

MONTHLY HIGHLIGHT REPORTS



DATE: June 19th, 2017
TO: Committee of the Whole
FROM: Corporate Services/Interim CAO/Events/IT
HIGHLIGHTS: For the Month of May, 2017

- ❖ Prepared and facilitated Council Meetings for the month of May
- ❖ Human Resources Duties for the month of May
- ❖ Generalized IT support for May
- ❖ Continuation of Event Planning- working with community groups – Canada Day, Snowbirds, Cannafest, Park in the Park
- ❖ Assisted in manning the Emergency Operations Centre – Boundary Flooding Incident
- ❖ Escribe Training Sessions & Agenda / Minutes trial runs
- ❖ Office Migration Planning