



STAFF REPORT

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

Meeting Date: August 11, 2020

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

July 1	Monthly Executive/Mgmt. Team Mtg. CANC.
July 2	DAY OFF
July 3	DAY OFF
July 6	Weekly Mgmt. Team Mtg.
July 7	PILT Mtg. w/ Brownlee
July 8	Business Resilience Committee Mtg. Via Zoom
July 9	Mtg. w/ Brownlee
July 9	Teleconference w/ Brownlee
July 10	Safe & Healthy Communities Committee Mtg.
July 13	Weekly Mgmt. Team Mtg.
July 13	CATSA Licence Review
July 14	Regular Council Mtg.
July 15	Business Resilience Committee Mtg. Via Zoom
July 17	M & M Food Market Grand Opening
July 20	Weekly Mgmt. Team Mtg.
July 20	Water Rate Review Mtg.
July 20	CLRUSC Mtg. w/ BRWC
July 21	Mtg. w. Cold Lake Native Friendship Centre
July 21	Mtg. RE Encroachment Open House



July 21	Mtg. w/ WC, Diana & Allain
July 21	Corporate Priorities Committee Mtg. CANC.
July 22	WTP and Pump House Tour
July 22	Business Resilience Committee Mtg. Via Zoom
July 22	Mtg. - Security in Downtown Core
July 23	Recreation Communities Town Hall Webex Mtg.
July 23	Mtg. RE Municipal Affairs & Economic Development
July 23	Special Council Mtg.
July 27	Weekly Mgmt. Team Mtg.
July 27	RUSC Mtg.
July 28	Tour Hardwood Homes Subdivision
July 28	Regular Council Mtg. CANC.
July 29	City Hall Safety Mtg. CANC.
July 29	Cold Lake Golf & Winter Club Open House Planning Mtg.
July 29	Business Resilience Committee Mtg. Via Zoom
July 30	4 Wing Cold Lake MOU Negotiations
July 30	Mtg. RE Air Access Strategy and Regional Airports
July 30	Mtg. RE Creekside MHP - Drainage Ditch/Pipe
July 30	Review - Airport Briefing for J. T.
July 31	Mtg. w/ G. Barnes
July 31	Combative Sports and COVID-19 Zoom Mtg.

Corporate Strategic Initiatives and Communications:

- Coordinating final reporting for CARES grant and Aerospace Economic Development Initiative
- Assisting with advertising and logistics for upcoming Encroachment Open House
- Assisting with advertising and logistics for Golf and Winter Club Open House.
- Finalizing details for Park Sign Replacement Program - Installation.
- Meeting with RP Ops re: Licence agreement
- Assisting with 4 Wing/City of Cold Lake MOU
- Assisted with logistics for August 6 morning 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