



Council Meeting Agenda

Meeting#-xx-xxxx

Monday, September 15, 2025, 2:00 p.m.

Council Chambers

225 East Beaver Creek Road

Richmond Hill, Ontario

His Worship

Mayor Dave Barrow

Pages

1. Call to Order/Opening Statement
2. Public Forum (not to exceed 15 minutes)
3. Council Announcements
4. Introduction of Emergency/Time Sensitive Matters
5. Adoption of Agenda
6. Disclosures of Pecuniary Interest and General Nature Thereof
7. Adoption of Previous Council Minutes
8. Identification of Items Requiring Separate Discussion
9. Adoption of Remainder of Agenda Items
10. Public Hearings
 - 10.1 This is a sample test report for the E2E test. 5
Please approve.
11. Presentations
12. Delegations
13. Committee and Staff Reports 9
 - 13.1 Staff Report - Access Privacy Policy - v6 - FINAL 15

13.2.1 SREIS.17.002 – Approval of Phase 2 Expansion – Administration Building

- a) That the construction plans for Phase 2 as outlined in SREIS.17.002 be approved;
- b) That the project budget be increased by \$50,000;
- c) That staff report back to Council with recommendations for Phase 3 of the construction project.

13.2.2 Staff Report SRCFS.17.998 – Job Description for Council/Committee Coordinators

That the updated job description for the Council/Committee Coordinator position be received.

13.2.3 SRCFS.17.LENA0908 – Lunch Menu

That the following vendors be approved:

Panera Bread

McDonald's

That the main motion be amended to include clause C) as follows: budget be increased by \$500

13.2.4 Access and Privacy

That the report be received

14. Other Business

15. Emergency/Time Sensitive Matters

16. By-laws

17. Closed Session

17.1 Reason to move into closed session

To consider matters relating to increasing the budget for lunch (Councillor Lena's request)

18. By-law to Confirm the Proceedings of Council at this Meeting

19. Adjournment



Staff Report for Council Meeting

Date of Meeting: [Click here to enter a date.](#)

Report Number: [add report number]

Department: Corporate and Financial Services

Division: Select Division

Subject: This is a sample test report for the E2E test.

Purpose:

XXXXXXXXXXXX

Recommendation(s):

Please approve with a report back to Council at the September 25, 2017 meeting..

Contact Person:

xxxx

Submitted by: Mary-Anne Dempster, Commissioner of Corporate and Financial Services

Approved by: Neil Garbe, Chief Administrative Officer

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

Background:

XXXX

Subheading

XXXX

Financial/Staffing/Other Implications:

XXXX

Subheading

XXXX

Relationship to the Strategic Plan:

XXXX

Conclusion:

XXXX

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- XXXX
- XXXX
- XXXX

Report Approval Details

Document Title:	Test Report - ad1.docx
Attachments:	
Final Approval Date:	Sep 8, 2017

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Gloria Collier - Sep 7, 2017 - 4:26 PM

Tina Arbuckle - Sep 8, 2017 - 9:10 AM



Committee of the Whole Meeting Minutes

CW#09-25

**Monday, September 8, 2025, 10:00 a.m.
Council Chambers
225 East Beaver Creek Road
Richmond Hill, Ontario**

Committee Members Present: Gloria Collier, Deputy Town Clerk
Tina Arbuckle, Council/Committee Clerk
Giovanna Malatesta, Project Manager
Lena Sampogna
Karyn Hurley
Jimmy Chao
Atul Dhingra

Regrets: Ryan Ban

Chair, Karen Cilevitz, Ward 5 Councillor

1. Call to Order

2. Council Announcements

Cllr VS re Taste of the Hill

Cllr West re Ward 4 bbq

3. Introduction of Emergency/Time Sensitive Matters

There were no emergency/time sensitive matters raised by Members of Committee.

4. Adoption of Agenda

That the agenda be adopted as distributed by the Clerk with the following addition:

Moved by: Karyn Hurley

That the agenda be adopted. and Item 4 referred back to staff.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of Council under the *Municipal Conflict of Interest Act*.

5.1 Lena Sampogna - SRCFS.17.LENA0908 – Lunch Menu

brought lunch from home

6. Identification of Items Requiring Separate Discussion

7. Adoption of Remainder of Agenda Items

8. Public Hearing

There were no public hearings.

8.1 SREIS.17.002 – Approval of Phase 2 Expansion – Administration Building

Moved by: Tina Arbuckle

a) That the construction plans for Phase 2 as outlined in SREIS.17.002 be approved;

b) That the project budget be increased by \$50,000;

c) That staff report back to Council with recommendations for Phase 3 of the construction project.

Carried

8.2 SRCFS.17.9999 – Snacks needed in the Office of the Clerk

Moved by: Lena Sampogna

That the following snacks be provided in the Office of the Clerk:

Chips (salt and vinegar)

Chocolate Bars (Smarties are liked by all)

Cookies (assortment)

Fresh Baked Goods

Carried

9. Presentations

There were no presentations.

9.1 Presentation by Ryan Ban on breakfast cereals versus muffins.

10. Delegations

There were no delegations.

10.1 Lisa Bogatko regarding concerns relating to Ryan's presentation

10.2 Lena Sampogna regarding support of Ryan's presentation

11. Committee and Staff Reports

11.1 Staff Report SRCFS.17.999 – 2019 Calendar of Council and Committee Meetings

That the 2019 Calendar of Council and Committee meetings be adopted.

Carried

11.2 Staff Report SRCFS.17.998 – Job Description for Council/Committee Coordinators

That the updated job description for the Council/Committee Coordinator position be received.

Carried

11.3 SRCFS.17.LENA0908 – Lunch Menu

Lena Sampogna declared a conflict on this item. (brought lunch from home)

Moved by: Tina Arbuckle

That the following vendors be approved:

Panera Bread

McDonald's

Carried

Amendment:

Moved by: Jimmy Chao

That the main motion be amended to include clause C) as follows: budget be increased by \$500

Carried

11.4 SRE.01.138

11.5 This is another sample test report for E2E test.

Please approve.

Carried

11.6 Access and Privacy

Moved by: Gloria Collier

That the report be received

Carried

11.7 Heritage Richmond Hill Minutes from June 24, 2017 Meeting

That the Heritage minutes be received.

Carried

11.8 Breakfast

That the report be approved

Carried

11.9 SREIS.17.001 – Approval of Tender Document for New Cooling System

That the tender for the new cooling system be awarded to Frosty Snowman and Co. Ltd.

Carried

12. Other Business

There were no other business items.

13. Emergency/Time Sensitive Matters

There were no emergency/time sensitive matters.

14. Closed Session

There were no closed session items.

14.1 Resolution to move into Closed Session

15. Adjournment

That the meeting be adjourned

The meeting was adjourned at TIME.

Moved by: Jimmy Chao

That the meeting be adjourned.

Carried



Staff Report for Committee of the Whole Meeting

Date of Meeting: December 5, 2016

Report Number: SRCFS.16.047

Department: Corporate and Financial Services

Division: Office of the Clerk

Subject: Access and Privacy Policy

Purpose:

To recommend the adoption of an Access and Privacy Policy to enhance the Town's compliance with the *Municipal Freedom of Information and Privacy Act*.

Recommendation(s):

- a) That Staff Report SRCFS.16.047 be received.
- b) That the proposed Access and Privacy Policy, attached as Attachment A to staff report SRCFS.16.047, be approved.
- c) That the Town Clerk be authorized to make amendments to the Access and Privacy which will, in the Town Clerk's opinion, better align the policy with the *Municipal Freedom of Information and Privacy Act*, including decisions and best practice recommendations of the Information and Privacy Commissioner of Ontario.

Contact Person:

Ryan Ban, Manager, Records and Information Management, Extension 5547

Submitted by:

David Dexter
Acting Commissioner of Corporate and Financial Services

Approved by:

Neil Garbe
Chief Administrative Officer

Background:

Access to government held records and information is an essential and important democratic right for Canadian citizens and residents. It ensures that institutions are held to account and the decisions made are transparent to the public. The protection of personal information collected by government institutions is also a fundamental democratic right. To maintain the confidence of its citizens, public institutions need to ensure that any personal information they collect is kept secure and private, and used only for the purpose it was collected for originally.

The Town is subject to the provisions contained in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (“MFIPPA” or the “Act”). MFIPPA enhances the accountability and transparency of the Town. Section 1 of MFIPPA states that:

- “1. The purposes of this Act are,
- (a) to provide a right of access to information under the control of institutions in accordance with the principles that,
 - (i) information should be available to the public,
 - (ii) necessary exemptions from the right of access should be limited and specific, and
 - (iii) decisions on the disclosure of information should be reviewed independently of the institution controlling the information; and
 - (b) to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

MFIPPA came into force in 1991. The Town has been complying with the dual purpose of the Act by providing the public with access to information in response to Freedom of Information (FOI) requests, as well as implementing collection, use and disclosure procedures related to personal information on an as-needed-basis. The Town does not, however, have a policy framework that is capable of enhancing our responsibility to provide access to information and protect personal information beyond those rules set out in MFIPPA.

On October 24, 2016, Council adopted a new Accountability and Transparency Policy. This policy includes the following principle:

- “Council and staff will follow these guiding principles in the development of policies, practices and processes related to all aspects of operations:
- Open access to information regarding Town policies, practices, reports, and decision making processes in keeping with the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation and regulations.”

In keeping with this principle, staff are recommending the adoption of the proposed Access and Privacy Policy (Attachment A). The proposed policy will enhance the

Town's openness and transparency, and better align the Access and Privacy Program with the Accountability and Transparency Policy.

This proposed Access and Privacy Policy is a necessary tool to renew the Access and Privacy Program and move the Town beyond mere compliance with MFIPPA. It is based on best practices in the industry, and is designed to ensure an efficient, robust, systematic and proactive approach to access and privacy issues. It does so by establishing the following key general principles:

1. A commitment to open and transparent government in the management of records and information;
2. A commitment to implement best practices in access and privacy; and
3. Accountability in how the Town manages personal information.

In line with these principles, the policy commits staff to the ongoing development of best practice procedures that:

1. Promote routine disclosure/active dissemination of records and information;
2. Protect personal information; and
3. Align program costs to MFIPPA rules and principles.

If adopted by Council, staff will create procedures to revitalize the Access and Privacy Program based the policy principles and policy rules. As a first step, for example, staff will be implementing a Routine Disclosure Procedure starting on January 1, 2017. The Routine Disclosure Procedure will ensure that, wherever possible, classes of records and information are made available to the public without the need to submit a formal MFIPPA FOI request. Routine Disclosure is a best practice that is regularly recommended to municipalities by the Information and Privacy Commissioner of Ontario. Staff will also use the Access and Privacy Policy as a guiding document in the development of the Town's new Records and Information Management Program through the recently approved Records and Information Program capital project.

Financial/Staffing/Other Implications:

There are no financial implications from the adoption of the recommendations in this report. This policy is, however, consistent with the approved 2017 Tariff of Fees By-law (By-law No. 95-16), which includes fees for Routine Disclosure of Records that is consistent with the principles and rules of this policy.

Relationship to the Strategic Plan:

The implementation of this Policy will ensure that the Town continues to be transparent with its records and accountable for its use of personal information. This is in keeping with Goal One of the Strategic Plan, Stronger Connections in Richmond Hill, specifically by "keeping lines of communication open" and "[improving] access to local information and services". Additionally, the implementation of the proposed policy supports Goal

Four, Wise Management of Resources in Richmond Hill, by ensuring the ongoing development of an efficient Access and Privacy Program.

Conclusion:

The proposed Access and Privacy Policy aligns the Town's Access and Privacy Program with the recently adopted Accountability and Transparency Policy. With the implementation of the Access and Privacy Policy, the Town will be able to enhance its compliance with MFIPPA, as well as develop an efficient, robust, systematic and proactive approach to access and privacy issues.

Attachments:

- Attachment A – Access and Privacy Policy

Report Approval Details

Document Title:	Staff Report - Access Privacy Policy - v6 - FINAL.docx
Attachments:	
Final Approval Date:	Sep 7, 2017

This report and all of its attachments were approved and signed as outlined below:

Tina Arbuckle - Sep 7, 2017 - 3:09 PM



Committee of the Whole Meeting Minutes

CW#09-25

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Council Chambers
225 East Beaver Creek Road
Richmond Hill, Ontario**

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Tina Arbuckle, Council/Committee Clerk
Giovanna Malatesta, Project Manager
Lena Sampogna
Karyn Hurley
Jimmy Chao
Atul Dhingra

Regrets: Ryan Ban

Chair, Karen Cilevitz, Ward 5 Councillor

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Moved by: Karyn Hurley

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6. Identification of Items Requiring Separate Discussion

7. Adoption of Remainder of Agenda Items

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Moved by: Tina Arbuckle

a) That the construction plans for Phase 2 as outlined in SREIS.17.002 be approved;

b) That the project budget be increased by \$50,000;

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Moved by: Lena Sampogna

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14. Closed Session

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14.1 Resolution to move into Closed Session

15. Adjournment

That the meeting be adjourned

The meeting was adjourned at TIME.

Moved by: Jimmy Chao

That the meeting be adjourned.

Carried