

MONTHLY HIGHLIGHT REPORTS



DATE: November 14, 2017

TO: Committee of the Whole

FROM: Corporate Services/Interim CAO/Events/IT

HIGHLIGHTS: For the Month of October 2017

- ❖ Prepared and facilitated Council Meetings
- ❖ Human Resources Duties
- ❖ Generalized IT support
- ❖ Continuation of Event Planning - working with community groups – various smaller events
- ❖ Escribe Agenda software continued training and fine tuning of processes – new website agenda posting formats and procedures
- ❖ Records Management Update review – ongoing project for up to 3 years – review of current structure with consultant
- ❖ Attendance to the LGMA Fall Chapter meeting in Castlegar
- ❖ Attendance to the Corporate Officers and Apteian Conferences