

***The Corporation of the Township of Plummer Additional***

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**Minutes – January 21, 2026**

Regular Council Meeting

**Municipal Council Chambers 6:00 pm**

Present: Mayor – Beth West; Councillors – Keith Hoback, Mike Jones; via Zoom – Boris Koehler, Kelly Warwick; Staff – Liisa Cotnam, Line Webster, Chad Mullen, Elijah Lederman.

Meeting called to order at 6:04 p.m.

**1. ADDENDUM TO THE AGENDA** Move closed session after item 2 on the agenda

**2026-01** Moved: Mike Jones Seconded: Boris Koehler

BE IT RESOLVED THAT this Council agrees to add move Closed Session to after item 2 on the agenda. **CARRIED**

**2. DECLARATION OF PECUNIARY INTERESTS**

- Kelly Warwick declared a conflict with the disbursements and financials in Section 5.3 as the owner of ANP Office Supply and as a vendor for the Township.

**3. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

a) December 10, 2025, Regular Meeting Minutes

**2026-05** Moved: Kelly Warwick Seconded: Mike Jones

BE IT RESOLVED THAT this Council accepts the regular meeting minutes of December 10, 2025, as presented. **CARRIED**

**4. DELEGATIONS**

**5. CONSENT AGENDA**

1. Roads Report
2. Outstanding Building Permit Report as of December 31, 2025
3. General Expenditures December 1-31, 2025
4. Income Statements as of December 31, 2025 (General and Cemetery)
5. OPP Annual Billing Letter and Statement
6. Tri-Neighbours meeting minutes 2025 12 10
7. Cemetery Minutes 2025 09 09
8. 2025 Recreation Report 2025-01-21-05
9. Library Minutes 2025 01 08
10. MPAC Report

**2026-06** Moved: Keith Hoback Seconded: Mike Jones

BE IT RESOLVED THAT all items listed under the heading of Consent Agenda for the Township of Plummer Additional Council Meeting dated January 21, 2026, be adopted as presented, with the exception of item 5.2 to be held for discussion. **CARRIED**

**MUNICIPAL STAFF REPORTS:**

**6. CLERK/TREASURER/TAX COLLECTOR (L. Webster/L. Cotnam)**

a) Tax Registration Period – L. Webster Report 2026-01-21-01

**2026-07** Moved: Boris Koehler Seconded: Kelly Warwick

BE IT RESOLVED THAT this Council receives report 2026-01-21-01 for information and agrees to amend the Tax Collection Policy, By-law – 2024-05, with the following changes:

1. The agency to provide tax registration services is **Realtax**; replacing Allemano & Pascuzzi Law Firm; and

2. The procedure for tax registration may take place after two years of arrears have accumulated, replacing three years. **CARRIED**

b) Council Code of Conduct – L. Cotnam Report 2026-01-21-02

**2026-08** Moved: Mike Jones Seconded: Boris Koehler

BE IT RESOLVED THAT this Council receives report 2026-01-21-02 for information and accepts the draft Council Code of Conduct and agrees to pass a by-law to enact it on January 21, 2026. **DEFERRED**

- Further information required.

c) Official Plan Amendment – L. Cotnam Report 2026-01-21-04

**2026-09** Moved: Kelly Warwick Seconded: Keith Hoback

BE IT RESOLVED THAT this Council receives report 2026-01-21-04 for information and directs staff to draft a by-law to repeal by-law 2025-01 at the next meeting and to draft a new by-law to permit Additional Dwelling Units as described in by-law 2025-01. **CARRIED**

**COMMITTEE REPORTS:**

**7. CEMETERY (K. Hoback)**

a) Cemetery Advisory Committee Report

**2026-10** Moved: Boris Koehler Seconded: Kelly Warwick

BE IT RESOLVED THAT this Council receives the Cemetery Advisory Committee Report for information and agrees to pay Amy Bolduc \$500 for her labour in Sands and Cloudslee cemeteries completed in 2025. **CARRIED**

**8. UNFINISHED BUSINESS**

a) Employee Policy Handbook – L. Cotnam Report 2026-01-21-03

**2026-11** Moved: Keith Hoback Seconded: Mike Jones

BE IT RESOLVED THAT this Council receives report 2026-01-21-03 for information and accepts the draft Employee Policy Handbook and agrees to pass a by-law to enact it on January 21, 2026. **DEFEATED**

Recorded Vote – Resolution 2026-11		
Mayor – Beth West	Yes	No <b>X</b>
Councillor – Keith Hoback	Yes <b>X</b>	No
Councillor – Mike Jones	Yes	No <b>X</b>
Councillor – Boris Koehler	Yes	No <b>X</b>
Councillor – Kelly Warwick	Yes	No <b>X</b>

**9. NEW BUSINESS**

- a) Letter of Request – snow removal

**2026-12** Moved: Mike Jones Seconded: Boris Koehler

BE IT RESOLVED THAT this Council receives the letter of request to extend snow removal services on Cloudslee Road for information and declines to extend snow removal services on Cloudslee Rd as requested. **CARRIED**

**10. DISBURSEMENTS AND FINANCIALS**

**11. CLOSED SESSION**

**2026-02** Moved: Kelly Warwick Seconded: Keith Hoback

BE IT RESOLVED THAT this Council proceeds into closed session at 6:06 p.m. to consider the following subject matter in accordance with the Municipal Act S.239 (2):

- a) a proposed or pending acquisition or disposition of land by the municipality or local board; and  
a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; **CARRIED**

- b) Adjournment

**2026-03** Moved: Boris Koehler Seconded: Mike Jones

BE IT RESOLVED THAT this Council adjourns the closed session and returns to open meeting at 6:48 p.m. **CARRIED**

- c) December 10, 2025, Closed Meeting Minutes

**2026-04** Moved: Kelly Warwick Seconded: Boris Koehler

BE IT RESOLVED THAT this Council accepts the closed meeting minutes of December 10, 2025, as presented. **CARRIED**

**2026-13** Moved: Boris Koehler Seconded: Mike Jones

BE IT RESOLVED THAT this Council directs staff to submit a Request for Tender with Canoe Procurement for a Peterbilt double-axel dump and plow truck. **CARRIED**

**12. BY-LAWS/CONFIRMATION BY-LAW**

**2026-14** Moved: Mike Jones Seconded: Keith Hoback

BE IT RESOLVED THAT this Council gives three readings and approves the following by-laws:

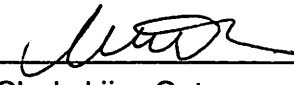
- a) Levy Interim Rates, Taxes and Charges By-law – By-law 2026-01
- b) Adopt Tax Ratios By-law – By-law 2026-02
- c) Temporary Borrowing By-law – By-law 2026-03
- d) Janitorial Services Contract – By-law 2026-04
- e) Amendment to Tax Collection By-law 2024-05 – By-law 2026-05
- f) Confirmation By-Law - By-Law 2026-06 **CARRIED**

**13. ADJOURNMENT**

**2026-15** Moved: Keith Hoback Seconded: Kelly Warwick

BE IT RESOLVED THAT this Council adjourns the Meeting at 8:04 p.m. to meet again on February 18<sup>th</sup>, 2026, for the next regular meeting, or at the call of the Mayor. **CARRIED**

  
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Acting Mayor: Mike Jones

  
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Clerk: Liisa Cotnam