Municipal Dog Pound Board
Meeting Minutes

April 23, 2026 **2:00 p.m.**

The Municipal Dog Pound Board met on Thursday April 23, 2026 at 2:00 p.m. by ZOOM

1. Call to order

Meeting was called to order at 2:13 p.m. by Chairperson – Wayne Wiggins with the following members present:

Wayne Wiggins – Town of Bancroft
Cecil Ryall – Highlands East
Sheila Currie – Township of Wollaston
Joan Kuiack – Township of South Algonquin
Bob Bridger – Township of Tudor and Cashel
Amanda Cox – Township of Madoc

Staff Members and By-Law Officers Present

Ann Shannick – Pound Keeper
Cheryl Gordon – Pound Keeper
Wayne Galloway – By-Law Enforcement / Canine Control – Highlands East
Dawn Bowers – By-Law Enforcement – Hastings Highlands
Brenda Vader – Secretary-Treasurer

Absent

Bill Green – Township of Faraday
Cindy Fuerth – Township of Limerick
Allen Musclow – Township of Carlow/Mayo
Tammy Davis – Hastings Highlands
Mike Clarke – By-Law Enforcement / Canine Control – Highlands East

2. Adoption of Agenda

Moved by: J. Kuiack **Seconded by:** C. Ryall
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the April 23, 2026 Municipal Dog Pound Board Meeting as circulated.
Non-opposed Resolution Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof - None

4. Adoption of Minutes

Moved by: J. Kuiack **Seconded by:** C. Ryall
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.
Non-opposed Resolution Carried

5. Business arising from minutes

(a) Agenda Item Report – Fundraising Activities and Fundraising Opportunities was reviewed and discussed

Moved by: S. Currie **Seconded by:** A. Cox
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 $5.00 a person's name goes on a ballot"; and
That the Municipal Dog Pound Board authorize proceeding with the Quilt Raffel / Draw as discussed
Non-opposed Resolution Carried

6. New Business

(a) Agenda Item Report – Audit of Municipal Dog Pound Board Financials was reviewed and discussed

Moved by: C. Ryall **Seconded by:** J. Kuiack
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
Non-opposed Resolution Carried

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

Moved by: J. Kuiack **Seconded by:** C. Ryall
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 (Wayne Wiggins); Secretary-Treasurer (Brenda Vader) and Board Member (Tammy Davis), as signing authorities, and
That the Municipal Dog Pound Board agrees to pass a By-Law to Adopt a Financial Control and Oversight Policy
Non-opposed Resolution Carried

(c) Agenda Item Report - Expense Reimbursement Policy was reviewed and discussed

Moved by: J. Kuiack **Seconded by:** A. Cox
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
Non-opposed Resolution Carried

7. Pound Keepers Report

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

Moved by: S. Currie **Seconded by:** A.Cox
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.
Non-opposed Resolution Carried

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

Moved by: C. Ryall **Seconded by:** J. Kuiack
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.
Non-opposed Resolution Carried

8. Financial Reports

(a) Accounts for January, February and March 2026 were reviewed and discussed

Moved by: J. Kuiack **Seconded by:** A. Cox
Be it resolved that the Municipal Dog Pound Board accept the accounts for January, February and March 2026 as circulated.
Non-opposed Resolution Carried

(b) Budget Update for period ending March 31, 2026 was reviewed and discussed

Moved by: J. Kuiack **Seconded by:** C. Ryall
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.
Non-opposed Resolution Carried

9. 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: C. Ryall **Seconded by:** J. Kuiack
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.
Non-opposed Resolution Carried

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

Moved by: S. Currie **Seconded by:** A. Cox
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.
Non-opposed Resolution Carried

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

Moved by: B. Bridger **Seconded by:** C. Ryall
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.
Non-opposed Resolution Carried

10. <u>In Camera Session at 2:32 p.m.</u>

Moved by: B. Bridger **Seconded by:** J. Kuiack
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.
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.

<u>Rise from In Camera Session at 2:38 p.m.</u>

Moved by: C. Ryall **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) Labour Relations and Employee Negotiations and resume regular business.
Non-opposed Resolution Carried

11. <u>Direction to Staff after rising from Closed Portion of the Meeting</u>

Moved by: B. Bridger **Seconded by:** S. Currie
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.
Non-opposed Resolution Carried

12. Round Table Discussion

All members of the Board were given an opportunity to bring forward any matters of concern.

B. Bridger had visited the Pound on March 7, 2026 and requested a meeting with W. Wiggins and A. Musclow at the facility to discuss his findings.

13. Direction to Staff from Round Table Discussion - None

14. Date of Next Meeting – September 10, 2026 at 2:00 pm

15. Adjournment

Moved by: B. Bridger **Seconded by:** C. Ryall
Be it resolved that the Municipal Dog Pound Board adjourns at 2:45 p.m. to meet again, on September 10, 2026 at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-opposed Resolution Carried

Brenda Vader
Secretary-Treasurer