Township of Springwater

www.springwater.ca
2231 Nursery Road
Minesing, Ontario
L9X 1A8 CANADA

CivicWeb Portal Tip Sheet

The Township of Springwater's new CivicWeb portal is an interactive, easy-to-use tool for Council, members of the public and staff to have all Council and Committee meeting information at their fingertips. The portal allows for online access to meeting agendas, reports and minutes, a subscription service, and an advanced search function.

Home Page

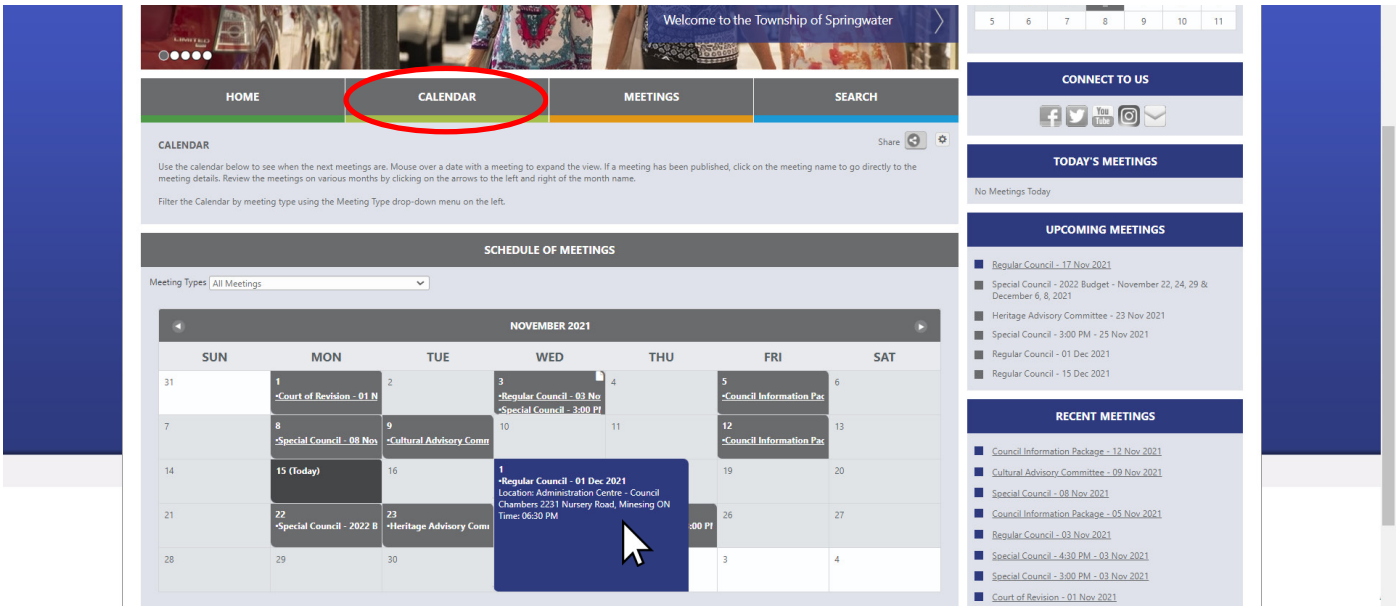
The Home Page presents users with a welcome page that contains pertinent information related to meeting participation for the public as well as procedural matters.

1. **Schedule of Meetings** – At the top right of the Home Page, there is a calendar view with all the scheduled meetings for that month highlighted. Click on the date to see what meetings are scheduled that day with a link to the published agenda. Note: Any meeting shown in grey with no link means the agenda has not been published yet.
2. **Connect To Us** – Provides links to the Township's social media accounts.
3. **Today's Meetings** – Provides a list of links to that day's scheduled meeting agendas or indicates if there are no meetings today.
4. **Upcoming Meetings** - Provides a list of all upcoming scheduled meetings. Once agendas are published, the link becomes live.

5. **Meet Your Council** – Provides a list of current Council members.
6. **Search** – Provides a way to search for reports, agendas and minutes by entering a key word.
7. **Subscriptions** – Provides a way to subscribe to email notifications for specific meetings and receive email notifications when an agenda is published.
8. **Council Information Package** – Provides a quick link to view the published Council Information Packages.
9. **2022 Municipal Election (coming soon)** – Provides pertinent information regarding the upcoming municipal election.

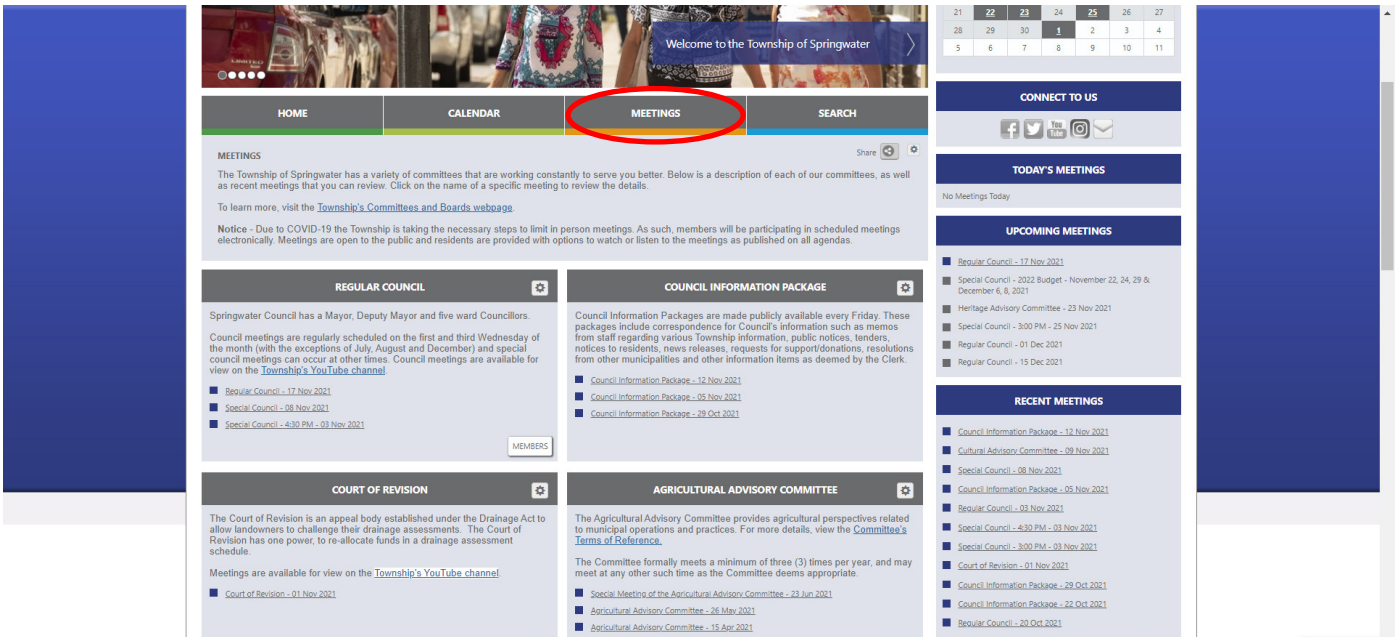
Calendar

In addition to the various options for viewing meetings on the Home Page, users can view a larger version of the meeting calendar by clicking the 'Calendar' tab. Hover your curser over a meeting date to view the meeting details and access a link to the published agenda.

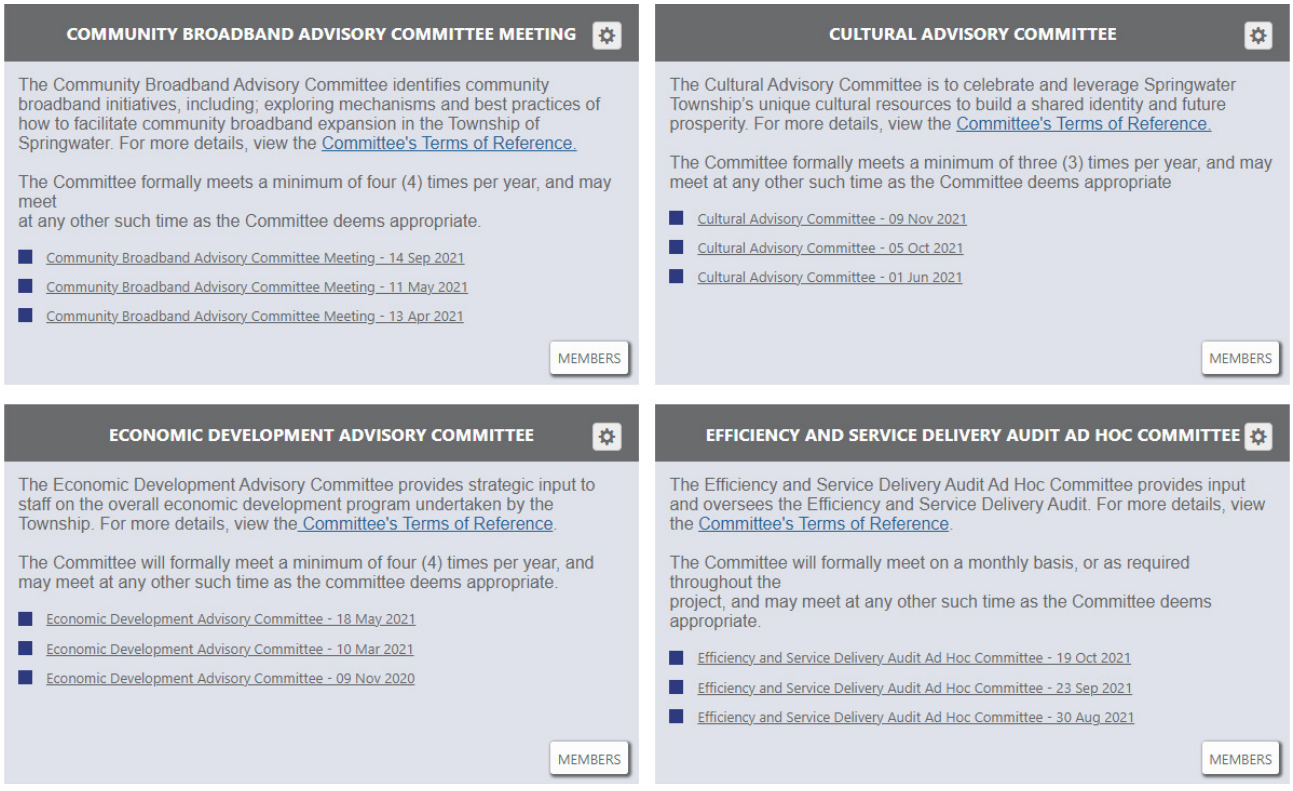


Meetings

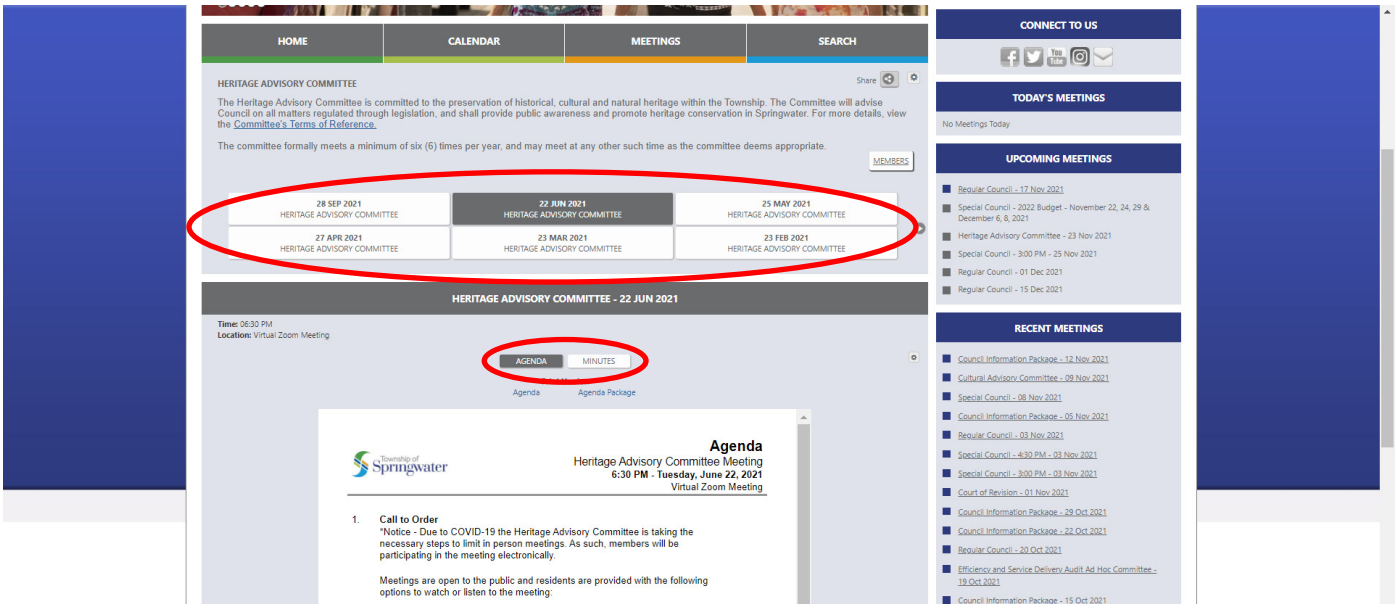
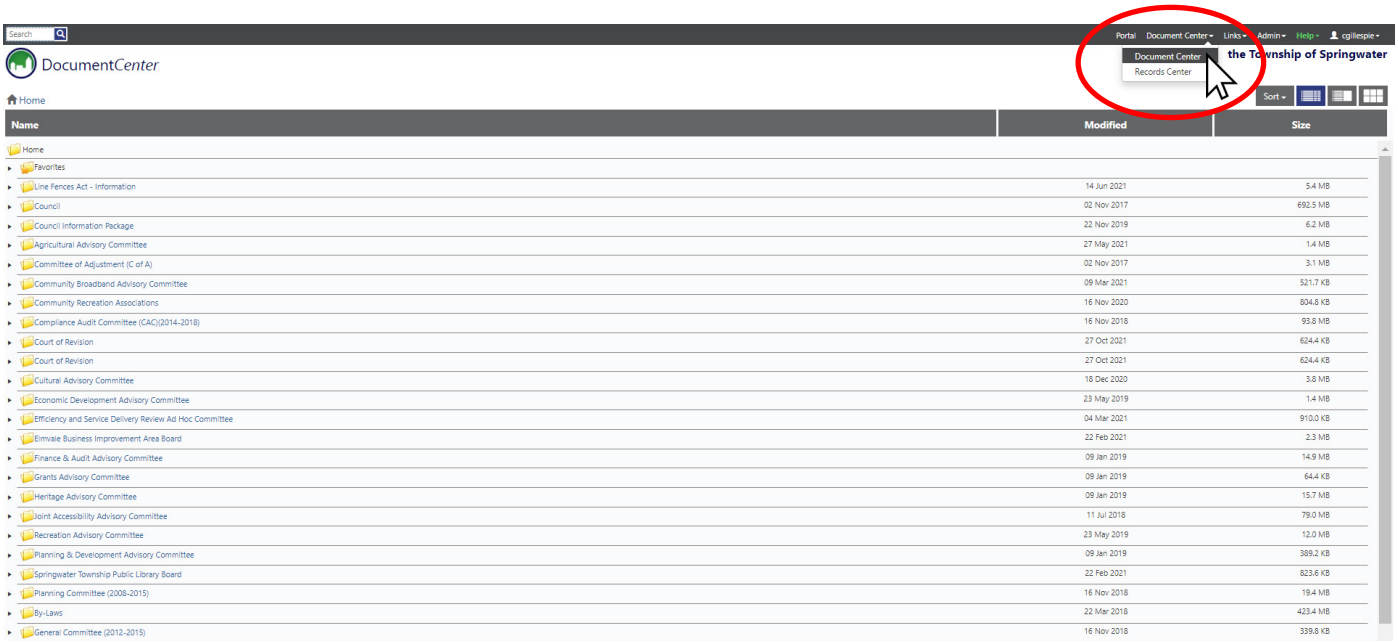
The ‘Meetings’ tab gives a comprehensive overview of all of the Township’s Committees.



Users can scroll down for a brief overview of each Committee’s mandate, a link to the Terms of Reference, links to the three most recent meeting agendas and a link to a listing of the Committee members.



When viewing a specific Committee, there are links for each meeting date with a view of the published agenda and meeting minutes.



For users who would rather search for agendas and minutes through the existing folder structure, the Document Centre is still available by clicking on 'Document Centre' in the top right corner of the screen.