

January 27, 2022,

**Municipal Dog Pound
Board Meeting Minutes**

3:00 p.m.

The Municipal Dog Pound Board met on Thursday January 27, 2022, at 3:00 p.m. by Electronic Participation.

1. Call To Order

Chairperson Cecil Ryall called the meeting to order at 3:06 pm

2. Roll Call

Secretary called the names of each Member of the Board and recorded the Roll to determine if quorum had 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

Secretary called the names of the Staff and By-Law Enforcement/Canine Control Officer(s) that are normally in attendance

Julie Kamyk – Pound Keeper	Present
Wayne Galloway – Canine Control Officer	Absent
Kristen Boylen – By-Law Enforcement Officer	Absent
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. Election of New Chairperson for 2022

Moved by: D. Gerrow

Seconded by: M. Nicholson

Be it resolved that Cecil Ryall be elected as Chairperson for the Municipal Dog Pound Board for the Year 2022.

Non-Opposed – Resolution Carried

5. Adoption of Agenda

Agenda was reviewed as circulated.

Moved by: D. Colton

Seconded by: D. Gerrow

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 27, 2022, Municipal Dog Pound Board Meeting as circulated.

Non-Opposed – Resolution Carried

6. Disclosure of Pecuniary Interest and the General Naturae Thereof

There was None Declared

7. Adoption of Minutes

Minutes from the October 28, 2021, Regular Meeting of the Municipal Dog Pound Board were reviewed and discussed as circulated.

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the October 28, 2021, regular Meeting of the Municipal Pound Board as circulated.

Non-Opposed – Resolution Carried

8. Business Arising from Minutes:

- (a) Response from Home Again regarding the Boards decision to their “Animal Welfare Initiative” in partnership with the Municipal Dog Pound

Secretary advised that no response had been received.

- (b) Development of “Thank You Cards” for the Pound and for the Pound Keeper to have on hand at the Pound

Secretary advised that “Thank You Cards” had been prepared but had not yet been given to the Pound Keeper to have on hand at the Pound. “Thank You Card” was shown to the Board Members.

9. New Business:

None

10. Financial Report

- (a) Accounts for October; November and December 2021 were reviewed and discussed as circulated

Questions arose with respect to two Invoices for the Cell Phone in December and the difference in the Hydro costs for October vs. November and December.

Secretary explained that the Cell Phone Invoices were due to Year End Accounting Process (first invoice was for previous month and last invoice was for the month of December).

Pound Keeper explained that the Hydro costs for October would have been prior to any heat being turned on in the Building and that November and December would be for after the heat was turned on.

Moved by: D. Colton

Seconded by: D. Gerrow

Be it resolved that the Municipal Dog Pound Board accept the accounts for October; November and December 2021 as circulated.

Non-Opposed – Resolution Carried

- (b) Resolution to deal with Surplus from the 2021 Budget (Transfer to Reserve or Bring Forward into 2022 Budget)

Secretary explained the options and what past practice had been.

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2021 Budget to the Capital Reserve.

Non-Opposed – Resolution Carried

- (c) 2021 Budget Update to December 31, 2021, and 2022 Proposed Budget was reviewed and discussed as circulated

Questions arose with respect to Wage increases for the Pound Keeper and Secretary.

- Secretary explained there was a resolution on the file that provided for a yearly increase for the Pound Keeper.
- Secretary explained that if they wished to discuss Wage increases it should be done in a Closed Session.
- Secretary was directed to add the item of Wage increases to the October 2022 Agenda for further discussion and to provide the members with a copy of the existing information with respect to the Pound Keepers yearly increase.

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board approves the 2022 Budget as prepared and presented and to set the Requisition for 2022 at \$2.3366098 / population.

Non-Opposed – Resolution Carried

11. Pound Keepers Reports

Keepers Reports for October, November and December 2021 were reviewed as circulated.

Discussion arose with respect to the issuing of Thank You Cards.

Secretary was directed to send Thank You Cards to Bill Gordon – Ontario Deer Hound Association (for donation of two large bags of dog food) and the Township of Faraday (for always making sure the Pound is plowed and sanded).

Moved by: D. Gerrow

Seconded by: D. Colton

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for October, November and December 2021 as prepared and circulated.

Non-Opposed – Resolution Carried

12. Question and Answer

Pound Keeper – Julie Kamyk explained to the Board Members that on January 23, 2022, OPP officer Michael Szusz had brought in a Dog (as the member municipality that it came from does not have a Dog Catcher). The OPP were wondering if it would be possible to obtain a KEY for the Pound so they could have access to the facility after hours.

There was some discussion with respect to making sure the Dog(s) were from municipalities that were members of the Pound Board.

Dawn Bower – By-Law Enforcement Officer for Hastings Highlands explained that an Incident Report # could be requested (for tracking purposes) to determine where the Dog came from.

Secretary explained that in the past when Home Again wanted to use the Cat Cages at the Facility, that the Insurance Company required an Agreement etc.

Secretary was directed to send a letter to the OPP to find out more details on the matter and to also send a letter to the Boards Insurance Broker to confirm what the requirements would be and to bring the information back to the next meeting of the Board.

13. In Camera Session – None Required

14. Date and Time of Next Meeting – April 28, 2022, at 3:00 pm

15. Adjournment

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board adjourns at 3:36 pm, to meet again on April 28, 2022, at 3:00 pm by Electronic Method.

Non-Opposed – Resolution Carried

**Brenda Vader
Secretary-Treasurer**