Municipal Dog Pound Board

November 27, 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
Bill Green – 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
Cindy Fuerth – Township of Limerick
Allen Musclow – Township of Carlow/Mayo

Staff Members and By-Law Officers Present

Ann Shannick – Pound Keeper
Amelia Dodds – Pound Keeper
Mike Clark – Canine Control Officer – Highlands East
Brenda Vader – Secretary-Treasurer

Absent

Cecil Ryall – Municipality of Highlands
Amanda Cox – Township of Madoc
Wayne Galloway – Canine Control Officer – Highlands
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands

2. Adoption of Agenda

Moved by: S. Currie **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the November 27, 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:** B. Bridger
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the May 22, 2025 Regular Meeting of the Municipal Dog Pound Board as prepared and circulated.
Non-Opposed – Resolution Carried

Moved by: B. Bridger **Seconded by:** S. Currie
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the June 12, 2025 Special Meeting of the Municipal Dog Pound Board as prepared and presented.
Non-Opposed – Resolution Carried

Moved by: B. Bridger **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the July 9, 2025 Emergency Meeting of the Municipal Dog Pound Board as prepared and presented.
Non-Opposed – Resolution Carried

Moved by: T. Davis **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the August 13, 2025 Special Meeting of the Municipal Dog Pound Board as prepared and presented.
Non-Opposed – Resolution Carried

Moved by: T. Davis **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the September 25, 2025 Adjourned Meeting of the Municipal Dog Pound Board as prepared and circulated.
Non-Opposed – Resolution Carried

5. Business arising from minutes

None

6. New Business Agenda Item 8. Report

Moved by: T. Davis **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board receive the report for information; and
That the Municipal Dog Pound Board approves the reimbursement of expenses incurred by Brenda Vader in the amount of $2,753.43 for the Veterinary Care that was provided to the injured Beagle Dog that was brought into the Municipal Dog Pound on August 26, 2025, by an Officer from the Bancroft Detachment of the Ontario Provincial Police; and
That the Municipal Dog Pound Board authorizes the use of monies from Donations received in 2025 and monies from Beer/Liquor Can/Bottle returns received in 2025 to cover these expenses.
Non-Opposed – Resolution Carried

7. Pound Keepers Reports

(a) Reports for May, June, July, August, September, and October 2025

Moved by: J. Kuiack **Seconded by:** B. Green
Be it resolved that the Municipal Dog Pound Board accepts the Pound Keepers Monthly Reports for May, June, July, August, September, and October 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

(b) Report on Municipal Dog Pound 2025 Dog Activity

Moved by: S. Currie **Seconded by:** T. Davis
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

(c) Report on Use of Municipal Dog Pound Facility – January to October 2025

Moved by: A. Musclow **Seconded by:** S. Currie
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report on Use of Municipal Dog Pound Facility – January to October 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

8. <u>Financial Reports</u>

(a) Accounts for May, June, July, August, September, and October 2025

Moved by: B. Bridger **Seconded by:** T. Davis
Be it resolved that the Municipal Dog Pound Board accepts and approves the accounts for May, June, July, August, September, and October 2025 as circulated.
Non-Opposed – Resolution Carried

(b) 2025 Budget Update as of October 31, 2025

Moved by: B. Green **Seconded by:** A. Musclow
Be it resolved that the Municipal Dog Pound Board accepts for information only the 2025 Budget Update for Revenues and Expenditures as of October 31, 2025 as circulated.
Non-Opposed – Resolution Carried

9. <u>In Camera Session at 2:12 p.m.</u>

Moved by: J. Kuiack **Seconded by:** B. Bridger
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 May 22, 2025, July 9, 2025 and August 13, 2025 Closed Meeting and to consider a matter pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) – Labour Relations or Employee Negotiations – For the purpose of discussing Recommendation for Permanent Part-Time Pound Keeper; Wages and Mileage.
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.

10. Rise from In Camera Session at 2:53 p.m.

Moved by: B. Bridger **Seconded by:** T. Davis
Be it resolved that the Municipal Dog Pound Board rise from the Closed portion of the meeting dealing with the approval of Closed Meeting Minutes and matters pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) – Labour Relations or Employee Negotiations – For the purpose of discussing Recommendation for Permanent Part-Time Pound Keeper; Wages and Mileage and resume regular business.
Non-Opposed – Resolution Carried

11. Direction to Staff Rising from Closed

Moved by: B. Bridger **Seconded by:** T. Davis
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 Closed Meeting; and
Be it resolved that the Municipal Dog Pound Board receives for information the Confidential Report entitled "Compensation for Collection of Bottles/Cans at Landfill and Community Centre" as prepared and presented in the Closed Meeting;
And further be it resolved that the Municipal Dog Pound Board direct staff to carry out all matters as discussed in the Closed Meeting.
Non-Opposed – Resolution Carried

12. By-Laws

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

Moved by: S. Currie **Seconded by:** B. Greene
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 General Manager of the Municipal Dog Pound Board, and that the By-Law be passed this the 27th day of November 2025, and that the By-Law be signed by the Chairperson and the Secretary.
Non-Opposed – Resolution Carried

(b) By-Law 07-2025 to adopt a Job Description for the Secretary-Treasurer of 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 07-2025, 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 27th day of November 2025, and that the By-Law be signed by the Chairperson and the Secretary.
Non-Opposed – Resolution Carried

(c) By-Law 08-2025 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: B. Greene **Seconded by:** C. Fuerth
Be it resolved that the Municipal Dog Pound Board adopt By-Law 08-2025, 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 27th day of November 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

(d) By-Law 09-2025 to adopt a Human Resources Policy Handbook for the Municipal Dog Pound Board and its employees.

Moved by: J. Kuiack **Seconded by:** A. Musclow
Be it resolved that the Municipal Dog Pound Board adopt By-Law 09-2025, 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 27th day of November 2025, and that the By-Law be signed by the Chairperson and the Secretary
Non-Opposed – Resolution Carried

13. Round Table Discussion

14. Direction to Staff from Round Table Discussion

None

15. Date of Next Meeting – January 22, 2026, at 2:00 pm

16. Adjournment

Moved by: B. Bridger **Seconded by:** A. Musclow
Be it resolved that the Municipal Dog Pound Board adjourns at 3:05 p.m. to meet again, on January 22, 2026, at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer