



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - October 2021

Meeting Date: November 23, 2021

Executive Summary:

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

General Discussion

Administration is period of transition with the 2021 Municipal Elections. Administration provided the outgoing Council will final briefings and initiated the Council orientation process of the newly elected Council. Council has received:

- Oath of Office Ceremony
- Organizational Meeting
- Legal Governance Orientation
- CAO Governance and Operational Orientation
- Facility Tours Orientation
- Programs and Service Level Orientation; and
- AUMA Convention

On November 29 and 30, 2021, Council will commence the development of its Strategic Priorities. This month report will provide updates to the strategic priorities. As well, 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

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| October 4 | Weekly Mgmt. Team Mtg. |
| October 5 | Advanced Polls Drive-Through at Energy Centre |
| October 6 | Monthly Executive/Mgmt. Team Mtg. |
| October 7 | Advanced Polls at Energy Centre |
| October 7 | COVID 19 Update for Municipalities |
| October 7 | Mtg. w/ Darren Bosch |
| October 7 | Mtg. w/ Ryan Lefebvre |



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| October 9 | DAY OFF |
| October 11 | STAT HOLIDAY |
| October 12 | Weekly Mgmt. Team Mtg. |
| October 12 | Level IV Grievance Discussion |
| October 12 | Regular Council Mtg. |
| October 13 | Advanced Polls Drive-Through at Energy Centre |
| October 13 | COVID-19 Update for Alberta Municipalities w/ CMOH |
| October 13 | Chamber Board Mtg. |
| October 15 | Advanced Polls at Energy Centre |
| October 18 | Weekly Mgmt. Team Mtg. |
| October 18 | Election Day |
| October 18 | AEP Submission Discussion |
| October 19 | Mtg. w/ Sue White of DMSCC |
| October 19 | Corporate Priorities Committee Mtg. CANC. |
| October 20 | COVID-19 Update for Alberta Municipalities w/ CMOH |
| October 20 | Mtg. w/ Dr. Standard |
| October 20 | Mtg. w/ Dr. Imran |
| October 21 | Mtg. w/ Councillor Mattice |
| October 21 | AB Covid Records Verifier App Info. Session for Municipalities |
| October 21 | JTI Phase 2 Implementation Mtg. - CPO's |
| October 21 | Mtg. w/ Councillor Richardson |
| October 21 | Mtg. w/ Councillor Bailey |
| October 22 | Mtg. w/ Councillor Parker |
| October 25 | Weekly Mgmt. Team Mtg. CANC. |
| October 25 | Council Orientation from Legal Counsel |
| October 25 | RUSC Mtg. CANC. |
| October 26 | Level IV Grievance Hearing |
| October 26 | Level IV Information Mtg. |
| October 26 | Mayor & Council Oath of Office Ceremony |
| October 26 | Organizational Council Mtg. |
| October 26 | Regular Council Mtg. |
| October 27 | CLFN Proposed Water & Waste Water System Letter Review |
| October 27 | COVID-19 Update for Municipalities |
| October 27 | Council Photos |
| October 27 | Council Orientation (CAO) |
| October 28 | Serenic Software Demonstration |



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| October 28 | Council Orientation (Corporate Services & Planning/Development Services) |
| October 29 | Mtg. w/ ATCO RE Available Street-Light Programs |
| October 29 | Casting in Cold Lake - POD Cast |
| October 29 | Council Orientation (Community Services & Infrastructure Services) |

Corporate Strategic Initiatives and Communications:

- Monitoring provincial COVID regulations and coordinating signage requirements between departments, including design production and installation as required
- Attended meeting re: Aerospace Economic Development
- Coordinating installation of wayfinding signs
- Completed “go live” of the new website
- Attended AUMA Conference

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