

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** August 13, 2024  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk, Deputy CAO  
**SUBJECT:** Clerk's Department Quarterly Report – Q2

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### DEPARTMENT HIGHLIGHTS:

This report covers the time period from April 1 until June 30, 2024. During the second quarter the Clerk's department worked on a number of initiatives including:

- Administrative Monetary Penalties, approval of by-law as well as creating internal tracking documents, practice guidelines, and training for municipal staff.
- Launch of the first MM Messenger Newsletter. The newsletter was made available in print at numerous locations as well as online. The next newsletter will be published in the fall
- Approval of the revised vacancy policy.
- Commencement of website upgrade project, this transition will continue into Q3 with the aim to be completed by the end of 2024.
- Hiring of two administrative summer students with a focus on records management, policy research and support for other departments.
- Continued improvement and implementation of Stoneshare and records management tools.
- Submission and drafting of applications for delegations for the Association of Municipalities of Ontario (AMO) Conference. The Municipality had 5 delegation requests approved, briefing materials will be created for each meeting.
- Enhancements have been made to the Community Engagement section of the website, making it more user friendly and the Comms team continues to make improvements to the site.
- Research and drafting of terms of reference for the Mayor's Youth Advisory Panel as part of CSWB. Outreach to schools commenced in June and will continue into Q3.

### 2023 PROJECT UPDATES/PENDING ITEMS:

Over the next quarter the Clerk's department will be heavily focused on supporting the successful scheduling and planning for the delivery of numerous master plans as well as the budget. This includes scheduling reports for meetings, ensuring members of Council are provided with materials well in advance of meetings and drafting communication materials for the public.

During the next quarter, one-on-one meetings will be scheduled with members of Council for the mid-term governance review. The Governance review will look to review the following (and potentially others following one-on-one discussions):

- Procedural By-law
- Council Remuneration
- Communications Plan
- Routine Disclosure Policy (New)
- Delegation of Authority By-law
- Policy and By-law review schedule

The schedule is to bring forward the first governance review report to Council in January 2025.

With the 2025 Budget process underway, the annual budget survey was launched August 1. It will remain live until August 31 with a report on survey results planned to go to Council in the fall. In addition to the survey, bi-weekly Budget Spotlights on municipal departments began August 7 and will continue throughout the fall. The Budget page on the website has also been revamped with more features and video.

The Comms team is also drafting a Mississippi Mills Style Guide with presentation and staff report templates, as well as style conventions for grammar and punctuation.

**KPIs:**

Reporting Dates: April 1, 2024 – June 30, 2024						
Clerk's KPIs	2023	Total Q1	Apr	May	Jun	Total Q2
Freedom of Information	6	2	0	0	1	1
Legal(active files)	8	2	0	0	0	0
Commissioner of Oaths	63	14	7	7	4	14
Division Registrar i.e Marriage Licenses/ Death Registrations	155	29	11	18	10	39
Lottery Licenses	22	3	0	4	1	4
Seasonal Stands	9	1	5	4	1	10
Other Licenses	20	3	0	0	1	0
Petitions	0	0	0	0	0	0
Formal Complaints	4	1	0	0	0	0
IC Complaints	0	0	0	0	0	0

## **LOOKING AHEAD:**

Over the next quarter the Clerk's department will be working towards Governance review and supporting departments on the presentation of master plans and the 2025 budget. Additional work will go towards community engagement, advocacy, and the website transition.

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk, Deputy CAO

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Ken Kelly,  
CAO

## **ATTACHMENTS:**

1. Q2 Website Analytics 2024
2. Q2 Social Media Analytics 2024