



Town of Newmarket
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Capital Program Delivery - Resourcing Staff Report to Council

Report Number: 2025-22

Department(s): Engineering Services , Legal and Procurement Services

Author(s): Peter Noehammer, Commissioner, Development & Infrastructure Services

Meeting Date: April 28, 2025

Recommendations

1. That the report entitled Capital Program Delivery - Resourcing dated April 28, 2025 be received; and,
2. That the additional resources identified in this report to adequately deliver capital projects and funded from annual capital spending authorities be approved; and,
3. That the Chief Administrative Officer be given delegated authority to approve similar requests where budget approval has already been given; and,
4. That Delegation By-law 2016-17 be amended to reflect the delegation to the Chief Administrative Officer; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek approval from Council to acquire staff resources to adequately deliver current and forecast capital projects. The projects comprise new additions to community spaces and resources are needed for staff in Engineering Services and Procurement Services to secure contract awards and manage construction in a timely and effective way.

Background

Engineering Services is responsible for the design and construction of most of the capital projects at the Town. Two divisions manage the delivery of Infrastructure Projects (e.g., roads, bridges, water mains and sewers) and Community Spaces (e.g.,

parks, trails, sports facilities and community amenities), respectively; each with its own manager and project managers.

The Infrastructure Projects team is gearing up for significantly more asset management work in the coming 5 to 10 years to rehabilitate and replace aging civil infrastructure. This work is expected to continue and grow in the decades that follow, and sufficient capacity will be brought on through a combination of resources, including project management staff, consultants and contracts. The Community Spaces team has recently been established to largely coordinate the significant projects related to the Mulock Park, Mulock House and adjacent Hydro Corridor parking lot. Without introducing additional team resources, this division has also recently taken on planning, design and construction of the new Pickleball Facility at George Richardson Park, in addition to on-going work to establish an Outdoor Ice Rink and Multi-use Sports Pad at the Ray Twinney Recreation Complex. Sufficient capacity to deliver these and the other upcoming projects planned as part of the 10-year Parks and Recreation Capital Plan will need to be acquired to achieve this goal.

Other departments at the Town are also instrumental for the successful and timely delivery of capital projects, in particular the Legal and Procurement Services team who collaborates with Engineering Services and others to facilitate project Request for Proposals (RFPs), evaluates bidder submissions, recommends contract award and prepares legal agreements with successful vendors provide a vital role.

Discussion

The 10-year Parks and Recreation Capital Plan represents the most significant investment and capital expenditure on community facilities in the Town's history. This represents a bold program that promotes a healthy, attractive and responsive approach to current and future recreational and cultural needs of residents in Newmarket.

The draft Parks and Recreation Capital Plan was presented to Council at the June 17, 2024 Committee of the Whole meeting as [Report Number 2024-40](#). Notable features included Major Projects, Park Developments, Parkettes and Sports Pads, Trails and Trail Connections as well as renewal, replacement, lighting and irrigation projects.

In order to keep pace with the schedule of delivery for projects in the 0–5-year timeframe, most notably in 2025 and 2026, and to meet expectations of the community, two (2) additional staff resources are required at this time, being:

- a Senior Project Manager in the Capital Projects Community Spaces division of Engineering Services, and
- a Senior Procurement Officer in the Procurement division of Legal and Procurement Services.

These positions are essential to enable projects currently underway such as the Pickleball facility and those that are upcoming such as Outdoor Ice Rink and Multi-use Sports Pad and others to be advanced to completion, while simultaneously continuing to manage construction of the Mulock Park program.

These positions will be completely funded through the capital spending authority already approved by Council as part of the 2025 Capital Budget for capital projects, and as a result there will be no new additional funding required. Staff would account for time spent on each capital project to track against allocated budgets.

To provide flexibility to plan for necessary capital project resources in the future and to respond swiftly when urgent project delivery needs arise, delegated authority to the Chief Administrative Officer is recommended for approval of similar future requests. These approvals would be predicated on the costs of the resources being funded and available through Council approved budgets and capital spending authority advanced through annual and multi-year capital programs.

Consultation

The Strategic Leadership Team (SLT), and Directors of Engineering Services, Legal and Procurement Services and Human Resources were consulted and contributed to the content of this report.

Conclusion

This report outlines a request to add additional staff resources for timely delivery of capital projects associated with the 10-year Parks and Recreation Capital Plan. They would support the Engineering and Procurement functions needed to complete projects like the Pickleball Facility, Outdoor Ice Rink and Multi-use Sports Pad, and upcoming major parks, trails and community spaces in a sustainable way. Funding is already approved in capital budgets for projects they would work on, and funding is expected to continue with annual budget approvals for upcoming major capital projects.

It is recommended that in future the Chief Administrative Officer be given delegated authority to approve similar resourcing requests where budget has been approved by Council.

Council Priority Association

This report aligns with the following Council Priority: Extraordinary Places and Spaces, by creating exceptional experiences for the community in shared and accessible public spaces, including delivering exciting parks, trails and facilities projects throughout the Town.

Human Resource Considerations

Two (2) regular full-time positions would be created: one (1) in Engineering Services, Capital Projects Community Spaces as a Senior Project Manager, and one (1) in Legal & Procurement Services as a Senior Procurement Officer.

Current workload to support capital project delivery and on-going workload is seen as sustained into the foreseeable future which supports the need and justification from a workforce planning perspective.

Budget Impact

The cost the positions identified would be funded from the capital budgets and capital spending authority approved by Council to advance the projects they work on.

Attachments

None.

Approval for Submission

Esther Armchuk, Commissioner, Corporate Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Ian McDougall, Chief Administrative Officer

Report Contact

For more information on this report, contact: Peter Noehammer, Commissioner, Development & Infrastructure Services, info@newmarket.ca