

# MONTHLY HIGHLIGHT REPORTS



**DATE:** July 17<sup>th</sup>, 2017  
**TO:** Committee of the Whole  
**FROM:** Corporate Services/Interim CAO/Events/IT  
**HIGHLIGHTS:** For the Month of June, 2017

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- ❖ Prepared and facilitated Council Meetings for the month of June
- ❖ Human Resources Duties for the month of June
- ❖ Generalized IT support for June
- ❖ Continuation of Event Planning- working with community groups – Canada Day, Snowbirds, Cannafest, Ultimate, individual smaller events
- ❖ Escribe Training Sessions
- ❖ Office 365 Migration planning and configuration
- ❖ Records Management Update planning