

**Agenda for  
Municipal Dog Pound Board Meeting  
To be held  
April 25, 2024 at 2:00 p.m.  
Via ZOOM**

Brenda Vader is inviting you to a scheduled Zoom meeting.

**Topic:** April 25, 2024 Municipal Dog Pound Board Meeting  
**Time:** Apr 25, 2024 02:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/5643395793?pwd=QIJ0dUxtamRYNk1TTTTI5NTVDNHZzQT09&omn=85868508081>

**Meeting ID:** [564 339 5793](#)

**Passcode:** [326Monck](#)

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**All Draft Resolutions as presented are for discussion purposes only, and should not be considered as the opinion / direction of the Board.**

**1. Call to order**

The 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 are able to 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  
Wayne Wiggins – Town of Bancroft  
Tammy Davis – Hastings Highlands  
Joan Kuiack – Township of South Algonquin  
J. D. Fentie – Township of Wollaston  
Kevin Baker – Township of Madoc

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

Ann Shannick and Emily Grahame – Pound Keeper(s)  
Wayne Galloway and Aidan Kirkham – By-Law Enforcement Officer(s)  
Dawn Bowers – By-Law Enforcement Officer  
Brenda Vader – Secretary-Treasurer

**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 call for a mover and seconder  
The Chairperson will then use the 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 April 25, 2024 Municipal Dog Pound Board Meeting as circulated.

**5. Disclosure of Pecuniary Interest and the General Nature Thereof**

**6. Adoption of Minutes**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the February 22, 2024 regular meeting of the Municipal Dog Pound Board as circulated.

**7. Business arising from minutes**

(a) Cat Cages have been paid for and picked up by Lakefield Animal Welfare Society

**8. New Business**

(a) On March 13, 2024, I had a telephone conversation with Lawyer - John Ewart to discuss the DRAFT Agreements that had been prepared with respect to "Service Agreement" for use of the Municipal Dog Pound by Township of Madoc and Township of South Algonquin. Mr. Ewart is in the process of making a few changes to the agreements to include more formal legal wording etc.

I have reached out to his office on two separate occasions to see when I might expect the final version of the Agreement(s) but have yet to receive a date or time.

(b) Pound Keepers Recommendations – Dated April 17, 2024 for Boards review and consideration – As per request of Board Members – Wayne Wiggins and Margaret Nicholson

(c) Review of By-Law 01-2020 – Procedural By-Law for the Municipal Dog Pound Board. This By-Law is being provided to each of you as per discussion during the February 22, 2024 Meeting of the Board. If there are any amendments required, a new By-Law will be prepared and presented to the Board at the July 25, 2024 Meeting.

**9. Pound Keepers Report**

**(a) Reports for January, February and March 2024**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for January, February and March 2024 as prepared and circulated.

**10. Financial Reports**

**(a) Accounts for January, February and March 2024**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Be it resolved that the Municipal Dog Pound Board accept the accounts for January, February and March, 2024 as circulated.

**(b) Budget Update for 2024**

**Resolution to approve the 2024 Budget Update for the period ending March 31, 2024**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Be it resolved that the Municipal Dog Pound Board approve the 2024 Budget Update for the period ending March 31, 2024 as prepared and presented.

**11. In Camera Session**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

Be it resolved that the Municipal Dog Pound Board Close the next portion of the meeting to the Public in order to consider a matter pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (b) – For the purpose of discussing Personal matters about an identifiable individual relating to correspondence received by a Board Member; and to approve the Closed Meeting Minutes from January 25, 2024.

**Only the Board Members and the Secretary-Treasurer for the Board will remain in the meeting during the Closed portion of the meeting. All other participants will be placed in the Zoom Waiting Room until the Board resume's regular business. At that time those that are still in the Waiting Room will be allowed back into the meeting.**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

Be it resolved that the Municipal Dog Pound Board rise from the Closed portion of the meeting dealing with matters pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (b) – For the purpose of discussing Personal matters about an identifiable individual relating to correspondence received by a Board Member; and to approve the Closed Meeting Minutes from January 25, 2024, and resume regular business.

**12. Direction to Staff after rising from Closed Portion of the Meeting**

**13. Date of Next Meeting – July 25, 2024 at \_\_\_\_\_ pm**

**14. Adjournment**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

Be it resolved that the Municipal Dog Pound Board adjourns at \_\_\_\_\_ to meet again, on July 25, 2024 at \_\_\_\_\_ pm by ZOOM.