

**Township of Woolwich  
Special Council Minutes**

**Tuesday, October 8, 2024**

**7:00 PM**

**Council Chambers – Hybrid with YouTube Livestream  
24 Church Street West, Elmira**

Present from Council: Mayor Shantz (Chairperson)  
Councillor Bryant  
Councillor Burgess  
Councillor Cadeau  
Councillor Grant  
Councillor Schwindt

Present from Staff: David Brenneman, Chief Administrative Officer  
Jeff Smith, Director of Corporate Services/Clerk  
Deanne Friess, Director of Development Services\*  
Jared Puppe, Director of Infrastructure Services  
Colm Lynn, Director of Financial Services\*  
Ann McArthur, Director of Recreation and Community Services\*  
Rae Ann Bauman, Executive Officer  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative

*\*indicates remote participation*

**Disclosures of Pecuniary Interest**

None.

**Recommendations from Committee of the Whole (October 8, 2024)**

Motion by Councillor Grant  
Seconded by Councillor Cadeau

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, October 8, 2024 be adopted.

...Carried

**Adoption of Minutes**

Motion by Councillor Bryant  
Seconded by Councillor Grant

That the following minutes be adopted:

- September 24, 2024 (as amended)

**Staff Reports and Memos**

C25-2024: Joint RFP Contract Award for a Shared Public Engagement Tool for Municipalities within Waterloo Region

Council discussed the proposed engagement tool. In response to Council's inquiry, staff confirmed the usage of the current EngageWR platform and how the proposed engagement tool will differ in

terms of ease and variety of use, user options, available widgets, and integration with social media. In response to Council's inquiry, staff described what changes would occur if the Township decided to decline using an external engagement tool, and how different departments utilize the current engagement tool. Staff also confirmed that analytics are a positive factor with the proposed tool and the data can be brought back to Council.

Motion by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report C25-2024 respecting the Joint RFP Contract Award for a Shared Public Engagement Tool for Municipalities within Waterloo Region:

1. Provide pre-budget approval to increase the Communications Operating Budget by \$7,500; and
2. Authorize the Mayor and Clerk to enter into a three-year contract with Social PinPoint as the successful digital engagement platform provider at a total cost of \$31,325.00, net of HST rebate.

...Carried

### **By-laws**

Moved by Councillor Schwindt  
Seconded by Councillor Burgess

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 61-2024 to 64-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Repeal By-law No. 55-2024
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer for the Township of Woolwich (Devan Shaw)
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer for the Township of Woolwich (Pratibha Sethi)
- A By-law to Confirm All Actions and Proceedings of the Council (October 8, 2024)

...Carried

### **Adjournment**

Moved by Councillor Burgess  
Seconded by Councillor Grant

That the meeting adjourns to meet again in regular session on August 27, 2024.

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Clerk