

Agenda for
Municipal Dog Pound Board Meeting
To be held July 22, 2021, at 3:00 p.m.
“Via Electronic Format”

Topic: Municipal Dog Pound Board Zoom Meeting
Time: Jul 22, 2021 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us05web.zoom.us/j/5643395793?pwd=QIJ0dUxtamRYNk1TTTTI5NTVDNHZzQT09>

Meeting ID: 564 339 5793
Passcode: 326Monck

If the meeting extends passed the 40-minute allotted time I have scheduled a second meeting that can be accessed using the following link

Topic: Municipal Dog Pound Board Meeting Part 2
Time: Jul 22, 2021 03:45 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us05web.zoom.us/j/5643395793?pwd=QIJ0dUxtamRYNk1TTTTI5NTVDNHZzQT09>

Meeting ID: 564 339 5793
Passcode: 326Monck

1. Call to order

The current Chairperson will call the meeting to order.

To assist with background noise:

Please place your computer sound on mute.

Please place your cell phone notifications on silent mode.

Please place your cell phone ringers on silent mode if you are using a different phone to access the meeting.

If you are using a phone to access the meeting and you can do so, I would ask that you place your phone on MUTE while not speaking.

Please be sure to speak clearly and directly into your phone if you have it on hands-free.

2. Roll Call

The Secretary will call the names of each Member of the Board and record the Roll to determine if a quorum has been achieved:

Cecil Ryall – Highlands East
Margaret Nicholson – Township of Faraday
Darlene Colton – Township of Wollaston
Wayne Wiggins – Town of Bancroft
Dorothy Gerrow – Hastings Highlands

The Secretary will call out the names of the Staff and By-Law Enforcement/Canine Control Officer(s) that are normally in attendance or have requested to be added to the Agenda.

Julie Kamyk – Pound Keeper
Wayne Galloway – Canine Control Officer (Municipality of Highlands East)
Kristen Boylen – By-Law Enforcement Officer (Municipality of Highlands East)
Dawn Bowers – By-Law Enforcement Officer (Municipality of Hastings Highlands)

3. Secretary's Comments

The rules for voting are as follows:

The Chairperson will read the item on the Agenda.

The Chairperson will then read the motion if applicable.

The Chairperson will then use his members list to call on each member for comment before the vote is taken.

Lastly, the Chairperson will call the vote and members participating via video shall raise their hand until the Chairperson has confirmed the vote. If the vote is unclear the Chairperson may opt to a verbal vote, "Yes" or "No", which will be recorded by the Secretary.

4. Adoption of Agenda

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the July 22, 2021 Municipal Dog Pound Board Meeting as circulated.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

6. Adoption of Minutes

(a) Minutes of the April 22, 2021 Regular Meeting of the Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the April 22, 2021, regular meeting of the Municipal Dog Pound Board as circulated.

7. Business arising from minutes

(a) Landline has been cancelled and New Cell Phone has been purchased.

- The Cell Phone did not come with a Charging Block (plug in)
- The Pound Keeper picked up a Charging Block and Cell Phone Case

(b) Second Quarter Report on Municipal Dog Pound Usage

8. New Business

(a) Delegation from Home Again will be participating in the meeting – Please see Letter Included in Agenda Package together with Staff Report and supporting documents

(b) Staff Report; Sign Quote and Sign Design for Sign at the Municipal Dog Pound

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board accepts the Quote from CDS Signs and Graphics in the amount of \$440.00 for the replacement of the sign at the Municipal Dog Pound, and direct staff to have this work completed as soon as possible.

And that the Secretary-Treasurer be directed to pay for the sign out of the Contingency that is set up in the 2021 Budget.

(c) Staff Report; By-Law 01-2021 and Policy for Workplace Harassment and Violence Prevention Policy

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board Adopt By-Law 01-2021, Being a By-Law to Establish a Workplace Harassment and Violence Prevention Policy, and that the By-Law be passed this the 22nd day of July 2021, and that the By-Law be signed by the Chairperson and the Secretary

(d) Staff Report and By-Law 02-2021 for Record Retention

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board Adopt By-Law 02-2021, Being a By-Law to Establish Schedules or Retention Periods for Documents, Records, and Other Papers, and that the By-Law be passed this the 22nd day of July 2021, and that the By-Law be signed by the Chairperson and the Secretary

(e) Staff Report; By-Law 03-2021 and Policy for Accessible Customer Service Policy

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board Adopt By-Law 03-2021, Being a By-Law to Adopt an Accessible Customer Service Policy, and that the By-Law be passed this the 22nd day of July 2021, and that the By-Law be signed by the Chairperson and the Secretary

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board restrict access to the Municipal Dog Pound Facility by the Public and only allow access to the Pound Facility for work related purposes the following person(s): Employee(s) of the Pound Board and employee(s) of participating municipalities that as part of their duties they are responsible for By-Law Enforcement and/or Canine Control and as required contractor(s) to perform required repairs and/or maintenance.

10. Financial Report

(a) Accounts for April, May, and June 2021

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board accept the accounts for April, May and 2021 as prepared and circulated.

(b) Budget Update to June 2021

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board accept the Budget Update as prepared and circulated.

11. Pound Keepers Report

(a) Reports for April, May, and June 2021

Moved by: _____ **Seconded by:** _____

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for April, May, and June 2021 as prepared and circulated.

12. **Question and Answer from Public**
13. **In Camera Session (If Required)**
14. **Date of Next Meeting – October 28, 2021, at 3:00 pm**
15. **Adjournment**

Moved by:_____ **Seconded by:**_____

Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on October 28, 2021, at 3:00 pm in the Council at the Township of Faraday Municipal Office or Community Centre or by Electronic Method if required.