Municipal Dog Pound Board

November 7, 2024 **Meeting Minutes** **2:00 p.m.**

The Municipal Dog Pound Board Met on November 7, 2024 at 2:00 p.m. by ZOOM

1. Call to Order

Meeting was called to order at 2:06 p.m. by Chairperson – Cecil Ryall with the following members present:

Cecil Ryall – Highlands East
Margaret Nicholson – Township of Faraday
J.D. Fentie – Township of Wollaston
Joan Kuiack – Township of South Algonquin
Victoria Tisdale and Cindy Fuerth – Township of Limerick
Bob Bridger - Township of Tudor and Cashel

Staff Member Present:

Ann Shannick and Emily Grahame – Pound Keepers
Brenda Vader – Secretary-Treasurer

Absent:

Wayne Wiggins – Town of Bancroft
Tammy Davis – Hastings Highlands
Representative from – Township of Madoc
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands
Wayne Galloway – By-Law Enforcement Officer – Highlands East
Aiden Kirkham – By-Law Enforcement Officer – Highlands East

2. Resignation of Chairperson; Call for Nomination of New Chairperson and Election of New Chairperson was deferred for discussion until after the Closed Portion of the Meeting listed as Item 15 on the Agenda

3. Adoption of Agenda

Moved by: M. Nicholson **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the November 7, 2024 Municipal Dog Pound Board Meeting as amended by deferring Resignation of Chairperson; Call for Nomination of New Chairperson and Election of New Chairperson until after Closed Portion of the Meeting listed as Item 15 on the Agenda.
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:** J. Kuiack
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.
Non-Opposed – Resolution Carried

6. Business arising from minutes

(a) Signed Pound Service Agreement have been received from: The Township of Tudor and Cashel; The Township of Limerick and the Township of South Algonquin. Still awaiting Agreement from 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: M. Nicholson **Seconded by:** J. D.Fentie
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.
Non-Opposed – Resolution Carried

7. New Business

(a) Email / Letter from Township of Carlow/Mayo requesting the opportunity to become a member of the Municipal Dog Pound Board.

Moved by: J.D. Fentie **Seconded by:** M. Nicholson
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.
Non-Opposed – Resolution Carried

(b) Email / Letter from Township of Madawaska Valley requesting the opportunity to have use of the Municipal Dog Pound Board Facility to house Dogs Running at Large from the municipality.

Moved by: J. D. Fentie **Seconded by:** V. Tisdale
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.
Non-Opposed – Resolution Carried

(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: M. Nicholson **Seconded by:** J. Kuiack
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.
Non-Opposed – Resolution Carried

(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: J. D. Fentie **Seconded by:** V. Tisdale
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.
Non-Opposed – Resolution Carried

8. Pound Keepers Report

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

Moved by: J. D. Fentie **Seconded by:** M. Nicholson
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.
Non-Opposed – Resolution Carried

Moved by: B. Bridger **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board direct the Secretary to contact Kathy from Upnorthwebs to do a delegation to the Municipal Dog Pound Board on January 23, 2025 to explain how the Website currently works and any suggestions she has moving forward.
Non-Opposed – Resolution Carried

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

Moved by: B. Bridger **Seconded by:** J. D. Fentie
Be it resolved that the Municipal Dog Pound Board accept the Use of Facility Report for January to October 2024 as prepared and circulated.
Non-Opposed – Resolution Carried

9. Financial Reports

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

Moved by: J. D. Fentie **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board accept the accounts for July, August, September and October 2024 as circulated.
Non-Opposed – Resolution Carried

(b) Budget Update for 2024

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

Moved by: J. D. Fentie **Seconded by:** B. Bridger
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.
Non-Opposed – Resolution Carried

(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: J. D. Fentie **Seconded by:** J. Kuiack
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.
Non-Opposed – Resolution Carried

10. 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: M. Nicholson **Seconded by:** B. Bridger
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
Non-Opposed – Resolution Carried

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

Moved by: J. D. Fentie **Seconded by:** B. Bridger
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
Non-Opposed – Resolution Carried

(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: J. D. Fentie **Seconded by:** J. Kuiack
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
Non-Opposed – Resolution Carried

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

Moved by: J. D. Fentie **Seconded by:** B. Bridger
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
Non-Opposed – Resolution Carried

11. <u>In Camera Session</u>

Moved by: B. Bridger **Seconded by:** J. D. Fentie
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
Non-Opposed – Resolution Carried

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: 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) – For the purpose of Labour relations or employee negotiations and resume regular business.
Non-Opposed – Resolution Carried

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

Moved by: B. Bridger **Seconded by:** V. Tisdale
Be it resolved that the Municipal Dog Pound Board agrees to extend the Probationary Period of the Pound Keepers for an additional 3 (three) months; And during this time the Municipal Dog Pound Board directs Chairperson Cecil Ryall and Board Member J. D. Fentie to meet with the current Pound Keepers to discuss matters relating to the Dog Pound Operations.
Non-Opposed – Resolution Carried

13. Resignation of Chairperson

Cecil Ryall withdrew his letter of resignation as Chairperson of the Municipal Dog Pound Board and agreed to stay as Chairperson for the remainder of 2024.

14. Date of Next Meeting – January 23, 2025 at 2:00 pm

15. Adjournment

Moved by: J. D. Fentie **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board adjourns at 4:14 p.m. to meet again, on January 23, 2025 at 2:00 p.m. by ZOOM, or at the call of the Chairperson.
Non-Opposed – Resolution Carried