



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