



MEDIA RELEASE

October 4th, 2021

FOR IMMEDIATE RELEASE

Woolwich Township announces new Director of Corporate Services/Municipal Clerk

Woolwich, ON – The Township of Woolwich is pleased to announce the appointment of Jeff Smith as Woolwich’s new Director of Corporate Services/Municipal Clerk.

“We look forward to seeing all that Jeff will be able to accomplish in this senior management role”, said CAO David Brenneman, “We feel his experience and professional growth and development will be a real asset in terms of providing leadership to the Corporate Services team.”

Jeff has over ten (10) years of experience within three Clerks’ offices, most recently, Jeff has worked as the Municipal Deputy Clerk for Woolwich for the last four (4) years. In this new role, Jeff will oversee our Corporate Services department which is comprised of four (4) Divisions: Legislative and Council Services, Enforcement Services, Information Systems and Technology and Human Resources.

As the new Director of Corporate Services, Jeff will lead his team and provide direction and assistance to all other departments to support core service delivery. The Clerk’s Division supports the administrative needs of Council and Committees of Council along with our community grant program, corporate grants program, the Township’s lottery, vendor and kennel licensing to name a few. Provincial legislation governs key mandatory responsibilities of this department, primarily under the Municipal Act, Municipal Elections Act and the Municipal Freedom of Information and Protection of Privacy Act.

The Director of Corporate Services oversees the Enforcement area that responds to all by-law enforcement complaints, including noise, animal control, parking, and property standards. The School Crossing Guard program also falls under this division.

Over the last nineteen (19) months the Township Information Systems and Technology (IT) Division has taken on a vital role of ensuring Council could fulfil their mandate and carrying out the business of the Township over the course of the pandemic. This was done through remote, virtual Council and committee meetings, coupled with the streamlined shift of staff working from home. This success was possible with the support of Jeff in his Deputy Clerk role and the ability of our IT Services to pivot quickly while maintaining our day-to-day hardware at the Administration Office, Woolwich Memorial Centre, Breslau Community Centre, Union Street Operations Yard, St. Jacobs Arena and six fire stations.

In his new role, Jeff will act as the Chief Election Official and Returning Officer for municipal elections and coordinate all activities related to the Municipal election every four (4) years.

“I’m excited to take on this new role,” said Jeff Smith. “We have an amazing Corporate Services team who work hard to support Council, staff and residents. I will rely on them as we continue to hold virtual Council meetings, respond to requests for enforcement services, implement new technologies and support staff with the ongoing impacts of COVID-19.”

Jeff officially assumed his new role on October 4th, 2021.

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