Agenda for
The Municipal Dog Pound Board Meeting
To be held at 2:00 p.m.
on September 10, 2026
Via ZOOM

Brenda Vader is inviting you to a scheduled Zoom meeting.

Topic: Municipal Dog Pound Board Meeting September 10, 2026
Time: Sep 10, 2026 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting

https://us02web.zoom.us/j/5643395793?pwd=QlJ0dUxtamRYNk1TTTI5NTVDNHZzQT09&omn=81791811046

Meeting chat link
https://us02web.zoom.us/launch/jc/81791811046

Meeting ID: 564 339 5793
Passcode: 326Monck

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

Join by SIP
• 5643395793@zoomcrc.com

Join instructions

https://us02web.zoom.us/meetings/81791811046/invitations?signature=YCjfESxwPdAiyV-muYXhctPuyY1mHYNMieobHHCujBw

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

The Secretary will call out the names of the Staff that are normally in attendance:

Ann Shannick – 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 September 10, 2026 Municipal Dog Pound Board Meeting as prepared and circulated.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

6. Adoption of Minutes

(a) April 23, 2026 Regular Meeting

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the April 23, 2026 Regular Meeting of the Municipal Dog Pound Board as prepared and circulated.

(b) August 14, 2026 Special Meeting

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board adopts the minutes from the August 14, 2026 Special Meeting of the Municipal Dog Pound Board as prepared and circulated.

7. Business arising from minutes

None at time of Agenda Preparation

8. New Business

(a) Baker Tilly KDN LLP, Presentation of Municipal Dog Pound Board Financial Statements at December 31, 2025

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board receive the 2025 Audit Report / Financial Statement from Baker Tilly KDN LLP as presented; and
Further be it resolved that the Secretary-Treasurer be authorized to sign the Management Report

(b) Update on work completed on Cages/Kennels to meet OMAFRA Pound Inspection Approval

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board receive the report from Board Member Bob Bridger for information only; and
Further be it resolved that the Secretary be directed to provide OMAFRA Pound Inspector with a written report on actions that have taken to achieve compliance with s.11 of the Pounds Regulation under the Animals for Research Act.

(c) Discussion on work required to fix drainage issues at the Municipal Dog Pound

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board agrees to investigate the drainage issues at the Municipal Dog Pound; and
Further be it resolved that once a proper solution to the drainage issues has been determined, that a Request For Proposal is prepared and circulated to Qualified Contractors; and
Further be it resolved that monies to pay for this work will be taken from Reserves

9. Pound Keepers Reports

(a) Reports for April May, June, July and August 2026

Moved by: _____ **Seconded by:** _____
Be it resolved that the Municipal Dog Pound Board accepts the Pound Keepers Monthly Reports for April, May, June, July, and August 2026 as prepared and circulated.

(b) Report on Municipal Dog Pound 2026 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 2026 Dog Activity for January to August, 2026 as prepared and circulated.

(c) Report on Use of Municipal Dog Pound Facility – January to August 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 August 2026 as prepared and circulated.

10. Financial Reports

(a) Accounts for April, May, June, July and August 2026

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accepts and approves the accounts for April, May, June, July and August 2026 as circulated.

(b) 2026 Budget Update as of August 31, 2026

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board accepts for information only the 2026 Budget Update for Revenues and Expenditures as of August 31, 2026 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 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 matters relating to Permanent Part-Time Pound Keeper resignation, and to approve the April 23, 2026 Closed Meeting Minutes

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.

12. Rise from In Camera Session

Moved by: _____ Seconded by: _____
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 Permanent Part-Time Pound Keeper resignation and to approve the April 23, 2026 Closed Meeting Minutes and resume regular business.

13. Direction to Staff Rising from Closed

Moved by: _____ Seconded by: _____
Be it resolved that the Municipal Dog Pound Board direct the General Manager / Secretary-Treasurer to carry out all matters as discussed in the Closed Portion of the Meeting.

14. Round Table Discussion

15. Direction to Staff from Round Table Discussion

16. Date of Next Meeting – January 21, 2027, 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 January 21, 2027, at 2:00 pm by ZOOM or at the call of the Chairperson.