

The Municipal Dog Pound Board met on Thursday January 25, 2024 at 2:00 p.m. by ZOOM

1. **Call to order**

Current Chairperson Cecil Ryall called the meeting to order at 2:07 p.m. with the following members present:

- Cecil Ryall – Highlands East
- Margaret Nicholson – Township of Faraday
- J. D. Fentie – Township of Wollaston
- Wayne Wiggins – Town of Bancroft
- Roger Davis – Hastings Highlands
- Joan Kuiack – Township of South Algonquin

Absent:

Kevin Baker – Township of Madoc

Staff Present:

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

2. **Election of New Chairperson for 2024**

Cecil Ryall put forward his name as Chairperson of the Board for 2024.
No other members put forward their name

Moved by: W. Wiggins **Seconded by:** R. Davis

Be it resolved that Cecil Ryall be elected as Chairperson for the Municipal Dog Pound Board for the year 2024.

Non-Opposed – Resolution Carried

Cecil Ryall assumed the position of Chair for the meeting.

3. **Adoption of Agenda**

Moved by: W. Wiggins **Seconded by:** R. Davis

Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 25, 2024 Municipal Dog Pound Board Meeting as circulated.

Non-Opposed – Resolution Carried

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

None Declared

5. **Adoption of Minutes**

Moved by: J. D. Fentie **Seconded by:** M. Nicholson

Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the October 26, 2023 regular meeting of the Municipal Dog Pound Board and November 27, 2023 special meeting of the Municipal Dog Pound Board as circulated.

Non-Opposed – Resolution Carried

6. Business arising from minutes

- (a) Proposed AGREEMENT(s) for Township of Madoc and Township of South Algonquin “At time of Agenda Preparation AGREEMENT(s) have not been received from Mr. Plater”

Board Members deferred discussion on proposed AGREEMENT(s) for Township of Madoc and Township of South Algonquin to future meeting of the Board when Agreement(s) have been received from Mr. Plater

- (b) Report for 2022 and 2023 on Use of Municipal Dog Pound Facility by Member Municipalities

Reports for 2022 and 2023 on the Use of the Municipal Dog Pound Facility by Member Municipalities were reviewed and discussed

7. New Business

- (a) Township of Algonquin Highlands – Consideration to Utilize Pound email received from Kristen Glass – Municipal Law Enforcement Officer was reviewed and discussed.

Moved by: J. Kuiack

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to provide Pound Services to the Township of Algonquin Highlands 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 Algonquin Highlands 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 Algonquin Highlands a seat on the Municipal Dog Pound Board.

Non-Opposed – Resolution Carried

- (b) Use of Volunteers - Volunteer Accident Coverage email correspondence from Jodi Grant – Commercial Account Manager with McDougall Insurance & Financial was reviewed and discussed

Board Members discussed the Use of Volunteers at the Municipal Dog Pound, and unanimously agreed that at this time they were not in favor of using Volunteers. Secretary was directed to keep the information on hand for future reference.

- (c) Volunteer Policy - DRAFT Policy was reviewed and discussed

Board Members unanimously agreed that Policy was not required at this time. Secretary was directed to keep information on hand for future reference.

- (d) Cat Cages – Inquiries had been received about the possibility of Purchasing

Moved by: R. Davis

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board agrees to Sell the Cat Cages currently situated at the Municipal Dog Pound and direct the Secretary-Treasurer to advertise them For Sale.

Non-Opposed – Resolution Carried

8. Pound Keepers Report

- (a) **Reports for October; November and December 2023 were reviewed and discussed.**

Moved by: W. Wiggins

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for October, November, and December 2023 as prepared and circulated.

Non-Opposed – Resolution Carried

After a lengthy discussion with respect to the length of time Dogs are being kept at the facility before being Fostered / Adopted or purchased, the Secretary was directed to prepare a Policy for the Municipal Dog Pound Board's consideration with respect to the steps to follow, agencies to contact and places to post information.

- (b) **Report from Pound Keeper(s) dated January 20, 2024 was reviewed and the following items were discussed:**

Facebook Page for the Municipal Dog Pound

Moved by: J. Kuiack

Seconded by: W. Wiggins

Be it resolved that the Municipal Dog Pound Board approve the creation of a Facebook Page for the Municipal Dog Pound.

Non-Opposed – Resolution Carried

The Pound Keepers were directed to move forward with the Municipal Dog Pound Face Book Page.

Signage – Dogs Available for Adoption

The Municipal Dog Pound Board members unanimously agreed that additional signage was not required at this time.

Brochure for the Municipal Dog Pound

The Secretary was directed to contact Hannah Lithographers and obtain a Quote to make the Brochure, with updated information with respect to Municipalities that use the facility and hours of operation. The Quote would be available for Budget discussion.

9. Financial Reports

- (a) **Accounts for October; November and December 2023 were reviewed and discussed**

Moved by: R. Davis

Seconded by: M. Nicholson

Be it resolved that the Municipal Dog Pound Board accept the accounts for October, November, and December 2023 as circulated.

Non-Opposed – Resolution Carried

- (b) **Budget Update for the period ending December 31, 2023 was reviewed and discussed**

Moved by: M. Nicholson

Seconded by: R. Davis

Be it resolved that the Municipal Dog Pound Board approve the 2023 Budget Update for the period ending December 31, 2023 as prepared and presented.

Non-Opposed – Resolution Carried

(c) Surplus from 2023 Budget (Transfer to Reserve or Bring Forward into 2024 Budget)

Moved by: W. Wiggins

Seconded by: J. Kuiack

Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2023 Budget to the Capital Reserve.

Non-Opposed – Resolution Carried

10. In Camera Session

Moved by: M. Nicholson

Seconded by: R. Davis

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 Rate** and **Mileage Rate** for the Municipal Pound Board Employees and to approve the Closed Meeting Minutes from January 26, 2023, October 26, 2023, and November 27, 2023.

Non-Opposed – Resolution Carried

Moved by: J. Kuiack

Seconded by: M. Nicholson

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

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

Moved by: W. Wiggins

Seconded by: R. Davis

Be it resolved that the Municipal Dog Pound Board direct the Secretary to carry out all matters as discussed in the Closed Meeting.

Non-Opposed – Resolution Carried

12. Proposed Draft Budget for 2024

The Proposed Draft Budget for 2024 was briefly reviewed and discussed. The Municipal Dog Pound Board members deferred further Budget discussion to February 22, 2024.

13. Date of Next Meeting – February 22, 2024 at 2:00 p.m.

14. Adjournment

Moved by: W. Wiggins

Seconded by: J. D. Fentie

Be it resolved that the Municipal Dog Pound Board adjourns at 4:28 p.m. to meet again, on February 22, 2024 at 2:00 p.m. by ZOOM.

Non-Opposed – Resolution Carried

**Brenda Vader
Secretary-Treasurer**