Municipal Dog Pound Board

March 27, 2025 **Meeting Minutes** **2:00 p.m.**

The Municipal Dog Pound Board met on Thursday March 27, 2025 at 2:00 p.m. by ZOOM.

1. Call to Order

Meeting was called to order at 2:09 p.m. by Chairperson – Wayne Wiggins with the following members present:

Wayne Wiggins – Town of Bancroft
Margaret Nicholson – Township of Faraday
Sheila Currie – Township of Wollaston
Joan Kuiack – Township of South Algonquin
Josie Rowling – Township of Madoc
Bob Bridger – Township of Tudor and Cashel
Cindy Fuerth – Township of Limerick

Staff Members Present:

Ann Shannick – Pound Keeper
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands
Brenda Vader – Secretary-Treasurer

Absent:

Victoria Tisdale – Township of Limerick (Cindy Fuerth – Attended in her place)
Cecil Ryall – Municipality of Highlands East
Tammy Davis – Municipality of Hastings Highlands
Emily Grahame – Pound Keeper
Wayne Galloway and Aiden Kirkham – Canine Control – Highlands East

2. 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 March 27, 2025 Municipal Dog Pound Board Meeting as circulated.
Non-Opposed – Resolution Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes

Moved by: S. Currie **Seconded by:** M. Nicholson
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.
Non-Opposed – Resolution Carried

5. Business arising from minutes

None at the time of Agenda Preparation

6. New Business

Agenda Item Report and Recommendations:

(a) Staff Training Opportunity

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

Agenda Item Report and Recommendations:

(b) DRAFT Job Description Secretary-Treasurer

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

(c) DRAFT Job Description Pound Keeper

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

7. Pound Keepers Report

(a) Reports for February 2025

Moved by: B. Bridger **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for February 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

8. Financial Reports

(a) Accounts for February 2025

Moved by: S. Currie **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board accept the accounts for February 2025 as circulated.
Non-Opposed – Resolution Carried

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

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

9. In Camera Session

Moved by: B. Bridger **Seconded by:** M. Nicholson
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.
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.

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

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

There was no direction given to Staff after rising from the Closed Portion of the Meeting.

11. Round Table Discussion

Chairperson W. Wiggins asked each member of the Board if they had any questions or concerns they would like to discuss with respect to the Municipal Dog Pound operations.

No matters were brought forward by any of the members present.

Chairperson W. Wiggins made the members present aware of the Flooding issue that occurred on March 8, 2025. Due to the weather conditions (downpour of rain), and the lack of proper drainage (away from the building), water came into the building. At the direction of the Chairperson, the Contractor that was responsible for the Renovations that were done at the Municipal Dog Pound in 2024 was contacted to attend the property and assist with the situation. (eavestrough and drainage issue)

Chairperson W. Wiggins explained that the Municipal Dog Pound Board would need to visit the facility after the snow melts to look at the situation and come up with a permanent fix. (landscaping and trenching to get water to run away from the building).

Chairperson W. Wiggins also explained that the Municipal Dog Pound Board does not have anyone they could call (example – Occasional Handyman), and that was the reason for the use of the Contractor.

Chairperson W. Wiggins provided the name of a person that could be used for this type of work.

After a discussion on the matter of Occasional Handyman and for Open and Transparency reasons, Board members agreed to the creation of a Job Advertisement (to be approved by the Chairperson) and then post the Job Advertisement on the Municipal Dog Pound Facebook Page and forward the same to the Municipal Members for posting on their Social Media Sites.

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

13. Adjournment

Moved by: B. Bridger **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board adjourns at 2:58 p.m. to meet again, on May 22, 2025 at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer