

**Minutes of an Amherstburg Municipal Council Special Meeting held in
Council Chambers at 2:00 PM on Monday, August 24, 2009**

PRESENT:

Mayor Wayne Hurst
Deputy Mayor Robert Bailey
Councilor Bob (Robert) Pillon
Councilor Rick Fryer
Councilor Paul Renaud
Councilor John Sutton
Councilor Rosa White

ALSO PRESENT:

Pamela Malott, CAO
Brenda Percy, Manager of Council and Legislative Services
Jackie Hubbs, Manager of Development Services
Ron Dzombak, Manager of Recreation Services
Sarah Cochrane, Recreational Programming Coordinator
Ken Grant, Steering Committee Member

Debi Croucher, INDABA Marketing

ABSENT WITH NOTICE: Ben Sproule, Nustadia (Business)

CALL TO ORDER

The Mayor called the meeting to order at 2:05 p.m.

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

REPORT # 1

A report by Debi Croucher and Dave Carpenter regarding Donor and Client relationship software.

Moved by Deputy Mayor Bailey
Seconded by Councillor R. Pillon

That Council receive the report and concur with the Steering Committee's recommendation to award a contract to SofterWare, Horsham, Pennsylvania.

Motion Carried

Discussion:

Debi Croucher, INDABA Marketing reminded Council that a Request for Proposals for donor and client software was advertised and the proposals were received on August 18th. Two proposals were received: one from Donor Perfect and one from @EASE Software. Ms. Croucher noted that the software addressed receiving donor information and managing donations received on behalf of the fundraising campaign. Software would be required to track monies received, particular records and donation receipts and how the software would integrate with the existing programs in the Town. Debi Croucher reported that Donor Perfect is recommended that the contract be awarded to SofterWare, Horsham, Pennsylvania. It was felt that this software best addresses the Town's needs and addresses all the criteria. The software is easy to use and the price was also a key factor. Dave Carpenter, Manager of Information Technology noted that he reviewed the software for system requirements and reported that Donor Perfect meets all of the current system platforms. He also reviewed the software for future functionality beyond the project scope and felt that the software would lend itself well to other departments.

In response to Councillor R. White, Ms. Croucher advised that the software is not a Canadian product although they do have offices located in Toronto and have serviced other Canadian not-for-profit organizations. It is not currently being used locally but Administration has received references from those currently using the software. Ms. Croucher advised that she and Dave Carpenter have been through a webinar with the service provider and feel confident with the provider.

Councillor R. Pillon sought an update on fundraising progress. Mayor Hurst asked that Ms. Croucher return to the next meeting with a report on how fundraising is progressing.

REPORT # 2

A report by Debi Croucher regarding the draft budget for the Ground Breaking Ceremony.

Moved by Councillor J. Sutton
Seconded by Councillor R. Fryer

That Council receives the draft budget for the ground breaking ceremony.

Motion Carried

Discussion:

CAO Pam Malott advised that the ground breaking Ceremony draft budget has been provided for Council's confirmation. She further noted that most items in the groundbreaking ceremony event are eligible for funding, which means these expenses would be shared equally by the three levels of government. Ms. Croucher has worked with the Recreation Department and a lot of advertising and promotion has been done.

Councillor R. Pillon noted that there is a local company that rents tents.

Councillor R. White asked if the religious groups in the community have been invited to attend the ceremony. CAO Pam Malott advised Administration would ensure that they would be invited accordingly. Mayor Hurst asked Councillor Sutton to invite Father Jane to speak. CAO Pam Malott reported that all individuals invited to the funding announcement as well as Town Staff will be invited to the ground breaking ceremony. There is also a list of dignitaries to be invited. An invitation to everyone would be published within the local paper.

Mayor Hurst noted that this is a historic moment for the Town of Amherstburg.

NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

Moved by Councillor R. White
Seconded by Councillor P. Renaud

That Council adjourn at 2:15 P.M. and move to its In-Camera Session.

Motion Carried



MAYOR, WAYNE HURST



CLERK, BRENDA M. PERCY