

July 22, 2021

**Municipal Dog Pound Board
Meeting Minutes**

3:00 p.m.

1. Call to order

Chairperson Cecil Ryall called the meeting to order at 3:00 p.m.

2. Roll Call

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

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

The Secretary called 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	Absent
Wayne Galloway – Canine Control Officer	Present
Kristen Boylen – By-Law Enforcement Officer	Present
Dawn Bowers – By-Law Enforcement Officer	Present
Brenda Vader – Secretary-Treasurer	Present

3. Secretary's Comments

The rules for voting were reviewed as presented in the Agenda Package

4. Adoption of Agenda

Moved by: M. Nicholson Seconded by: W. Wiggins

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

Non Opposed – Resolution Carried

5. Disclosure of Pecuniary Interest and the General Nature Thereof

There was None Declared

6. Adoption of Minutes

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

Moved by: W. Wiggins Seconded by: D. Gerrow

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.

Non Opposed – Resolution Carried

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 (Rosemary Dixon and Christine Walker) participated in the meeting via Electronic Format)

The purpose of the Delegation was to present their letter to the Board regarding a “Animal Welfare Initiative” in partnership with the Municipal Dog Pound Board.

Home Again were proposing that they be given the opportunity to pay the adoption fee to the Pound for its unclaimed strays after the legal hold time had expired, rather than the current practice of offering the unclaimed strays for adoption directly to the public.

Board Member – M. Nicholson had questions regarding OMAFRA Legislation and whether it had been changed and/or updated

The process of Adoption vs. Fostering was discussed as well as Home Again’s proposal of adopting all the animals prior to going to the public for adoption.

By-Law Enforcement Officer – K. Boylen explained that the facility was governed by the Pound Act and that it was enforced by OMAFRA.

After a lengthy discussion, the Board members agreed to Defer making a decision on the matter pending a review of the Legislation.

- (b) Staff Report; Sign Quote and Sign Design for Sign at the Municipal Dog Pound was reviewed and discussed.

Moved by: M. Nicholson Seconded by: D. Colton

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.

Non Opposed – Resolution Carried

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

Moved by: W. Wiggins **Seconded by: D. Colton**

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

Non Opposed – Resolution Carried

(d) Staff Report and By-Law 02-2021 for Record Retention were reviewed and discussed.

Moved by: M. Nicholson **Seconded by: D. Gerrow**

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

Non Opposed – Resolution Carried

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

Moved by: D. Colton **Seconded by: D. Gerrow**

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

Non Opposed – Resolution Carried

Discussion took place regarding accessibility requirements and upgrades that will be needed to at least a portion of the facility to meet the requirements of the legislation by 2025.

Moved by: W. Wiggins **Seconded by: D. Colton**

Be it resolved that the Municipal Dog Pound Board restrict access to the Kennel Area at the Municipal Dog Pound Facility by the Public and only allow access to the Entire 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.

Non Opposed – Resolution Carried

9. Financial Report

(a) Accounts for April, May, and June 2021 were reviewed and discussed as circulated.

Moved by: M. Nicholson **Seconded by: W. Wiggins**

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

Non Opposed – Resolution Carried

(b) Budget Update to June 2021 was reviewed and discussed as circulated.

Moved by: D. Gerrow

Seconded by: D. Colton

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

Non Opposed – Resolution Carried

10. Pound Keepers Report

(a) Reports for April, May, and June 2021 were reviewed and discussed as circulated

Moved by: M. Nicholson

Seconded by: D. Gerrow

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

Non Opposed – Resolution Carried

11. Question and Answer from Public

12. In Camera Session (If Required)

13. Date of Next Meeting – October 28, 2021, at 3:00 pm

14. Adjournment

Moved by: M. Nicholson

Seconded by: D. Colton

Be it resolved that the Municipal Dog Pound Board adjourns at 3:58 p.m. to meet again, on October 28, 2021, at 3:00 pm in the Council Chambers at the Township of Faraday Municipal Office or Community Centre or by Electronic Method if required.

Non Opposed – Resolution Carried

**Brenda Vader
Secretary-Treasurer**