Agenda for
Municipal Dog Pound Board Meeting
To be held
January 30, 2025
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

Topic: Brenda Vader's Zoom Meeting
Time: Jan 30, 2025 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
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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 Municipal Dog Pound Board.

1. **Call to order**

The current 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
J. D. Fentie or Sheila Currie – Township of Wollaston
Wayne Wiggins – Town of Bancroft
Tammy Davis or Roger Davis – Hastings Highlands
Joan Kuiack – Township of South Algonquin
Unknown – Township of Madoc
Bob Bridger – Township of Tudor and Cashel
Victoria Tisdale or Cindy Fuerth – Township of Limerick
Allen Musclow – Township of Carlow/Mayo

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 – Pound Keeper
Emily Grahame – Pound Keeper
Wayne Galloway – Canine Control Officer – Highlands East
Aiden Kirkham – Canine Control Officer – Highlands East
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands
Brenda Vader – Secretary-Treasurer

3. **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. **Nominations for Chairperson for 2025**

5. **Election of New Chairperson for 2025**

Moved by: _____ **Seconded by:** _____
Be it resolved that _____ be elected as Chairperson for the Municipal Dog Pound Board for the year 2025.

6. **Adoption of Agenda**

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 23, 2025 Municipal Dog Pound Board Meeting as circulated.

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

8. **Adoption of Minutes**

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the November 7, 2024 regular meeting of the Municipal Dog Pound Board as circulated.

9. **Business arising from minutes**

(a) Signed Pound Service Agreement has been received from the Township of Carlow/Mayo. By-Law authorizing execution of the Agreement by the Chairperson of the Municipal Dog Pound Board and Secretary-Treasurer will be passed later in the meeting.

(b) No response has been received from the Township of Madawaska Valley regarding their request for Pound Services and reply sent back to them, based on the motion passed by the Municipal Dog Pound Board at the November 7, 2024 meeting

(c) E-Transfer has been added to the Municipal Dog Pound Board Bank Account for receiving funds "ONLY". Policy is included under New Business for your review and discussion.

(d) Katherine Holding - Upnorthwebs
Will be present as requested by the Board at the November 7, 2024 Meeting, to explain to the Board Members how the Municipal Dog Pound Website currently works and make any suggestions for change as well as answer any questions the Board Members may have.

10. **New Business**

(a) Dog Adoption Application Form

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Dog Adoption Application Form as presented and approve it for use at the Municipal Dog Pound and for inclusion in the Municipal Dog Pound Board Standard Operating Policies and Procedures and Forms Manual / Binder.

(b) Cash Handling Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Cash Handling Policy as prepared and presented and agrees to pass a By-Law to formally adopt the Policy.

(c) Investment Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Investment Policy as prepared and presented and agrees to pass a By-Law to formally adopt the Policy.

(d) Accounts Receivable Collection Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Accounts Receivable Collection Policy as prepared and presented and agrees to pass a By-Law to formally adopt the Policy

(e) Charitable Donations Receipt Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Charitable Donations Receipt Policy as prepared and presented and agrees to pass a By-Law to formally adopt the Policy.

12. Pound Keepers Report

(a) Reports for November and December 2024

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for November and December 2024 as prepared and circulated.

(b) Report from Pound Keeper regarding Sanctuary for Jack

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board agrees to the payment of monies in the amount of $1,500.00 to Eddie (Edwin) Garcia, Owner Operator at Royal Bridge Sanctuary to allow for the 2 year old DOGO Argentino
that has been in the Municipal Dog Pound since May of 2024 to be socialized and trained for adoption;
And further be it resolved that the Municipal Dog Pound Board authorize the Pound Keeper / Pound Keepers to sign the necessary documents for the transfer of the 2 year DOGO Argentino to the Owner Operator at Royal Bridge Sanctuary;

13. Financial Reports

(a) Accounts for November and December 2024

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accept the accounts for November and December 2024 as circulated.

(b) Budget Update for 2024

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

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

(c) Resolution to deal with Surplus from 2024 Budget (Transfer to Reserve or Bring Forward into 2024 Budget)

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2024 Budget to the Capital Reserve.

Or

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board agrees to bring any Surplus from 2024 forward into the 2025 Budget to help offset any increase in requisition.

14. By-Laws

(a) By-Law 01-2025 to authorize execution of an Agreement between The Township of Carlow/Mayo and The Municipal Dog Pound Board.

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 01-2025, Being A By-Law to authorize the execution of an Agreement between The Township of Carlow/Mayo and The Municipal Dog Pound Board for the provision of Animal Pound Keeping Services, and that the By-Law be passed this the 23rd day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary

(b) By-Law 02-2025 to adopt a Cash Handling Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 02-2025, Being A By-Law to adopt a Cash Handling Policy, and that the By-Law be passed this the 23rd day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary

(c) By-Law 03-2025 to adopt an Investment Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 03-2025, Being A By-Law to adopt an Investment Policy, and that the By-Law be passed this the 23rd day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary

(d) By-Law 04-2025 to adopt an Accounts Receivable Collection Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 04-2025, Being A By-Law to adopt an Accounts Receivable Collection Policy, and that the By-Law be passed this the 23rd day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary

(e) By-Law 05-2025 to adopt a Charitable Donations Receipt Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 05-2025, Being A By-Law to adopt a Charitable Donations Receipt Policy, and that the By-Law be passed this the 23rd day of January, 2025, 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) Labour Relations and Employee Negotiations – For the purpose of discussing **Wage Rate / Salary** for the Municipal Pound Board Employees and Dog Pound Operations and to approve the Closed Meeting Minutes from January 24, 2024; May 9, 2024, July 25, 2024 and November 7, 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 resumes 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) Labour Relations and Employee Negotiations and resume regular business.

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

17. **Proposed Draft Budget for 2025**

Review and Discuss the Proposed "DRAFT" Budget with final version to be brough forward for approval on _____

18. **Meeting Schedule and Dates for 2025**

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopts the following Meeting Dates for 2025
January 30, 2025; **February 27, 2025 – Budget**; March 27, 2025; May 22, 2025; July 24, 2025; September 25, 2025 and November 27, 2025

19. **Date of Next Meeting – _____ 2025 at _____ pm**

20. **Adjournment**

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on _____2025 at _____ pm by ZOOM or at the call of the Chairperson.