Agenda for
Municipal Dog Pound Board Meeting
To be held February 27, 2025 at 2:00 p.m.
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

Topic: Municipal Dog Pound Board Meeting
Time: Feb 27, 2025 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
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Passcode: 326Monck

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Find your local number: https://us02web.zoom.us/u/kbi8qcmtPb

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
Sheila Currie – Township of Wollaston
Wayne Wiggins – Town of Bancroft
Tammy Davis – Hastings Highlands
Joan Kuiack – Township of South Algonquin
Josie Rowling– Township of Madoc
Bob Bridger – Township of Tudor and Cashel
Victoria Tisdale – 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 February 27, 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 January 30, 2025 Regular Meeting and February 13, 2025 Special Meeting of the Municipal Dog Pound Board as circulated.

9. Business arising from minutes

(a) Katherine Holding – Upnorthwebs has transferred the Website to her server and has provided information with respect to Annual Costs for Hosting and Domain Name Registration
She has also provided a costing for Upgrading the Website with Facebook Plugin and News and Notice Set-up. The dollar figure for this has been included in the Explanation Notes for the Proposed 2025 Budget.
I have also attached a copy of the email received from her explaining the advantages and staff involvement going forward if the Board proceeds with this option.

(b) Verbal response has been received from CRA with respect to the Application that was made by the Municipal Dog Pound Board to be added to the Donee List for the purpose of being able to issue Official Income Tax Receipts.
The Municipal Dog Pound Board is not Incorporated and therefore is not eligible to be added to the Donee List.
However, Member Municipalities are already on the List and can issue Income Tax Receipts.
Therefore if a person wishes to make a Donation to the Municipal Dog Pound and requires an Official Receipt for Income Taxes purposes, they can go to their Local Municipal Office.

10. New Business

None at time of preparation of the Agenda Package

11. Pound Keepers Report

(a) Reports for January 2025

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accept and approve the Pound Keepers Report for January 2025 as prepared and circulated.

12. Financial Reports

(a) Accounts for January 2025

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accept and approve the accounts for January 2025 as prepared and circulated.

13. 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 to approve the Closed Meeting Minutes from January 30, 2025 and February 13, 2025.

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.

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

15. Surplus from 2024 Budget

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board agrees to bring $_____ of the Surplus from the 2024 Budget into the 2025 Budget to help offset any increase in requisition and to place the remainder of the Surplus into the Capital Reserve.

16. Proposed Budget for 2025

Review and Discuss the Proposed Budget for 2025

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board approve the 2025 Budget as prepared and presented and agree to set the Requisition for 2025 at _____ population.

17. Date of Next Meeting – March 27, 2025 at 2:00 p.m.

18. Adjournment

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on March 27,2025 at 2:00 p.m. by ZOOM or at the call of the Chairperson.