

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

Brenda Vader is inviting you to a scheduled Zoom meeting.

**Topic: July 25, 2025 Municipal Dog Pound Board Meeting
Time: Jul 25, 2024 02:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

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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 the opinion or direction of the Board or its members.

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
Unknown – 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 July 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, April 25, 2024 (not held due to lack of quorum) and May 9, 2024 special 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
- (b) As per the direction of the Board at the May 9th Special Meeting, all signs have been purchased and installed
- (c) Bancroft Building Company started work at the Pound during the week of July 15th (as per work set out in Quotation and approved by the Board at the May 9th Special Meeting)
- (d) As directed by the Board at the May 9th Special Meeting Battery Operated Combo Leaf Blower and Lawn Trimmer has been purchase
- (e) As directed by the Board at the May 9th Special Meeting, a Standard Operating Procedures and Polices and Complaint Policy have been prepared and are included in the Agenda Package for your review and consideration

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

Be it resolved that the Municipal Dog Pound Board accepts this report “Municipal Dog Pound Board Standard Operating Policies and Procedures” as submitted by the Secretary-Treasurer; and

That the Municipal Dog Pound Board approves the “Municipal Dog Pound Board Standard Operating Policies and Procedures” as prepared and presented

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

Be it resolved that the Municipal Dog Pound Board accepts this report “Municipal Dog Pound Board Complaints Handling Policy” as submitted by the Secretary-Treasurer; and

That the Municipal Dog Pound Board approves the “Municipal Dog Pound Board Complaints Handling Policy” as prepared and presented

8. New Business

- (a) Quotation for the Installation of Eaves Trough on both sides of the Municipal Dog Pound – this is required due to water getting into the building when there is a downpour of rain

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

Be it resolved that the Municipal Dog Pound Board accepts the Quotation from Bancroft Building Company in the amount of \$2,486.00 including taxes material and labour for the installation of White Eaves Trough along all eaves on Pound Building and Install 3 down spouts.

- (b) Letter from Township of Tudor and Cashel requesting the opportunity to become a member of the Municipal Dog Pound Board.

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

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Tudor and Cashel at the same rate for 2024 that the current member Municipalities will pay. Being it understood that the payment is for the full year of 2024, and that the Township of Tudor and Cashel agrees to enter into an Agreement with the Municipal Dog Pound Board for the provision of Pound Services.

Be it further resolved that the Municipal Dog Pound Board agrees to allow the Township of Tudor and Cashel a seat on the Municipal Dog Pound Board.

(c) Letter from Township of Limerick requesting the opportunity to become a member of the Municipal Dog Pound Board.

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

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Limerick at the same rate for 2024 that the current member Municipalities will pay. Being it understood that the payment is for the full year of 2024, and that the Township of Limerick agrees to enter into an Agreement with the Municipal Dog Pound Board for the provision of Pound Services.

Be it further resolved that the Municipal Dog Pound Board agrees to allow the Township of Limerick a seat on the Municipal Dog Pound Board.

(d) Review and Discussion of DRAFT Service Agreements for Madoc and South Algonquin. Please note these agreements have been reviewed and revised by the John Ewart from the Law Firm of Ewart O’Dwyer from Peterborough

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

Be it resolved that the Municipal Dog Pound Board approve the DRAFT Service Agreements for Madoc and South Algonquin as presented and direct the Secretary to forward the same to Madoc and South Algonquin for execution by the municipalities.

(e) 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 October 24, 2024 Meeting.

9. Pound Keepers Report

(a) Reports for January, February, March, April, May and June 2024

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

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

(b) Report on Use of Facility for January to June 2024

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

Be it resolved that the Municipal Dog Pound Board accept the Use of Facility Report for January to June 2024 as prepared and circulated.

10. Financial Reports

(a) Accounts for January, February, March, April, May and June 2024

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

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

(b) Budget Update for 2024

Resolution to approve the 2024 Budget Update for the period ending June 30, 2024

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

Be it resolved that the Municipal Dog Pound Board approve the 2024 Budget Update for the period ending June 30, 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) (d) – For the purpose of Labour relations or employee negotiations – to discuss confidential report on staff performance, workload and roles

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) (d) – For the purpose of Labour relations or employee negotiations and resume regular business.

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

13. Report and Proposal from Chairperson – Cecil Ryall

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

Be it resolved that this report be received as information, and
That the Municipal Dog Pound Board accept the recommendation of Cecil Ryall regarding the development of a “Comprehensive Policy Manual” for use by the Board and Pound Keepers as a Guidance Tool, and
That the Secretary be directed to work with Chairperson – Cecil Ryall on this project

14. Date of Next Meeting – October 24, 2024 at _____ pm

15. Adjournment

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

Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on October 24, 2024 at _____ pm by ZOOM, or at the call of the Chairperson.