

# MONTHLY HIGHLIGHT REPORTS



**DATE:** October 16, 2017  
**TO:** Committee of the Whole  
**FROM:** Corporate Services/Interim CAO/Events/IT  
**HIGHLIGHTS:** For the Month of September, 2017

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- ❖ Prepared and facilitated Council Meetings for the month of September
- ❖ Human Resources Duties for the month of September
- ❖ Generalized IT support
- ❖ Continuation of Event Planning - working with community groups – various smaller events
- ❖ Escribe Agenda software continued training and fine tuning of processes
- ❖ Continued Office 365 software enhancements and troubleshooting
- ❖ Records Management Update review – ongoing project for up to 3 years – Records Management Specialist consultant reviewed the current organizational situation
- ❖ Briefing Notes and meeting appointments with Ministers at UBCM as well as miscellaneous preparation for the UBCM conference