	Monthly Executive/Mgmt. Team Mtg.
Mar. 4	H4H Monthly Board Meeting
Mar. 9	Weekly Mgmt. Team Mtg.
Mar. 9	Waterline Agreement w/ 4 Wing
Mar. 9	POC Designated Assessment Site
Mar. 9	ICF Mtg.
Mar. 9	Spirit Leaf Tour
Mar. 10	Cold Lake COVID-19 Task Force Mtg. - Independent Testing Centre
Mar. 10	Teleconference w/ Brownlee LLP
Mar. 10	Regular Council Mtg.
Mar. 11	Tour/Inspection - 22 Health Wing
Mar. 11	Tour/Inspection - Cold Lake North Arena
Mar. 11	ICF Follow-up Mtg.
Mar. 11	2020 Budget Discussion
Mar. 12	2020 Strategic Planning Session - Budget
Mar. 13	Official Opening of 4 Wing Health Care Centre
Mar. 16	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 16	Weekly Mgmt. Team Mtg.
Mar. 16	COVID-19 Municipal Virtual Mtg.
Mar. 17	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 17	Conference Call w/ Jeff Johnson
Mar. 17	Corporate Priorities Committee Mtg.
Mar. 18	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 19	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 20	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 20	Mtg. RE EOC
Mar. 20	Tour RE Alternative Public Health Site
Mar. 20	Municipal Affairs Telephone Town Hall RE COVID-19
Mar. 20	Podcast Episode 9 (COVID-19 Podcast Message)
Mar. 22	Mgmt. Team Mtg. - COVID-19 Personnel
Mar. 23	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 23	Weekly Mgmt. Team Mtg. CANCELLED.



Mar. 23	RUSC Mtg. CANC.
Mar. 24	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 24	Regular Council Mtg.
Mar. 25	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 25	City Hall Safety Mtg. CANC.
Mar. 26	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 27	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 27	Caribou Sub-Regional Planning Mtg.
Mar. 27	AUMA Webinar
Mar. 27	Teleconference w/ Portage College & MLA Hanson
Mar. 30	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 30	Weekly Mgmt. Team Mtg.
Mar. 31	AHS COVID-19 Update - Cold Lake Skype Mtg.
Mar. 31	Staff Level Discussion Mtg.

Corporate Strategic Initiatives and Communications:

- Attending regular COVID-19 Task Force teleconferences.
- Liaised with Lac La Biche and AUMA Advocacy re: AUMA resolution.
- Attended meetings re: Aerospace Economic Development Opportunity.
- Prepared material for ICF meetings.
- Attended - and subsequently cancelled - Edmonton Boat Show
- Participated in ICS training/updating
- Liaised with WCDIA in regard to project's next steps in light of COVID-19 pandemic response.

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:

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