

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** April 14, 2026  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT:** Clerk's Department Quarterly Report – Q1 2026

---

### DEPARTMENT HIGHLIGHTS:

This report covers the period from January 1 to March 31, 2026. During the first quarter, the Clerk's department worked on several initiatives, including:

- ROMA Conference planning and support
- Drafting Council Remuneration updates
- Advocacy support
- Project management
- Website updates
- Legal file management
- Municipal Elections planning

### 2026 PROJECT UPDATES/PENDING ITEMS:

During the first quarter, the Clerks department worked on a number of projects below are highlights:

- Support for advocacy efforts
- Continued oversight of the project management office and reporting
- Finalizing municipal election policies, manuals and planning
- Continued policy review, research and development.
- Helped prepare an outdoor lighting and light pollution postcard for Development Services and Engineering and associated webpage
- Development of 2026 engagement plan
- Communications support and engagement for the 2026 ROMA Conference
- Released the winter edition of the MM Messenger newsletter
- Prepared Budget 2026 highlights and Strategic Plan report card campaigns for roll-out on municipal newsfeed and social media channels

**KPIs:**

<b>Reporting Dates: January 1st, 2026 – March 31, 2026</b>				
<b>Clerk's KPIs</b>	<b>2025 Q1</b>	<b>January</b>	<b>February</b>	<b>March</b>
Freedom of Information	3	2	0	2
Legal (active files)	3	0	0	0
Commissioner of Oaths	29	6	3	6
Division Registrar i.e Marriage Licenses/ Death Registrations	45	19	18	22
Lottery Licenses	0	2	0	1
Seasonal Stands	0	0	0	1
Other Licenses	11	0	0	2
Petitions	0	0	0	0
Formal Complaints	2	0	0	0
IC Complaints	0	0	0	0

<b>Year-over-Year Comparison</b>			
<b>Clerk's KPIs</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Freedom of Information	6	4	6
Legal (active files)	8	7	5
Commissioner of Oaths	63	62	86
Division Registrar	155	145	230
Lottery Licenses	22	18	20
Seasonal Stands	9	11	11
Other Licenses	20	3	21
Petitions	0	0	0
Formal Complaints	4	3	3
IC Complaints	0	0	1

**LOOKING AHEAD:**

Over the next quarter, the Clerk's department will be shifting focus to the municipal election, with May 1<sup>st</sup> being the first day candidates can submit their nomination packages. Over this quarter, the municipal election information will be finalized and posted on the municipal website, staff will complete training, and will begin accepting nomination packages as they are received.

During the month of April, the municipality will transition to a new meeting management tool. This means that by May, the municipality will move from eScribe to a new provider City Connections. This will result in significant cost savings of roughly \$40,000/year. City Connections leverages Microsoft SharePoint, therefore does not require additional software.

The Clerk's Department has hired 1 summer student for 2026. Silas LeRoy will be returning for his second summer with the municipality. Silas previously worked with the municipality in 2023. Silas will be working on records management, policy research and additional administrative tasks. His first day will be on May 5<sup>th</sup>.

Over the next quarter, the Communications team will be providing support for the Municipality's participation in the ParticipACTION Community Challenge once again this year; as well as the June 22 Public Information Centre.

Attached to this report is the Q1 analytics snapshot for the municipal website and social media. Of note, earlier this month, the Mississippi Mills Facebook page reached the 10,000-follower mark. We also saw 58,000 active users on the municipal website during this span.

Looking ahead:

- Municipal Elections
- Transition to City Connections
- Summer student start
- Continue with coordination and circulation of the MM Messenger newsletter
- Launch of Strategic Plan milestone highlight series
- Summer PIC coordination
- Continued advocacy support and issued management
- Ongoing communications support for all municipal departments
- Ongoing communications support to the Mayor, including speaking notes, media coordination, etc.

Respectfully submitted by,

Reviewed by:

---

Jeanne Harfield,  
Clerk/ Deputy CAO

---

Ken Kelly,  
CAO

ATTACHMENTS (if applicable):

1. Q1 2026 Website and Social Media Analytics Report