



# **Town of Newmarket**

## **Minutes**

### **Council Workshop - Electronic**

Date: Monday, May 17, 2021  
Time: 1:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor  
Deputy Mayor & Regional Councillor Vegh  
Councillor Simon  
Councillor Woodhouse  
Councillor Twinney  
Councillor Morrison  
Councillor Kwapis  
Councillor Broome  
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer  
E. Armchuk, Commissioner of Corporate Services  
P. Noehammer, Commissioner of Development & Infrastructure Services  
I. McDougall, Commissioner of Community Services  
L. Lyons, Director of Legislative Services/Town Clerk  
K. Saini, Deputy Town Clerk  
M. Mayes, Director of Financial Services/Treasurer  
L. Ellis, Manager of Asset Management  
A. Walkom, Legislative Coordinator  
J. Grossi, Legislative Coordinator

Guests: Bernadette O'Connor, WSP  
Marty Gordon, WSP

The meeting was called to order at 1:00 PM.  
Mayor Taylor in the Chair.

**1. Notice**

Mayor Taylor advised that the Municipal Offices were closed to the public and that this meeting was streamed live at [Newmarket.ca/meetings](http://Newmarket.ca/meetings).

Mayor Taylor advised that in accordance with the Town's Procedure By-law, no decisions are to be made but rather this meeting was an opportunity for Council to have informal discussion regarding various matters.

**2. Additions & Corrections to the Agenda**

None.

**3. Conflict of Interest Declarations**

None.

**4. Items**

**4.1 Asset Management - Phase 1**

The Director of Financial Services provided an introduction to the presentation which outlined asset management as a best practice for organizations to meet social, economic and environmental responsibilities.

The Manager of Asset Management provided a presentation which outlined the legislated deadlines regarding requirements for asset management plans for municipalities, key dates for the Town's asset management program and a comparison with other York Region municipalities in the implementation of asset management programs. The presentation continued with an outline of the purpose of asset management programs, Council's role in asset management and the development of Newmarket's asset management program to date.

Bernadette O'Connor of WSP continued the presentation with a definition of the term, levels of service, and an overview of the process used to determine levels of service for an organization. She provided the three steps of determining levels of servicing including identifying stakeholders, identifying stakeholder expectations and determining key performance measures. The presentation continued with an overview of the benefits

and advice for levels of service including costs, considerations, and business benefits. The presentation concluded with the next steps for determining levels of service for the Town of Newmarket.

Members of Council asked questions of clarification regarding the scope of levels of service, Ontario regulation requirements for levels of service, and the frequency key performance indicators are adjusted.

## **5. Adjournment**

Moved by: Councillor Woodhouse

Seconded by: Councillor Broome

1. That the meeting be adjourned at 3:02 PM.

**Carried**

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John Taylor, Mayor

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Lisa Lyons, Town Clerk