

MONTHLY HIGHLIGHT REPORTS



DATE: August 21st, 2017
TO: Committee of the Whole
FROM: Corporate Services/Interim CAO/Events/IT
HIGHLIGHTS: For the Month of July, 2017

- ❖ Prepared and facilitated Council Meetings for the month of July
- ❖ Human Resources Duties for the month of July
- ❖ Generalized IT support for July
- ❖ Continuation of Event Planning- working with community groups – Canada Day, Snowbirds, Cannafest, Ultimate, GFI, individual smaller events
- ❖ Escribe Agenda software troubleshooting and adjustments
- ❖ Office 365 Migration implementation and troubleshooting
- ❖ Records Management Update planning