



STAFF REPORT

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

Meeting Date: June 9, 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 received word from the Minister of Municipal Affairs Kaycee Madu on the funding allocation for I.D. 349. Administration has provided a report to Council in this regard. A regional leadership meeting is being held on June 5, 2020 regarding the future of I.D. 349. The issue has been placed on Council agenda to provide a follow-up briefing on the meeting.

The recent COVID-19 pandemic is the primary focus of Administration. The focus has been generally put towards Alberta relaunch strategy. Administration has been making various announcements on the opens of programs, services, and facilities.

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 now occurring biweekly inclusive of the Cold Lake COVID-19 Taskforce. 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 City of Cold Lake has reinstated several employees on administrative leave to other function (e.g. Marina and Golf Course).
- The Cold Lake North Arena continues to operate as an Alternate Public Health Site and is operating 7 days week.
- Administration is working on plans for contributing to COVID-19 recovery. There are put into two (2) categories:
 - Economic Recovery



- Corporate Recovery

The mid-sized City's Mayor and CAO's Caucus (specially the CAO's) have developed a working group to assist in developing opportunities for municipalities.

The City has also held a meeting with the Cold Lake Reginal Chamber of Commerce to discuss impacts to their membership and recovery concerns.

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

May 1	VACATION
May 4	VACATION
May 4	Bi-Wkly. Cold Lake COVID Task Force Mtg. ABSENT
May 4	Weekly Mgmt. Team Mtg. CANC.
May 6	Business Resiliency Collaboration Mtg.
May 6	Monthly Executive/Mgmt. Team Mtg. CANC.
May 7	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 7	Animal Holding Project
May 11	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 11	Weekly Mgmt. Team Mtg. CANC.
May 12	Bonnyville Commission Comments on Water Rate Report - Teleconference
May 12	Regular Council Mtg.
May 13	Mtg. w/ Portage College - Aviation Program
May 13	Lakeland Business Resiliency Mtg.
May 14	Bi-Wkly. Cold Lake COVID Task Force Mtg. CANC.
May 14	AUMA Webinar What "Relaunch" Means to Municipal & Community Services
May 14	M.D. of Bonnyville Tour of M.D. Park
May 14	Mtg. w/ Chamber of Commerce
May 15	Alberta HUB - CARES and Aerospace Economic Development
May 15	WCDIA - Zoom Mtg.
May 15	National Public Works Week Raise the Flag Event
May 18	STAT HOLIDAY



May 18	Bi-Wkly. Cold Lake COVID Task Force Mtg. CANC.
May 18	Weekly Mgmt. Team Mtg. CANC.
May 19	MPC Mtg.
May 19	Corporate Priorities Committee Mtg.
May 20	Teleconference w/ Minister of Municipal Affairs (COVID-19 Update)
May 20	Business Resilience Committee Mtg. Via Zoom
May 21	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
May 21	Tentative - Mtg. w/ Ryan RCMP
May 22	Site Tour CLGWC - Bridge Issue
May 25	DAY OFF
May 25	Bi-Wkly. Cold Lake COVID Task Force Mtg. ABSENT
May 25	Weekly Mgmt. Team Mtg. CANC.
May 25	RUSC Mtg. CANC.
May 26	Fishing Tournament Mtg.
May 26	Regular Council Mtg.
May 27	City Hall Safety Mtg. CANC.
May 27	Business Resilience Committee Mtg. Via Zoom
May 27	Mtg. w/ Cold Lake Native Friendship Centre
May 28	Mid-Sized City Managers & CAOs Mtg. Via Zoom
May 29	Doctor Media Release Discussion

Corporate Strategic Initiatives and Communications:

- Attending regular COVID-19 Task Force teleconferences
- Attended meetings re: Aerospace Economic Development Opportunity
- Assisted with COVID-19 response signage and messaging
- Monitored provincial response to COVID-19 pandemic
- Beginning design of sister city/city hall signage
- Preparing to receive and begin installation of park signs
- Participated in Lakeland Business Resiliency Committee Meetings
- Attended monthly EDAC meeting

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