Municipal Dog Pound Board

January 30, 2025 **Meeting Minutes** **2:00 p.m.**

The Municipal Dog Pound Board met on Thursday January 30, 2025 at 2:00 p.m. by ZOOM.

1. Call to order

Meeting was called to order at 2:01 p.m. by Chairperson – Cecil Ryall with the following members present:

Cecil Ryall – Municipality of Highlands East
Margaret Nicholson – Township of Faraday
Sheila Currie – Township of Wollaston
Tammy Davis – Municipality of Hastings Highlands
Joan Kuiack – Township of South Algonquin
Bob Bridger – Township of Tudor and Cashel
Allen Musclow – Township of Carlow/Mayo
Cindy Fuerth – Township of Limerick

Staff Members Present:

Ann Shannick and Emily Grahame – Pound Keepers
Wayne Galloway – By-Law Enforcement Officer – Municipality of Highlands East
Aiden Kirkham – By-Law Enforcement Officer – Municipality of Highlands East
Brenda Vader – Secretary-Treasurer

Absent:

Wayne Wiggins – Town of Bancroft
Dawn Bowers By-Law Enforcement Officer – Municipality of Hastings Highlands
Representative from – Township of Madoc

2. The rules for voting:

The Secretary-Treasurer explained to the members present the process used for Voting on items on the Agenda 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.

3. Nominations for Chairperson for 2025

Due to not all members of the Board being present, member M. Nicholson and T. Davis requested the deferral of nomination for Chairperson for 2025 to the next meeting of the Board.

All members were in agreement.

4. Adoption of Agenda

Moved by: S. Currie **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 30th, 2025 Municipal Dog Pound Board Meeting as circulated.
Non-Opposed – Resolution Carried

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None Declared

6. Adoption of Minutes

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

7. 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

- Was present to speak to the members of the Board about the current Municipal Dog Pound Website.
- Explaining to the members the current set-up of the Website; how she ads items to the Website and suggestions that could be added to the Website and maintained by the Pound Keeper.
- The Board requested Ms. Holding to prepare a report to the Borad on what she recommended be done to the site, and submit the same to the Secretary-Treasurer for discussion by the Board at a future meeting.

8. New Business

(a) Dog Adoption Application Form

Moved by: J. Kuiack **Seconded by:** C. Fuerth
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.
All Opposed – Resolution was Defeated

(b) Cash Handling Policy

Moved by: B. Bridger **Seconded by:** T. Davis
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.
Non-Opposed – Resolution Carried

(c) Investment Policy

Moved by: S. Currie **Seconded by:** J. Kuiack
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.
Non-Opposed – Resolution Carried

(d) Accounts Receivable Collection Policy

Moved by: S. Currie **Seconded by:** J. Kuiack
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.
Non-Opposed – Resolution Carried

(e) Charitable Donations Receipt Policy

Moved by: T. Davis **Seconded by:** S. Currie
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.
Non-Opposed – Resolution Carried

9. Pound Keepers Report

(a) Reports for November and December 2024

Moved by: J. Kuiack **Seconded by:** T. Davis
Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for November and December 2024 as prepared and circulated.
Non-Opposed – Resolution Carried

2024 Dog Activity Listing and Use of Facility Report were also reviewed.

(b) Report from Pound Keeper regarding Sanctuary for Jack

Moved by: M. Nicholson **Seconded by:** J. Kuiack
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;
And further that the $1,500.00 be taken from monies received for donations in 2024.
Non-Opposed – Resolution Carried

10. Financial Reports

(a) Accounts for November and December 2024

Moved by: J. Kuiack **Seconded by:** S. Currie
Be it resolved that the Municipal Dog Pound Board accept the accounts for November and December 2024 as circulated.
Non-Opposed – Resolution Carried

(b) Budget Update for 2024

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

Moved by: S. Currie **Seconded by:** J. Kuiack
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.
Non-Opposed – Resolution Carried

(c) Resolution to deal with Surplus from 2024 Budget (Transfer to Reserve or Bring Forward into 2024 Budget) was deferred until 2025 Budget discussion.

11. 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: T. Davis **Seconded by:** J. Kuiack
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 30th day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

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

Moved by: J. Kuiack **Seconded by:** T. Davis
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 30th day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

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

Moved b: S. Currie **Seconded by:** M. Nicholson
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 30th day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

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

Moved by: S. Curried **Seconded by:** M. Nicholson
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 30th day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

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

Moved by: J. Kuiack **Seconded by:** S. Currie
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 30th day of January, 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

12. In Camera Session

Moved by: M. Nicholson **Seconded by:** A. Musclow
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
Non-Opposed – Resolution Carried

Only the Board Members and the Secretary-Treasurer for the Board remained in the meeting during the Closed portion of the meeting. All other participants left the meeting until after the Board resumes regular business. At that time those that were still in the Waiting Room were allowed back into the meeting.

Moved by: B. Bridger **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

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

Pending the availability of **all** members of the Board, set up a meeting for February 27, 2025 for the purpose of further discussion on Employee Wages and the Proposed Budget for 2025.

14. Proposed Draft Budget for 2025

Review and Discuss on the Proposed “DRAFT” Budget for 2025 was deferred to February 27, 2025.

15. Meeting Schedule and Dates for 2025

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

16. Date of Next Meeting – February 27, 2025 at 2:00 p.m.

17. Adjournment

Moved by: B. Bridger **Seconded by:** S. Currie
Be it resolved that the Municipal Dog Pound Board adjourns at 4:47 p.m. to meet again, on February 27, 2025 at 2:00 p.m. by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer