

MONTHLY HIGHLIGHT REPORTS



DATE: September 5, 2017

TO: Committee of the Whole

FROM: Corporate Services/Interim CAO/Events/IT

HIGHLIGHTS: For the Month of August, 2017

- ❖ Prepared and facilitated Council Meetings for the month of August
- ❖ Human Resources Duties for the month of August
- ❖ Generalized IT support for August
- ❖ Continuation of Event Planning - working with community groups –
Cannafest, Ultimate Frisbee Kids Camp, Park in the Park, Pickleball
Tournament, Airport Fly-in, Disability Pride, individual smaller events
- ❖ Escribe Agenda software continued training, planning participant view and
training
- ❖ Continued Office 365 Migration implementation and troubleshooting
- ❖ Records Management Update planning – will be ongoing project for up to
3 years
- ❖ Briefing Notes and meeting appointments with Ministers at UBCM as well
as miscellaneous preparation for the UBCM conference