



## Council Meeting Minutes

**Monday, September 15, 2025, 2:00 p.m.**  
**Council Chambers**  
**225 East Beaver Creek Road**  
**Richmond Hill, Ontario**

Council 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

**1. Call to Order/Opening Statement**

Mayor Barrow called the meeting to order.

**2. Public Forum (not to exceed 15 minutes)**

Jan Smikt re traffic light.

There were no members of the public who addressed Council during the Public Forum.

**3. Council Announcements**

There were no Council Announcements.

**4. Introduction of Emergency/Time Sensitive Matters**

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

**5. Adoption of Agenda**

That the agenda be adopted as distributed by the Clerk.

**6. Disclosures 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*.

**7. Adoption of Previous Council Minutes**

That the minutes of Council Public Meeting C#xx-xx held on MONTH DAY, YEAR be adopted.

**8. Identification of Items Requiring Separate Discussion**

**9. Adoption of Remainder of Agenda Items**

**10. Public Hearings**

There were no public hearings.

**10.1 This is a sample test report for the E2E test.**

Please approve.

Carried

**11. Presentations**

There were no presentations.

**12. Delegations**

There were no delegations.

**13. Committee and Staff Reports**

**13.1 Staff Report - Access Privacy Policy - v6 - FINAL**

**13.2 Committee of the Whole minutes**

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

Moved by: Tina Arbuckle

Seconded by: Giovanna Malatesta

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.

In favour: (5): Gloria Collier, Tina Arbuckle, Giovanna Malatesta, Lena Sampogna, and Karyn Hurley

Opposed: (2): Jimmy Chao, and Atul Dhingra

Carried (5 to 2)

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

Moved by: Lena Sampogna

Seconded by: Karyn Hurley

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

Carried Unanimously

**Amendment:**

Moved by: Jimmy Chao

Seconded by: Atul Dhingra

That the main motion be amended to include a report back from staff.

Carried

**13.2.3 SRCFS.17.LENA0908 – Lunch Menu**

**13.2.4 Access and Privacy**

**14. Other Business**

There were no other business items.

**15. Emergency/Time Sensitive Matters**

There were no emergency/time sensitive matters.

**16. By-laws**

That the following By-laws be approved:

**17. Closed Session**

There were no closed session items.

**17.1 Reason to move into closed session**

Moved by: Lena Sampogna

Seconded by: Gloria Collier

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

Carried

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

That By-law xx-xx, A By-law to confirm the proceedings of Council at this meeting, be passed.

**19. Adjournment**

That the meeting be adjourned.

The meeting was adjourned at TIME.

Moved by: Gloria Collier

Seconded by: Tina Arbuckle

Carried

Dave Barrow, Mayor

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Stephen M.A. Huycke, Town Clerk