Agenda for
Municipal Dog Pound Board Meeting
To be held
March 27, 2025
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

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

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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:

Wayne Wiggins – Town of Bancroft
Cecil Ryall – Highlands East
Margaret Nicholson – Township of Faraday
Sheila Currie – Township of Wollaston
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. Adoption of Agenda

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the March 27, 2025 Municipal Dog Pound Board Meeting as circulated.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

6. Adoption of Minutes

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the February 27, 2025 regular meeting of the Municipal Dog Pound Board as circulated.

7. Business arising from minutes

None at the time of Agenda Preparation

8. New Business

Agenda Item Report and Recommendations:

(a) Staff Training Opportunity

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board receives the report from the Secretary-Treasurer regarding Staff Training Opportunity as information; and
Be it further resolved that the Municipal Dog Pound Board approves of Ann Shannick being registered for the April 29, 2025 – Municipal Law Enforcement – Canine Behaviour 101 & Canine Self Defense Course being held at the Cambray Community Centre; and
That the Municipal Dog Pound Board agrees to pay all expenses related to the training opportunity, including wages for the day; mileage to and from the event, and registration costs for the course; and
That the Municipal Dog Pound Board authorizes the use of monies from the Contingency in the 2025 Budget to help offset the additional expenses not allocated in the 2025 Budget under Wages, Training and Mileage.

Agenda Item Report and Recommendations:

(b) DRAFT Job Description Secretary-Treasurer

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board receives the report from the Secretary-Treasurer regarding DRAFT Job Descriptions as information; and
Be it further resolved that the Municipal Dog Pound Board accepts the DRAFT Job Description for the Secretary-Treasurer with some minor changes and direct the Secretary-Treasurer to bring it back to the May 22, 2025 Regular Meeting of the Municipal Dog Pound Board to be adopted by By-Law.

(c) DRAFT Job Description Pound Keeper

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the DRAFT Job Description for the Part-Time Pound Keeper with some minor changes and direct the Secretary-Treasurer to bring it back to the May 22, 2025 Regular Meeting of the Municipal Dog Pound Board to be adopted by By-Law.

Agenda Item Report and Recommendations:

(d) DRAFT Human Resources Policy Handbook

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board receives the report from the Secretary-Treasurer regarding DRAFT Human Resources Policy Handbook as information; and
Be it further resolved that the Municipal Dog Pound Board accepts the DRAFT Municipal Dog Pound Board Human Resources Policy Handbook with some minor changes and direct the Secretary-Treasurer to bring it back to the May 22, 2025 Regular Meeting of the Municipal Dog Pound Board to be adopted by By-Law.

9. Pound Keepers Report

(a) Reports for February 2025

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

10. Financial Reports

(a) Accounts for February 2025

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

(b) 2025 Budget Update as of February 28, 2025

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accepts the 2025 Budget Update for Revenues and Expenditures as of February 28, 2025 as circulated.

11. In Camera Session

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board Close the next portion of the meeting be closed to the Public in order to consider a matter pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and to approve the Closed Meeting Minutes from February 27, 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) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and to approve the Closed Meeting Minutes from February 27, 2025 and resume regular business.

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

13. Date of Next Meeting – May 22, 2025 at 2:00 pm

14. Adjournment

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on May 22, 2025 at 2:00 pm by ZOOM or at the call of the Chairperson.