Agenda for
Municipal Dog Pound Board Meeting
To be held at 2:00 p.m. on May 22, 2025
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

Topic: May 22, 2025 Municipal Dog Pound Board Meeting
Time: May 22, 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:

Wayne Wiggins – Town of Bancroft
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
Unknown – 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 May 22, 2025 Municipal Dog Pound Board Meeting as prepared and 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 March 27, 2025 regular meeting of the Municipal Dog Pound Board as prepared and circulated.

7. **Business arising from minutes**

None at the time of Agenda Preparation

8. **New Business**

None at the time of Agenda Preparation

9. **Pound Keepers Reports**

(a) Reports for March and April 2025

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Pound Keepers Monthly Reports for March and April 2025 as prepared and circulated.

(b) Report on Training Course

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report On Canine Basic Behavior and Self Defense Training Course that Pound Keeper Ann Shannick attended on April 29, 2025 as prepared and circulated.

(c) Report on Municipal Dog Pound 2025 Dog Activity

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report on Municipal Dog Pound 2025 Dog Activity as prepared and circulated.

(d) Report on Use of Municipal Dog Pound Facility – January to March 2025

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report on Use of Municipal Dog Pound Facility – January to March 2025 as prepared and circulated.

10. **Financial Reports**

(a) Accounts for March and April 2025

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts and approves the accounts for March and April 2025 as circulated.

(b) 2025 Budget Update as of April 30, 2025

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts for information only the 2025 Budget Update for Revenues and Expenditures as of April 30, 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 to the Public to approve the Minutes from the March 27, 2025 Closed Meeting and 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 Handyperson Position, Existing Staffing and Roles

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) – For the purpose of Labour relations or employee negotiations and resume regular business.

13. **Direction to Staff Rising from Closed**

14. **By-Laws**

(a) By-Law 06-2025 to adopt a Job Description for the Secretary-Treasurer of the Municipal Dog Pound Board.

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 06-2025, Being A By-Law to adopt a Job Description for the Secretary-Treasurer of the Municipal Dog Pound Board, and that the By-Law be passed this the 22nd day of May, 2025, and that the By-Law be signed by the Chairperson and the Secretary.

(b) By-Law 07-2025 to adopt a Job Description for the Pound Keeper for the Municipal Dog Pound that is operated by the Municipal Dog Pound Board

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 07-2025, Being A By-Law to adopt a Job Description for the Pound Keeper for the Municipal Dog Pound that is operated by the Municipal Dog Pound Board, and that the By-Law be passed this the 22nd day of May, 2025, and that the By-Law be signed by the Chairperson and the Secretary

(c) By-Law 08-2025 to adopt a Human Resources Policy Handbook for the Municipal Dog Pound Board and its employees

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 08-2025, Being A By-Law to adopt a Human Resources Policy Handbook for the Municipal Dog Pound Board and its employees, and that the By-Law be passed this the 22nd day of May, 2025, and that the By-Law be signed by the Chairperson and the Secretary

15. **Round Table Discussion**

16. **Direction to Staff from Round Table Discussion**

17. **Date of Next Meeting – July 24, 2025 at 2:00 pm**

18. **Adjournment**

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on July 24, 2025 at 2:00 pm by ZOOM or at the call of the Chairperson.