

**Agenda for
Municipal Dog Pound Board Meeting
To be held
November 7, 2024 at 2:00 p.m.
Via ZOOM**

Brenda Vader is inviting you to a scheduled Zoom meeting.

**Topic: November 7, 2024 Municipal Dog Pound Board Meeting
Time: Nov 7, 2024 02:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

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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
- Victoria Tinsdale – Township of Limerick
- Nancy Carrol – Township of Tudor and Cashel

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.

Resignation of Chairperson

- 4. Moved by: _____ Seconded by: _____**
 Be it resolved that the Municipal Dog Pound Board accepts the resignation from Cecil Ryall as Chairperson of the Municipal Dog Pound Board effective November 7, 2024.

5. Nominations for Chairperson

Secretary will call for Nominations for the Position of Chairperson

6. Election of New Chairperson for the remainder of 2024 and all of 2025

- Moved by: _____ Seconded by: _____**
 Be it resolved that _____ be elected as Chairperson for the Municipal Dog Pound Board for the remainder of 2024 and all of 2025.

7. Adoption of Agenda

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

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the November 7, 2024 Municipal Dog Pound Board Meeting as circulated.

8. Disclosure of Pecuniary Interest and the General Nature Thereof

9. Adoption of Minutes

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

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the July 25, 2024 meeting of the Municipal Dog Pound Board as circulated.

10. Business arising from minutes

(a) Signed Pound Service Agreements have been received from: The Township of Tudor and Cashel; The Township of Limerick and the Township of South Algonquin and the Township of Madoc.

By-Laws authorizing execution of the Agreements by the Chairperson of the Municipal Dog Pound Board and Secretary-Treasurer will be passed later in the meeting.

(b) Draft Standard Operating Policies and Procedures and Forms have been reviewed by Chairperson Cecial Ryall; Board Member JD Fentie and Pound Keepers. (see revised document enclosed for comment and consideration)

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

Be it resolved that the Municipal Dog Pound Board approves the revised "Municipal Dog Pound Board Standard Operating Policies and Procedures and Forms" as presented.

11. New Business

(a) Email / Letter from Township of Carlow/Mayo requesting to be able to use the facility to house dogs caught running at large and/or contravening Municipal By-Laws and if possible to be given an opportunity to have a seat on the Board.

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

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Carlow/Mayo 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 Carlow/Mayo agrees to enter into an Agreement with the Municipal Dog Pound Board for the provision of Pound Services, being it understood this Agreement is not for individual dogs that are impounded, but for a 5 year term.

Be it further resolved that the Municipal Dog Pound Board also offers the Township of Carlow/Mayo a seat on the Municipal Dog Pound Board.

(b) Email / Letter from Township of Madawaska Valley requesting the opportunity to have use of the Municipal Dog Pound Board Facility to house dogs because of stray dog complaint.

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

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Madawaska Valley 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 Madawaska Valley agrees to enter into an Agreement with the Municipal Dog Pound Board for the provision of Pound Services, being it understood this Agreement is not for individual dogs that are impounded, but for a 5 year term.

Be it further resolved that the Municipal Dog Pound Board also offers the Township of Madawaska Valley a seat on the Municipal Dog Pound Board.

- (c) Verbal request received from Township of Tudor and Cashel for the Municipal Dog Pound Board to consider providing the services of Canine Control Officer to member municipalities. (Please see enclosed Staff Report for Background and Additional Information on this matter)

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

Be it resolved that the Municipal Dog Pound Board not pursue the provision of Canine Control Officer Services to Member Municipalities, as the authority to designate a Canine Control Officer is done by way of a Municipal By-Law and the delegation of such authority does not fall within the authority of the Municipal Dog Pound Board, nor does the Municipal Dog Pound Board or its employee(s) have the authority to enforce Municipal By-Laws for the running at large of dogs.

- (d) Verbal request received from Ann Shannick – Pound Keeper and direction from Cecil Ryall for consideration to allow the Use of E-Transfer(s) for accepting donations. (Please see enclosed Staff Report for Background and Additional Information on this matter)

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

Be it resolved that the Municipal Dog Pound Board direct the Secretary-Treasurer to have the option of E-Transfer added to the Municipal Dog Pound Boards existing Bank Account for receiving funds “only”.

And further be it resolved that the Secretary-Treasurer be directed to prepare a Policy on the process to be followed for acceptance of funds by E-Transfer and present the Policy to the Municipal Dog Pound Board at a future meeting.

12. Pound Keepers Report

(a) Reports for July, August, September and October 2024

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

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for July, August, September and October 2024 as prepared and circulated.

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

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

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

13. Financial Reports

(a) Accounts for July, August, September and October 2024

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accept the accounts for July, August, September and October 2024 as circulated.

(b) Budget Update for 2024

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

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board approve the 2024 Budget Update for the period ending October 31, 2024 as prepared and presented.

(c) Transfer of Monies from Capital Reserve

Resolution to authorize the use of \$13,035.46 from the Capital Reserve to cover the cost of the Construction of the Roof over the Outside Kennels; Installation of Fencing in three open spaces; Installation of Gate; Construction of a Storage Shed; Installation of Exterior Door and Installation of Eavestrough.

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board authorize the use of \$13,035.46 from the Capital Reserve to cover the cost of the Construction of the Roof over the Outside Kennels; Installation of Fencing in three open spaces; Installation of Gate; Construction of a Storage Shed; Installation of Exterior Door and Installation of Eavestrough, as this expense was not accounted for in the 2024 approved budget.
And further be it resolved that the Secretary be directed to make the Auditor aware of this matter during the 2024 Audit process.

14. By-Laws

(a) By-Law 01-2024 to authorize execution of an Agreement between The Township of South Algonquin and The Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board Adopt By-Law 01-2024, Being a By-Law to Authorize the execution of an Agreement between The Township of South Algonquin and The Municipal Dog Pound Board for the provision of Animal Pound Keeping Services, and that the By-Law be passed this the 7th day of November 2024, and that the By-Law be signed by the Chairperson and the Secretary

(b) By-Law 02-2004 to authorize execution of an Agreement between The Municipality of Madoc and The Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board Adopt By-Law 02-2024, Being a By-Law to Authorize the execution of an Agreement between The Municipality of Madoc and The Municipal Dog Pound Board for the provision of Animal Pound Keeping Services, and that the By-Law be passed this the 7th day of November 2024, and that the By-Law be signed by the Chairperson and the Secretary

(c) By-Law 03-2024 to authorize execution of an Agreement between The Municipal of Tudor and Cashel and The Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board Adopt By-Law 03-2024, Being a By-Law to Authorize the execution of an Agreement between The Municipality of Tudor and Cashel and The Municipal Dog Pound Board for the provision of Animal Pound Keeping Services, and that the By-Law be passed this the 7th day of November 2024, and that the By-Law be signed by the Chairperson and the Secretary

(d) By-Law 04-2024 to authorize execution of an Agreement between The Municipal of Limerick and The Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board Adopt By-Law 04-2024, Being a By-Law to Authorize the execution of an Agreement between The Municipality of Limerick and The Municipal Dog Pound Board for the provision of Animal Pound Keeping Services, and that the By-Law be passed this the 7th day of November 2024, and that the By-Law be signed by the Chairperson and the Secretary

15. 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 staff and staff 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.

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

17. Date of Next Meeting – January 23, 2025 at _____ pm

18. Adjournment

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on January 23, 2025 at _____ pm by ZOOM, or at the call of the Chairperson.