

April 28, 2022

**Municipal Dog Pound
Board Meeting Minutes**

3:00 p.m.

The Municipal Dog Pound Board met on Thursday April 28, 2022 at 3:00 p.m. by Electronic Participation.

1. Call to order

Chairperson Cecil Ryall called the meeting to order at 3:10 p.m.

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 | Present |
| Margaret Nicholson – Township of Faraday | Present |
| Darlene Colton – Township of Wollaston | Present |
| Wayne Wiggins – Town of Bancroft | Present |
| Dorothy Gerrow – Hastings Highlands | Present |

The Secretary will call out the names of the Staff and By-Law Enforcement/Canine Control Officer(s) that are normally in attendance:

| | |
|--|---------|
| Julie Kamyk – Pound Keeper | Absent |
| Wayne Galloway – Canine Control Officer | Present |
| Dawn Bowers – By-Law Enforcement Officer | Present |
| Brenda Vader – Secretary-Treasurer | Present |

Others Present:

Alana Solman – Chief Administrative Officer for North Kawartha

3. Secretary's Comments

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

4. Adoption of Agenda

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

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the April 28, 2022 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

Minutes from the January 27, 2022 Regular Meeting of the Municipal Dog Pound Board were reviewed and discussed as circulated.

Secretary advised that she had missed Dawn Bowers when the minutes were typed up and that Dawn was present at the January 27, 2022 Meeting

Moved by: D. Gerrow

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the January 27, 2022 regular meeting of the Municipal Dog Pound Board as amended.

Non-Opposed – Resolution Carried

7. Business arising from minutes

- (a) Thank You Cards were sent to the Township of Faraday and Ontario Deer Hound Association
- (b) Information with respect to Wage Increase for Pound Keeper will be provided to the Board with the Agenda Package for the October 2022 meeting of the Municipal Dog Pound Board
- (c) Letter was sent to the OPP (Michael Szusz) requesting more details (regarding obtaining a Key for the Pound to have access to the facility after hours) **“see email response enclosed”**
- (d) Letter was sent to the Municipal Dog Pound Boards Insurance Broker (to confirm what the requirement would be to allow OPP access to the Pound) **“see email response enclosed”**

The following resolution was discussed by the Municipal Dog Pound Board with respect to the emails that had been received from both the OPP (Michael Szusz) and Municipal Dog Pound Boards Insurance Broker.

Upon conclusion of discussions the resolution was passed as presented.

Moved by: D. Colton

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to provide the Bancroft Detachment of the Ontario Provincial Police with a Key for the Municipal Dog Pound to allow them access to the facility after hours, with the understanding that ONLY Dogs from participating Municipalities (i.e. Municipality of Hastings Highlands; Town of Bancroft; Municipality of Highlands East; Township of Faraday and Township of Wollaston) may be impounded at the facility;
And Further Be It Resolved that all necessary paperwork be completed; and the Pound Keeper be advised of any special circumstances with respect to the impounded Dog(s)

Non Opposed – Resolution Carried -

8. New Business

- (a) Inquiry from Township of North Kawartha
Re: Contract for Use of Municipal Dog Pound **“see email enclosed from Travis Tom” as well as email I sent to North Kawartha and response received**

Alana Solman – Chief Administrative Officer for the Township of North Kawartha was present to speak to the Municipal Dog Pound Board.

- Would the Board entertain a Pay Per Use type of arrangement; or Annual Retainer
- North Kawartha had previously used the Peterborough Humane Society but their Agreement / Contract had been discontinued
- North Kawartha was reaching out to neighboring Municipalities to see if anyone was willing to offer Pound Services
- In 2018; 2019; 2020 and 2021 North Kawartha used the Services of the Human Society on 6 occasions

- North Kawartha had been provided with the Costs Associated with being a Member of the Municipal Dog Pound Board
- North Kawartha was looking at all options, and for the interim felt they could still take Dogs to the Peterborough Human Society for a Fee
- Next meeting of North Kawartha would be May 17, 2022

After her presentation and discussion with the Board Alana Solman left the meeting.

After a lengthy discussion on the matter the Municipal Dog Pound Board passed the following resolution.

Moved by: D. Colton

Seconded by: W. Wiggins

Be it resolved that the Municipal Dog Pound Board accepts North Kawartha as a FULL Member to the Municipal Dog Pound Board at the same rate for 2022 that the current members Municipalities pay (being \$2.3366098 per population).
Being it understood that the payment is for the full year of 2022.

Non Opposed – Resolution Carried -

- (b) Inquiry from Pound Keeper about roof over outside kennels; sealing cracks in concrete pad and removal of an older section of concrete
“Pound Keeper was going to make verbal inquiries
(i) Bird’s Creek Farm Supply about cover for Kennels;
(ii) Earl Bowers about best method to use for sealing cracks in concrete pad;
(iii) Township of Faraday for removal of older section of concrete

Chairperson – C. Ryall advised the Board that he had spoken to the Pound Keeper about these matters, as well as the need to have the Posts for the New Pound Board Sign replaced.

After a discussion on the matter, the Board Members agreed to have the Pound Keeper proceed with having this work completed (provided that it fell within the monies in the Budget for Maintenance and within the limits set out in the Procurement By-Law). If the expenses were greater than allowed the information would need to be brought back to the Board for approval.

Items that Pound Keeper is to look after are as follows:

- Cover(s) for the Outside Kennels
- Sealing Cracks in Concrete Pad
- Replacement of Posts for Sign
- Make Arrangements for removal of old section of concrete

9. Financial Report

- (a) Accounts January, February, and March 2022**

Moved by: D. Gerrow

Seconded by: D. Colton

Be it resolved that the Municipal Dog Pound Board accept the accounts for January, February, and March 2022 as circulated.

Non-Opposed – Resolution Carried

- (b) Resolution to approve the 2022 Budget Update as circulated**

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board approve the 2022 Budget Update as of March 31, 2022 as circulated.

Non-Opposed – Resolution Carried

10. Pound Keepers Report

(a) Reports for January, February, and March

Moved by: D. Gerrow

Seconded by: D. Colton

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for January, February, and March, 2022 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 – July 28, 2022 at 3:00 pm

14. Adjournment

Moved by: M. Nicholson

Seconded by: D. Gerrow

Be it resolved that the Municipal Dog Pound Board adjourns at 4:07 p.m. to meet again, on July 28, 2022 at 3:00 pm by Electronic Method.

Non-Opposed – Resolution Carried

**Brenda Vader
Secretary-Treasurer**