

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **QUARTERLY UPDATE**

**DATE:** August 12, 2025

**TO:** Committee of the Whole

**FROM:** Jeanne Harfield, Clerk, Deputy CAO

**SUBJECT:** Clerk's Department Quarterly Report – Q2 2025

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### **DEPARTMENT HIGHLIGHTS:**

This report covers the period from April 1 to June 31, 2025. During the second quarter, the Clerk's department worked on several initiatives including:

- Strong Mayor Powers legislation
- Mid-term governance review
- Policy review
- MM2048 Public Information Centers (April 30 and June 16)
- Assisted the Recreation and Culture Department in the ParticipACTION Community Challenge campaign efforts
- Produced and circulated the second quarterly MM Messenger newsletter for 2025
- Created pamphlets and notices for the 2025 Development Charges By-law and Background Study
- Assisted with the script, presentations and social media spotlights for the Mississippi Mills Community Awards
- Provided public engagement for the Asset Management Plan

### **2025 PROJECT UPDATES/PENDING ITEMS:**

During the second quarter, the Clerk's department was focused heavily on managing two public information centres relating to MM2048. The two PICs were held in Almonte and Pakenham and focused on obtaining important feedback from the public on key municipal projects. Strong Mayor Legislation also came into effect for Mississippi Mills on May 1, 2025, which has impacts on municipal operations and practices. The Clerk's department providing information to Council and staff as well as brought forward amended policies for approval in order to be compliant with the legislation. The Clerk's department will continue to take a lead role in adhering to the requirements of the Strong Mayor Legislation.

**KPIs:**

Reporting Dates: April 1st, 2025 – June 30, 2025				
Clerk's KPIs	2025 Q1	Apr	May	Jun
Freedom of Information	3	2	0	1
Legal(active files)	3	0	0	0
Commissioner of Oaths	29	7	6	5
Division Registrar i.e Marriage Licenses/ Death Registrations	45	16	22	13
Lottery Licenses	0	1	2	1
Seasonal Stands	0	6	2	0
Other Licenses	11	5	3	2
Petitions	0	0	0	0
Formal Complaints	2	0	1	0
IC Complaints	0	0	0	0

**LOOKING AHEAD:**

Over the next quarter the Clerk's department will be bringing forward additional reports relating to the mid-term governance review such as:

- AI policy development
- Unreasonable Behaviour policy review
- Customer Service related policies and procedure development
- 2026 Budget engagement (2026 survey now live until August 30, 2025)
- Budget Spotlights
- November virtual PIC

In addition, the Clerks department will be working on:

- Communications Plan training to staff including style guide
- Continuing to conduct accessibility review of municipal communication products
- Municipal Election planning
- MM2048 planning and engagement (virtual PIC)
- Development of administrative policies relating to internal communications
- Development of Customer Services related policies
- Ongoing engagement surrounding the Mississippi Mills childcare facility project
- Public education campaigns and promotions

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk/ Deputy CAO

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Ken Kelly,  
CAO

ATTACHMENTS (if applicable):

1. Q2 2025 Website and Social Media Analytics Report