Municipal Dog Pound Board
Meeting Minutes

January 29, 2026 **2:00 p.m.**

1. Call to order

Meeting was called to order at 2:02 p.m. by current Chairperson – Wayne Wiggins with the following members present:

Wayne Wiggins – Town of Bancroft
Cecil Ryall – Highlands East
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

Staff Members and By-Law Officers Present:

Ann Shannick – Pound Keeper
Amelia Dodds – Pound Keeper
Brenda Vader – Secretary-Treasurer

Absent

Bill Green – Township of Faraday
Amanda Cox – Township of Madoc
Wayne Galloway – Canine Control Officer – Highlands East
Mike Clark – Canine Control Officer – Highlands East
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands

3. Nominations for Chairperson for 2026

Board member Tammy Davis nominated Wayne Wiggins, there were no other nominations received.

4. Election of New Chairperson for 2026

Moved by: T. Davis **Seconded by:** B. Bridger
Be it resolved that Wayne Wiggins be elected as Chairperson for the Municipal Dog Pound Board for the year 2026.
Non-opposed Resolution Carried

5. Adoption of Agenda

Moved by: B. Bridger **Seconded by:** T. Davis
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the January 29, 2026 Municipal Dog Pound Board Meeting as circulated.
Non-opposed Resolution Carried

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

7. Adoption of Minutes

Moved by: B. Bridger **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the November 27, 2025 regular meeting of the Municipal Dog Pound Board as circulated.
Non-opposed Resolution Carried

8. Business arising from minutes

None

9. New Business

(a) Raffle Fundraising Opportunity – Ann Shannick – Pound Keeper

Ann Shannick spoke to the Board regarding her letter and the opportunity to do a Raffle to help raise funds for the Dogs at the Municipal Dog Pound. She asked the Board members for suggestions.

After a brief discussion on the matter, the Board directed Ann Shannick and Brenda Vader to look into options available and to report back to the Board at the next meeting.

10. Pound Keepers Report

(a) Reports for November and December 2025 and Municipal Dog Pound 2025 Dog Activity

Moved by: T. Davis **Seconded by:** S. Currie
Be it resolved that the Municipal Dog Pound Board accept the Pound Keepers Reports for November and December 2025 as prepared and circulated, and
That the Municipal Dog Pound Board accept the 2025 Dog Activity Listing as prepared and circulated.
Non-opposed Resolution Carried

(b) Report on Use of Municipality Dog Pound Facility – January to December 2025

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 December 2025 as prepared and circulated.
Non-opposed Resolution Carried

11. Financial Reports

(a) Accounts for November and December 2025

Moved by: J. Kuiack **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board accept the accounts for November and December 2025 as circulated.
Non-opposed Resolution Carried

(a) Budget Update for 2025

Moved by: J. Kuiack **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board approves the 2025 Budget Update for the period ending December 31, 2025 as prepared and presented.
Non-opposed Resolution Carried

(b) Surplus from 2025 Budget

Moved by: T. Davis **Seconded by:** C. Ryall
Be it resolved that the Municipal Dog Pound Board agrees to transfer any Surplus from the 2025 Budget to the Capital Reserve.
Non-opposed Resolution Carried

12. <u>In Camera Session at 2:15 p.m.</u>

Moved by: B. Bridger **Seconded by:** T. Davis
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 Municipal Pound Board Employees **Wage Rate / Salary / Mileage Rate and Other Compensation** and to approve the Closed Meeting Minutes from November 27, 2025.
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 2:24 p.m.</u>

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 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

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

Moved by: B. Bridger **Seconded by:** A. Musclow
Be it resolved that the Municipal Dog Pound Board direct the Secretary-Treasurer to proceed with compensation to Ann Shannick – for collection of Beer/Wine Empties as discussed in the Closed portion of the meeting.
Non-opposed Resolution Carried

Moved by: A. Musclow **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board direct the Secretary-Treasurer Implement the new Wage Rate(s); new Salary Rate and new Mileage Rate for Municipal Dog Pound Board Employees as discussed in the Closed portion of the meeting.
Non-opposed Resolution Carried

14. Proposed Draft Budget for 2026

The proposed Draft Budget was reviewed and discussed as presented.
Moved by: T. Davis **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board approves the 2026 Budget as prepared and presented and agrees to set the Requisition for 2026 at 2.695706 per population.
Non-Opposed – Resolution Carried

15. Meeting Schedule and Dates for 2026

Moved by: C. Ryall **Seconded by:** C. Fuerth
Be it resolved that the Municipal Dog Pound Board adopts the following Meeting Dates for 2026: January 29, 2026; April 23, 2026; July 23, 2026; and October 22, 2026
Non-Opposed – Resolution Carried

16. Round Table Discussion

Each member was given an opportunity to bring forward matters for discussion.

17. Direction to Staff from Round Table Discussion

Secretary was directed to provide each member of the Board with a copy of the email that she sent to CAO's/Clerks of municipalities that were owners of the facility – regarding assistance with Grant Applications

18. Date of Next Meeting – April 23, 2026 at 2:00 pm

19. Adjournment

Moved by: T. Davis **Seconded by:** C. Fuerth
Be it resolved that the Municipal Dog Pound Board adjourns at 2:50 p.m. to meet again, on April 23, 2026 at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer