



## 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**