Municipal Dog Pound Board

May 22, 2025 **Meeting Minutes** **2:00 p.m.**

1. Call to order

Meeting was called to order at 2:00 p.m. by Chairperson – Wayne Wiggins with the following members present:

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

Staff Members Present:

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

Absent:

Tammy Davis – Municipality of Hastings Highlands
Representative from – Township of Madoc
Emily Grahame – Pound Keeper
Wayne Galloway and Aiden Kirkham – Canine Control – Highland East

2. Adoption of Agenda

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

5. Business arising from minutes

None

6. New Business

None

7. Pound Keepers Reports

(a) Reports for March and April 2025

Moved by: M. Nicholson **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board accepts the Pound Keepers Monthly Reports for March and April 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

(b) Report on Training Course

Moved by: C. Ryall **Seconded by:** M. Nicholson
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.
Non-Opposed – Resolution Carried

(c) Report on Municipal Dog Pound 2025 Dog Activity

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

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

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

8. Financial Reports

(a) Accounts for March and April 2025

Moved by: J. Kuiack **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board accepts and approves the accounts for March and April 2025 as circulated.
Non-Opposed – Resolution Carried

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

Moved by: C. Ryall **Seconded by:** S, Currie
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.
Non-Opposed – Resolution Carried

9. In Camera Session

Moved by: S. Currie **Seconded by:** J. Kuiack
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
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) (d) – For the purpose of Labour relations or employee negotiations and resume regular business.
Non-Opposed – Resolution Carried

10. Direction to Staff Rising from Closed

Secretary-Treasurer to update all Policies and Job Descriptions as discussed, and effective immediately assume the Role of General Manager/ Secretary-Treasurer for the Municipal Dog Pound / Municipal Dog Pound Board, with the Municipal Pound Keepers reporting to the General Manager /Secretary-Treasurer.

11. By-Laws

All By-Laws were deferred until the next meeting of the Board.

12. Round Table Discussion

- Each member was given an opportunity to bring forward any items of concern.
- Brief discussion took place with respect to the installation of additional Eaves Troughing on the New Roof that was constructed over the outside kennels as well as Drainage Tiles to direct rainwater away from the building

13. Direction to Staff from Round Table Discussion

Secretary-Treasurer was directed to circulate an email to all members of the Board requesting that they visit the facility prior to the next Board meeting.

14. Date of Next Meeting – September 25, 2025 at 2:00 pm

15. Adjournment

Moved by: C. Ryall **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board adjourns at 2:37 p.m. to meet again, on September 25, 2025 at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer