



**The Corporation of the Township of Scugog  
General Purpose and Administration Committee Minutes**

**Monday, February 2, 2026  
at 1:30PM**

**Council Chambers, Municipal Building  
181 Perry Street, Port Perry**

Members Present: Mayor Wilma Wotten  
Regional Councillor Ian McDougall  
Councillor David LeRoy  
Councillor Janna Guido  
Councillor Harold Wright  
Councillor Terry Coyne

Members Absent: Councillor Robert Rock

Staff Present: Chief Administrative Officer Warren Mar  
Director of Corporate Services / Clerk Blair Labelle  
Director of Finance / Treasurer Laura Barta  
Director of Communications and Strategic Projects Lori Bowers  
Director of Development Services Meaghan Craven  
Director of Emergency Services / Fire Chief Mike Matthews  
Director of Public Works and Infrastructure Services Grant  
Taylor Recording Secretary Jessica Drost  
Recording Secretary Clarke Keenan

**1. Call to Order**

The Mayor called the meeting to order at 1:30 p.m.

**2. Moment of Silence and Land Acknowledgment**

The Mayor asked everyone to observe a moment of personal reflection regarding Black History Month.

## **General Purpose and Administration Committee Minutes – February 2, 2026**

The Mayor acknowledged the traditional territories of the Mississaugas of Scugog Island First Nation and recognized the contributions of First Nations, Metis, and Inuit peoples to the community, the province and the country.

### **3. Disclosure of Pecuniary Interest and Nature Thereof**

No member declared pecuniary interest.

### **4. Announcements from Council and Staff**

- Council extended a congratulations and warm welcome to Sunrise Counselling Services for their recent opening celebrations, noting that Scugog is fortunate to have them.
- Mayor Wotten recently attended the 100th birthday celebration for local veteran Lorne Shaw at Legion Branch 419. The event was well attended and enjoyed by all.
- Director Barta advised that 2026 Interim Property Tax Bills were mailed last week, with installment dates of February 23 and April 23, 2026. Residents who do not receive their bill should contact the municipal office for details before the due date to avoid penalty charges. Pre-authorized payment plans are also available for enrollment by request.
- Director Taylor reported that snow removal operations will be taking place in the downtown area and will be completed by the morning of Feb. 4th.
- Director Bowers announced a "Your Voice, Your Fairgrounds" community pop-in event at the Nestleton Community Centre on Feb. 3rd between 1:00p.m.-3:00 p.m. to meet with staff to provide input on the project.
- Chief Matthews noted that Scugog Fire and Emergency Services has been successful in arranging training with the Ontario Fire Marshall and Ontario Fire College's mobile live fire training unit. It will be coming to our fire halls between Oct. 21 and Oct. 25, 2026.
- Chief Mathews also noted that by-law staff met with consultants to talk about parking infraction enforcement and data collection methods. An engagement plan for community feedback will be presented via a report to Council in the coming months.

### **5. Delegations**

#### **5.1 Delegation from Sharon Runnalls, Regarding Branching Out Florists - Poppy Project Initiative**

## General Purpose and Administration Committee Minutes – February 2, 2026

Sharon Runnalls presented a Remembrance Day Poppy Project initiative for the Port Perry BIA area. The proposal includes releasing crocheted poppies from the roof of the Municipal Office during the Remembrance Day ceremony at the cenotaph at 181 Perry Street on November 11, 2026.

The delegate advised that approximately 3,000 crocheted poppies were created and displayed last year around Legion Branch 419. An additional 200 poppies have been completed to date for 2026, and broader community participation is being encouraged through social media and distribution of crochet patterns at Never Enough Wool on Water Street. The delegate will also be seeking support from Legion Branch 419.

Members of Council asked questions regarding the initiative and acknowledged the value of reusable, hand-made poppies. The Mayor expressed interest in displaying the poppies along the Palmer Park arch and referenced a previous poppy release that was particularly impactful.

**Moved by:** Councillor Harold Wright

**Seconded by:** Regional Councillor Ian McDougall

**THAT** the delegation of Sharon Runnalls regarding the Poppy Project initiative be received.

**Carried**

### 6. Presentations

#### 6.1 Presentation from R.V.A Associates Regarding, Water Street Sanitary Sewage Pumping Station (SSPS) Design and Construction

Sherin Khalil, Project Engineer, Durham Region Works Department, and Johnathan Rudyk, R.V. Anderson Associates, presented the 90 percent complete design for a new 350 L/s sanitary sewage pumping station at 254 Water Street to replace the existing 1991 facility. The new station will convey most of Port Perry's sewage to the Nonquon Water Pollution Control Plant. The design includes micro-tunnelling to reduce surface disruption, odour control, a backup generator, and capacity to manage peak flows, with overflow containment of up to one hour in extreme events.

Land transfers are required between Durham Region and the Township for the existing and proposed sites in Birdseye Park. Construction is anticipated from Q3 2026 to Q3 2028 and will include temporary closure of

## General Purpose and Administration Committee Minutes – February 2, 2026

the municipal parking lot west of the Scugog Memorial Public Library, utility relocations, and removal of nine trees, with replanting following construction.

Members of Council raised questions regarding accessible parking, marina and Latcham Centre impacts, dust control, increased pumping capacity, potential shading on the Birdseye Pool area, and alternative parking arrangements. The presenters confirmed mitigation measures will be implemented and advised that the new station represents approximately a 50 percent capacity increase, meeting projected needs well into the future.

**Moved by:** Councillor Harold Wright

**Seconded by:** Councillor Janna Guido

**THAT** the presentation from R.V.A Associates regarding, Water Street Sanitary Sewage Pumping Station (SSPS) Design and Construction, be received.

**Carried**

### 6.2 Presentation from Hilary Williams & Jessica Pett, Uxbridge Animal Control, Regarding 2025 Year-End Animal Shelter Report

Jessica Pett, Acting Supervisor, Uxbridge-Scugog Animal Shelter, provided an overview of 2024 to 2025 comparisons as outlined in the Uxbridge-Scugog Animal Control Quarterly Report. Dog intake remains stable, while cat intake has declined. The Shelter has experienced an increase in sick and injured wildlife and support requests involving various domestic animals, including rabbits, chickens, and sheep. Revenue increased by approximately \$25,000 year over year. Staff conducted additional outreach and fundraising initiatives, including microchip clinics. Enforcement calls increased overall, although after-hours emergencies decreased. Shelter staff advised they are looking forward to ongoing community outreach events planned for 2026.

**Moved by:** Councillor David LeRoy

**Seconded by:** Councillor Terry Coyne

**THAT** Report AC-01-26 of Hilary Williams, Director of Development Services, By-law & Animal Control be received for information.

**Carried**

**7. Consent Agenda**

All items listed were removed from the consent agenda and held for discussion.

**7.1 Reports**

**7.1.1 FIN-2026-003 - Status of Taxes Receivable and Upcoming Tax Sales**

Councillors expressed concern regarding increasing tax arrears. Director Barta advised that penalty rates are lower than standard interest rates and that Finance staff follow up with property owners by mail, phone, and email after tax bills are issued. Tax sales often arise where new owners have not paid accumulated arrears, and some accounts are referred to collections.

Of 56 properties currently in arrears, 21 are registered for tax sale, with the remainder at final notice or collections stages. Director Barta also advised that if reserves are used to offset arrears, they are replenished through future tax collections and may take six to seven years to fully restore.

**Moved by:** Councillor Terry Coyne

**Seconded by:** Councillor David LeRoy

1. **That** Report FIN-2026-003, Status of Taxes Receivable and Upcoming Tax Sales, be received for information.

**Carried**

**7.1.2 PWR-2026-002 - Region of Durham Land Transfer Request on Reach Street across the Fairgrounds Frontage**

Council sought clarification on the proposed easement and whether the existing ditch could remain to accommodate the Reach Street widening without impacting the multi-use pathway. Director Taylor advised that Durham Region's design includes a storm sewer but no ditch modifications and noted that retaining the ditch may be the safest interim option.

Council discussed road widening impacts, snow storage, fencing, and pathway use. CAO Mar confirmed transportation matters fall under regional jurisdiction. The Mayor referenced the 2021 Active Transportation Plan and expressed a preference for locating the ditch north of the pathway.

## General Purpose and Administration Committee Minutes – February 2, 2026

As representatives from Durham Region were not in attendance, Council requested a presentation from Regional staff on the Reach Street widening project prior to Council's summer recess.

**Moved by:** Councillor Janna Guido

**Seconded by:** Councillor David LeRoy

1. **THAT** Report PWR-2026-002, Region of Durham Land Transfer Request on Reach Street across the Fairground Frontage, be received for information; and,
2. **THAT** the Region of Durham be requested to continue discussions with the Township regarding the proposal and attend a future meeting of Council, prior to the summer recess, to further discuss the matter.

**Carried**

### 7.1.3 PWR-2026-007 - Blackstock Recreation Complex Truss Repairs and Roof Replacement Design Award

Council requested clarification on the scope of the design assignment. Director Taylor advised that the work includes both the community hall and arena roof at the Blackstock Recreation Complex, with priority given to the hall roof due to its asphalt construction and current condition. The arena roof is metal clad and uninsulated and would be addressed only if budget permits.

Director Taylor noted that cost estimates remain preliminary pending further assessment of the hall roof condition. Council also referenced the existing \$360,000 budget for hall roof repairs and noted that any structural issues identified during the design phase would need to be addressed concurrently.

**Moved by:** Councillor David LeRoy

**Seconded by:** Councillor Terry Coyne

1. **THAT** Report PWR-2026-007, Blackstock Recreation Complex – Truss Repairs and Roof Replacement Design Award, be received; and,
2. **THAT** Council award P2025-19, Blackstock Recreation Complex Truss Repairs and Roof Replacement design assignment to Sense Engineering (GTA) Inc. being the highest scoring proponent at a cost of \$25,800 inclusive of net of HST rebate; and,

**General Purpose and Administration Committee Minutes – February 2, 2026**

3. **THAT** staff proceed with tendering the design and awarding construction subject to coming within available budget and advise Council based on the outcome.

**Carried**

**7.2 Correspondence**

There was no correspondence.

**8. Items for Separate Discussion**

There were no items for separate discussion.

**9. Adjournment (3:16 P.M.)**

**Moved by:** Councillor Janna Guido

**Seconded by:** Councillor Harold Wright

**THAT** this meeting be adjourned.

**Carried**

---

MAYOR, Wilma Wotten

---

CLERK, Blair Labelle