Agenda for
Municipal Dog Pound Board Meeting
To be held
April 23, 2026
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

Topic: Municipal Dog Pound Board Meeting
Time: Apr 23, 2026 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/5643395793?pwd=QlJ0dUxtamRYNk1TTTI5NTVDNHZzQT09&omn=88565291601

Meeting ID: 564 339 5793
Passcode: 326Monck

One tap mobile
+12042727920,,5643395793#,,,,*61294137# Canada
+14388097799,,5643395793#,,,,*61294137# Canada

Join instructions
https://us02web.zoom.us/meetings/88565291601/invitations?signature=340RU4nsSb2EV26KmKiBscerydhmrRoBwBm_5I7MnyE

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
Bill Green – Township of Faraday
Sheila Currie – Township of Wollaston
Tammy Davis – Hastings Highlands
Joan Kuiack – Township of South Algonquin
Bob Bridger – Township of Tudor and Cashel
Cindy Fuerth – Township of Limerick
Allen Musclow – Township of Carlow/Mayo
Unknown – Township of Madoc

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
Amelia Dodds – Pound Keeper
Wayne Galloway – Canine Control Officer – Highlands East
Mike Clark – 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 April 23, 2026 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 January 29, 2026 regular meeting of the Municipal Dog Pound Board as circulated.

7. Business arising from minutes

(a) Agenda Item Report – Fundraising Activities and Fundraising Opportunities

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accept the Agenda Item Report – Fundraising Activities and Fundraising Opportunities for information; and
That the Municipal Dog Pound Board accepts the recommendation set out in the Report respecting the Quilt Raffel / Draw "for a donation of $ a person's name goes on a ballot"; and
That the Municipal Dog Pound Board authorize proceeding with the Quilt Raffel / Draw as discussed

8. New Business

(a) Agenda Item Report – Audit of Municipal Dog Pound Board Financials

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Agenda Item Report – Audit of Municipal Dog Pound Board Financial for information; and
That the Municipal Dog Pound Board accepts the recommendations from the Auditor to operate independently of the Town of Bancroft for audit purposes, and;
That the Municipal Dog Pound Board agrees to pass a By-Law to appoint the firm of Baker Tilly KDN LLP, Peterborough, Ontario, as the Auditor for the Municipal Dog Pound Board for the years 2026 to 2030 inclusive

(b) Agenda Item Report - Financial Control and Oversight Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Agenda Item Report – Financial Control and Oversight Policy for information; and
That the Municipal Dog Pound Board appoint the Chairperson of the Board; Secretary-Treasurer and _____as signing authorities, and
That the Municipal Dog Pound Board agrees to pass a By-Law to Adopt a Financial Control and Oversight Policy

(c) Agenda Item Report - Expense Reimbursement Policy

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Agenda Item Report – Expense Reimbursement Policy for information; and
That the Municipal Dog Pound Board agrees to pass a By-Law to Adopt an Expense Reimbursement Policy

9. Pound Keepers Report

(a) Reports for January, February and March 2026 and Municipal Dog Pound 2026 Dog Activity

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for January, February and March 2026 as prepared and circulated, and
That the Municipal Dog Pound Board accept the 2026 Dog Activity Listing as prepared and circulated.

(b) Report on Use of Municipality Dog Pound Facility – January to March 2026

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 2026 as prepared and circulated.

10. Financial Reports

(a) Accounts for January, February and March 2026

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accept the accounts for January, February and March 2026 as circulated.

(b) Budget Update for 2026

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board approves the 2026 Budget Update for the period ending March 31, 2026 as prepared and presented.

11. By-Laws

(a) By-Law 01-2026 to appoint an Auditor for the Municipal Dog Pound Board for the years 2026 to 2030 inclusive.

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 01-2026, Being A By-Law to appoint an Auditor for the Municipal Dog Pound Board for the years 2026 to 2030 inclusive, and that the By-Law be passed this the 23rd day of April, 2026, and that the By-Law be signed by the Chairperson and the Secretary.

(b) By-Law 02-2026 to adopt a Financial Control and Oversight Policy for the Municipal Dog Pound Board.

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 02-2026, Being A By-Law to adopt a Financial Control and Oversight Policy for the Municipal Dog Pound Board, and that the By-Law be passed this the 23rd day of April, 2026, and that the By-Law be signed by the Chairperson and the Secretary.

(c) By-Law 03-2026 to adopt an Expense Reimbursement Policy for the Municipal Dog Pound Board.

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adopt By-Law 03-2026, Being A By-Law to adopt an Expense Reimbursement Policy for the Municipal Dog Pound Board, and that the By-Law be passed this the 23rd day of April, 2026, and that the By-Law be signed by the Chairperson and the Secretary.

12. 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 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 Recommendation for Permanent Part-Time Pound Keeper; Wages and Mileage, and to approve the Closed Meeting Minutes from January 29, 2026.

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) Labour Relations and Employee Negotiations and resume regular business.

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

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accepts the recommendations as set out in the Confidential Report entitled “Recommendation for Permanent Part-Time Pound Keeper Position”, as prepared and presented in the In Camera Session.

14. Round Table Discussion

15. Direction to Staff from Round Table Discussion

16. Date of Next Meeting – July 23, 2026 at 2:00 pm

17. Adjournment

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board adjourns at _____ to meet again, on July 23, 2026 at 2:00 pm by ZOOM or at the call of the Chairperson.