

Municipal Dog Pound Board Meeting Minutes

January 26, 2023

3:00 p.m.

The Municipal Dog Pound Board met on Thursday January 26, 2023 at 3:00 p.m. by ZOOM (Virtual Format)

1. Call to Order

Current Chairperson Cecil Ryall called the meeting to order at 3:02 p.m.

2. Roll Call

The Secretary called the names of each Member of the Board and recorded the Roll to determine if a quorum had been achieved:

Cecil Ryall – Municipality of Highlands East	Present
Margaret Nicholson – Township of Faraday	Present
J.D. Fentie – Township of Wollaston	Present
Tracy McGibbon – Town of Bancroft	Present
Roger Davis – Municipality of Hastings Highlands	Present

The Secretary called the names of each member of 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	Absent
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 2023

Moved by: M. Nicholson **Seconded by:** R. Davis

Be it resolved that Cecil Ryall be elected as Chairperson for the Municipal Dog Pound Board for the year 2023.

Non-Opposed – Resolution Carried

5. Adoption of Agenda

Moved by: M. Nicholson **Seconded by:** R. Davis

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 26, 2023 Municipal Dog Pound Board Meeting as circulated.

Non-Opposed – Resolution Carried

6. Disclosure of Pecuniary Interest and the General Nature Thereof

There was Non Declared

7. Adoption of Minutes

Minutes from the October 6, 2022 Regular Meeting of the Municipal Dog Pound Board were reviewed and discussed as circulated.

Moved by: M. Nicholson

Seconded by: R. Davis

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the October 6, 2022 regular meeting of the Municipal Dog Pound Board as circulated.

Non-Opposed – Resolution Carried

8. Business arising from minutes

(a) None

9. New Business

(a) Inclusion of Land Acknowledgement at the beginning of each meeting

- After a brief discussion on the subject it was decided that the Land Acknowledgment was not something the current Board Members would like to start including at the beginning of each meeting.

(b) In person meeting once a year

- After a brief discussion on the subject it was decided that the Municipal Dog Pound Board would in the future hold a “CLOSED MEETING at the Municipal Dog Pound” for Education purposes regarding the operations of the facility with the Pound Keeper in attendance.

10. Pound Keepers Report

(a) Reports for September; October; November and December 2022

The Pound Keepers Reports from September, October, November and December 2022 were reviewed and discussed as circulated.

Moved by: M. Nicholson

Seconded by: T. McGibbon

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for September; October, November, and December 2022 as prepared and circulated.

Non-Opposed – Resolution Carried

11. Financial Report

(a) Accounts for September; October; November and December 2022

The Accounts for September, October, November, and December 2022 were reviewed and discussed as circulated.

Moved by: R. Davis

Seconded by: T. McGibbon

Be it resolved that the Municipal Dog Pound Board accept the accounts for September, October, November, and December 2022 as circulated.

Non-Opposed – Resolution Carried

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

Discussion took place in regards to monies not spent in 2022 and the placement of the monies into the Reserve for Future Spending or to Bring the Surplus Forward into the 2022 Budget to offset expenditures.

Moved by: M. Nicholson

Seconded by: J. D. Fentie

Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2022 Budget to the Capital Reserve.

Non-Opposed – Resolution Carried

12. In Camera Session (If Required)

Moved by: M. Nicholson

Seconded by: T. McGibbon

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) Labour Relations and Employee Negotiations – For the purpose of discussing Wage Rates for the Municipal Dog Pound Board Employees

Non-Opposed – Resolution Carried

Moved by: T. McGibbon

Seconded by: R. Davis

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) Labour Relations and Employee Negotiations and resume regular business.

Non-Opposed – Resolution Carried

Moved by: M. Nicholson

Seconded by: J. D. Fentie

Be it resolved that the Municipal Dog Pound Board agrees to increase the monthly salary of the Secretary-Treasurer by \$25.00 per month; and further agree to leave the current pay increase for the Pound Keeper at 3% plus 6% vacation pay, with both Secretary-Treasurers Salary and Pound Keepers wage increase to be reviewed annually during the Budget Process.

Non-Opposed – Resolution Carried

13. Budget

Resolution to approve the 2022 Budget Update at December 31, 2022 and 2023 Proposed Budget

The 2022 Budget Update at December 31, 2022 and the 2023 Proposed Budget were reviewed and discussed.

Moved by: M. Nicholson

Seconded by: J. D. Fentie

Be it resolved that the Municipal Dog Pound Board approve the 2023 Budget as prepared and presented and to set the Requisition for 2023 at \$2.3287466 / population.

Non-Opposed – Resolution Carried

14. Date of Next Meeting – April 27, 2023 at 3:00 pm

15. **Adjournment**

Moved by: R. Davis

Seconded by: J. D. Fentie

Be it resolved that the Municipal Dog Pound Board adjourns at 3:42 pm to meet again, on April 27, 2023 at 3:00 pm by Electronic Method.

Non-Opposed – Resolution Carried

**Brenda Vader
Secretary-Treasurer**