



## STAFF REPORT

**Title:** Chief Administrative Officer's Monthly Report - June 2020

**Meeting Date:** July 14, 2020

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### **Executive Summary:**

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

### **General Discussion**

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**

June 1	Weekly Mgmt. Team Mtg.
June 1	RUSC Mtg.
June 2	FCSS - COVID19 Meeting
June 2	Mtg. - Community Surveillance Camera System High Profile Areas
June 2	Conference Call w/ Casey Cato - Land Solutions
June 3	Business Resilience Committee Meeting
June 3	Monthly Executive/Mgmt. Team Mtg.
June 4	ICF Mtg. w/ MD of B'ville
June 4	Telec. w/ Minister Aheer & D. Hinshaw - Gym, Studios, Sportsfields
June 5	Conference Call w/ Senator Simons RE 4 Wing PILT
June 5	Conference Call with Minister McIver RE Hwy 28
June 5	ID 349 Mtg. w/ MD of B'ville
June 8	Weekly Mgmt. Team Mtg.
June 9	Cold Lake Fishing Tournament 2021 Planning Mtg.
June 9	Podcast
June 9	Regular Council Mtg.
June 10	Conference Call - Golf Course
June 10	Cold Lake Airplane Mechanics Project
June 10	Business Resilience Committee Mtg. Via Zoom



June 12	AUMA Webinar - Ask the Expert: What "Phase 2" Means
June 15	Weekly Mgmt. Team Mtg.
June 15	Special Council Mtg.
June 16	Corporate Priorities Committee Mtg.
June 17	Business Resilience Committee Mtg. Via Zoom
June 19	<b>DAY OFF</b>
June 22	Weekly Mgmt. Team Mtg.
June 22	RUSC Mtg.
June 23	Mtg. RE Pelican Rock
June 23	Cold Lake Landfill Recycling Centre Tour
June 23	Grandstand Asphalt Meeting
June 23	Regular Council Mtg.
June 24	City Hall Safety Mtg. <b>CANC.</b>
June 24	Steve E. Horseshoe Bay Lot Mtg.
June 24	Business Resilience Committee Mtg. Via Zoom
June 24	Fishing Tournament Mtg.
June 24	Men's Shed Meeting
June 25	<b>VACATION</b>
June 25	Podcast Episode 11
June 25	Mid-Sized City Managers & CAOs Mtg. Via Zoom
June 26	<b>VACATION</b>
June 29	<b>VACATION</b>
June 29	Weekly Mgmt. Team Mtg. <b>CANC.</b>
June 30	<b>VACATION</b>

### **Corporate Strategic Initiatives and Communications:**

- Attended meetings re: Aerospace Economic Development Opportunity
- Monitored provincial response to COVID-19 pandemic
- Received new park signs at Energy Centre, preparing to contract installation
- Liaising with energy centre staff re: possible fishing tournament

### **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