

**Due to COVID-19, the City of Pickering continues to hold electronic Council and Committee Meetings.**

**Members of the public may observe the meeting proceedings by viewing the [livestream](#). A recording of the meeting will also be available on the [City's website](#) following the meeting.**

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**1. Roll Call**

**2. Disclosure of Interest**

**3. Delegations**

Due to COVID-19, members of the public looking to provide a verbal delegation to Members of the Executive Committee, may do so via audio connection into the electronic meeting. To register as a delegate, visit [www.pickering.ca/delegation](http://www.pickering.ca/delegation), and complete the on-line delegation form or email [clerks@pickering.ca](mailto:clerks@pickering.ca). Persons who wish to speak to an item that is on the agenda must register by 12:00 noon on the last business day before the meeting. All delegations for items not listed on the agenda shall register ten (10) days prior to the meeting date.

The list of delegates who have registered to speak will be called upon one by one by the Chair and invited to join the meeting via audio connection. A maximum of 10 minutes shall be allotted for each delegation. Please ensure you provide the phone number that you wish to be contacted on.

Please be advised that your name and address will appear in the public record and will be posted on the City's website as part of the meeting minutes.

- 3.1 Sujen Sivagnanasundram  
Re: Safety Concerns on Valley Farm Rd (South of Greenmount St)

**4. Matters for Consideration**

- 4.1 [Director, Corporate Services & City Solicitor, Report CLK 01-22](#)  
Establishment of the 2022 Municipal Election Joint Compliance Audit Committee

**1**

Recommendation:

1. That Report CLK 01-22 regarding the Establishment of the 2022 Municipal Election Joint Compliance Audit Committee be received;
2. That the draft Terms of Reference for the 2022 Municipal Election Joint Compliance Audit Committee, included as Attachment No. 1 to Report CLK 01-22, be approved;
3. That, in accordance with the Terms of Reference, the City Clerk be authorized to recruit and bring forward a by-law for the remuneration and appointment of a roster of individuals to serve on the 2022 Municipal Election Joint Compliance Audit Committee;
4. That, at such time as the above referenced by-law is enacted by Council, the 2022 Municipal Election Joint Compliance Audit Committee be deemed established in accordance with the *Municipal Elections Act*; and,
5. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

4.2 [Director, Community Services, Report CS 03-22](#)

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Pickering Museum Village Policy Update

CUL 020 Artifact Conservation Policy

MUS 010 Collections Development and Management Policy

Recommendation:

1. That Council endorse CUL 020 Artifact Conservation Policy of the Pickering Museum Village as set out in Attachment 1 to this report, subject to minor revisions acceptable to the Director Community Services;
2. That Council endorse MUS 010 Collections Development and Management Policy of the Pickering Museum Village as set out in Attachment 2 to this report, subject to minor revisions acceptable to the Director Community Services; and,
3. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

4.3 [Director, Engineering Services, Report ENG 04-22](#)

**25**

Tender for Streetlight Maintenance and Electrical Locates  
Tender No. T2021-27

Recommendation:

1. That Tender No. T2021-27 for Streetlight Maintenance and Electrical Locates as submitted by Alineutility Limited in the total tendered amount of \$1,361,618.42 (HST included) with a net project cost of \$1,226,179.00 (net of HST rebate) be approved for the 3 year period from the date of award to January 31, 2025 subject to the annual review of the contractor's performance;
2. That the award for Year 1 with a net project cost of \$393,821.00 (net of HST) be approved and funded from the 2022 Budget, Streetlights cost centre (10520.502380);
3. That upon satisfactory contractor performance review by City staff, that the Director, Engineering Services be authorized to renew the options for Year 2 and Year 3 with a net project cost of \$408,620.00 and \$423,738.00 (net of HST rebate) respectively, be approved; and,
4. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

**5. Other Business**

**6. Adjournment**

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**From:** Paul Bigioni  
Director, Corporate Services & City Solicitor

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**Subject:** Establishment of the 2022 Municipal Election Joint Compliance Audit Committee  
File: A-2000

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**Recommendation:**

1. That Report CLK 01-22 regarding the Establishment of the 2022 Municipal Election Joint Compliance Audit Committee be received;
  2. That the draft Terms of Reference for the 2022 Municipal Election Joint Compliance Audit Committee, included as Attachment No. 1 to Report CLK 01-22, be approved;
  3. That, in accordance with the Terms of Reference, the City Clerk be authorized to recruit and bring forward a by-law for the remuneration and appointment of a roster of individuals to serve on the 2022 Municipal Election Joint Compliance Audit Committee;
  4. That, at such time as the above referenced by-law is enacted by Council, the 2022 Municipal Election Joint Compliance Audit Committee be deemed established in accordance with the *Municipal Elections Act*; and,
  5. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.
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**Executive Summary:** The purpose of this Report is to seek approval of the Terms of Reference to establish the 2022 Municipal Election Joint Compliance Audit Committee (the "Committee") for the 2022 Municipal Election and to provide authority to the City Clerk to recruit members for the Committee in cooperation with the other participating bodies (Town of Ajax, City of Oshawa, Town of Whitby, and the Region of Durham). Once approved, the Report also provides authorization for the City Clerk to bring forward a by-law for the remuneration and appointment of the roster of individuals to serve on the Committee. Once enacted, the By-law will establish the 2022 Municipal Election Joint Compliance Audit Committee in accordance with the *Municipal Elections Act*.

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**Financial Implications:** The Terms of Reference propose that a retainer fee of \$400.00 for each individual on the roster be approved. The retainer covers attendance at a mandatory training session and review of periodic updates or information supplied by the City Clerk. The cost of retainer fees would be shared equally among the participating bodies (being the City of Pickering, Town of Ajax, City of Oshawa, Town of Whitby, and Region of Durham). In addition to the retainer fee, a rate of \$350.00 for each meeting attended, plus mileage, would be paid by the City of Pickering to each of the three (3) members appointed to the

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Compliance Audit Committee

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Committee, for their attendance at a hearing should an application for a compliance audit be received or when a report is submitted to the Committee by the City Clerk. In the event of any application for a compliance audit in Pickering, the City would also be required to pay any auditor's costs and the costs, if any, of any external legal counsel for the Committee, in accordance with the provisions of the *Municipal Elections Act*.

It should be noted that there has been no change in the retainer or per meeting rates as compared to the 2018 Compliance Audit Committee. It should further be noted that participation in the Joint Compliance Audit Committee will result in cost savings, as the Region of Durham has agreed to cover the cost of recruitment advertising.

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**Discussion:** Section 88.37 of the *Municipal Elections Act* (the "Act") requires a council or local board to establish a compliance audit committee before October 1 of an election year. The Act further states that the committee shall be composed of not fewer than three (3) and not more than seven (7) members, and shall not include:

- employees or officers of the municipality or local board;
- members of the council or local board;
- any persons who are candidates in the election for which the committee is established; or
- any persons who are registered third parties in the municipality in the election for which the committee is established.

### **Compliance Audit Application Process**

Section 88.33(1) of the Act provides that an eligible elector, who believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances. The application must be submitted to the City Clerk in writing, include the reasons for the application, and must be made within 90 days after the latest of the following dates:

- the filing date for financial statements;
- the date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- the candidate's supplementary filing date, if any; or,
- the date on which the candidate's extension, if any, expires.

In accordance with the Act, the Committee must consider any applications received within 30 days. The Committee will review the applications to determine whether the request for an audit should be granted or rejected. If the request is granted, the Committee will appoint an auditor to audit the candidate's election campaign finances. Upon completion of the audit, the Committee will review the auditor's report and it may, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention. If the report concludes that a candidate does not appear to have contravened a provision of the Act

Subject: Establishment of the 2022 Municipal Election Joint  
Compliance Audit Committee

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relating to election campaign finances, the Committee may make a finding as to whether there were reasonable grounds for the application for a compliance audit. If the auditor's report indicates that there was no apparent contravention of the Act and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant. Compliance audits can also be commenced if the City Clerk identifies that any contributor to a candidate or registered third party appears to have contravened any of the contribution limits under Section 88.9 of the Act or if an eligible elector believes that a registered third party advertiser has contravened a provision of the Act pertaining to campaign finances.

### **Joint Municipal Election Compliance Audit Committee – Participating Bodies**

Traditionally, each municipality in Durham Region, including the Region itself, have established their own individual Compliance Audit Committees. This has often resulted in the same individuals being appointed to multiple Compliance Audit Committees throughout Durham Region and beyond, resulting in the payment of multiple retainer fees and per meeting rates to the same individual by multiple municipalities. In 2018, some Durham Region municipalities collaborated on a joint municipal Compliance Audit Committee, similar to York Region, Halton Region, Muskoka and Niagara. The Joint 2018 Committee was a success and demonstrated the expected efficiencies through the sharing of costs of solicitation, recruitment, training and retainer fees. Additionally, the collaboration allowed for the pooling of resources to advertise across various mediums that will attract candidates with the skills required to effectively serve on Compliance Audit Committees. It is important to note that nothing in the Act precludes municipalities from sharing a Compliance Audit Committee.

To that end, the municipalities of Pickering, Oshawa, Whitby, Ajax, and the Region of Durham (the "Participating Bodies") are once again looking to collaborate on a joint Compliance Audit Committee for the 2022 Municipal Election. The Participating Bodies will embark on a joint recruitment process and will all bring the same roster of individuals forward to their respective councils for appointment by by-law. The Region of Durham has committed to covering the costs for recruitment advertising as well as being the central intake for applications. Advertisements will be placed in Workopolis, the Society of Ontario Adjudicators and Regulators, and Ontario Reports. These have been selected to target candidates with a financial and legal background as it is important that Committee members have an understanding of how to apply the election campaign finance provisions of the Act in order to fulfill their responsibilities. Preference will be given to candidates that have experience in compliance audit activities, accounting, law, investigative or adjudicative processes. Each Participating Body will also post the same ad in a newspaper having general circulation as well as on their respective websites. The selection and recruitment process will be determined by the Clerks of the participating bodies.

### **Terms of Reference**

The Act specifies that compliance audit committees be composed of between three (3) and seven (7) members. To this end, the Participating Bodies have collaborated and developed the draft Terms of Reference (Attachment #1) and will each request that their respective municipal

Subject: Establishment of the 2022 Municipal Election Joint  
Compliance Audit Committee

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Councils approve the appointment of the same individuals to the roster, through by-law, with each roster containing no more than seven (7) members. As part of the recruitment process, and in addition to the requirements under the Act to serve on a Compliance Audit Committee, individuals with qualifications in the areas of auditing, accounting, law, law enforcement, and knowledge of municipal elections and the *Municipal Elections Act's* campaign financing rules will be sought for the roster. Prior experience on a committee or task force will also be considered an asset.

An appointed member of the Committee must not accept employment with any of the Participating Bodies or register as a candidate or a third party advertiser with any of the Participating Bodies. If they do so, they will be deemed to have resigned from the Committee. Further, all Committee members must agree in writing that they will not work or volunteer for, or contribute to, any candidate or registered third party in any capacity in an election of any of the Participating Bodies. If a person on the roster is identified as having participated or contributed to a candidate or a registered third party, that person shall not be eligible to be selected as a member with respect to a Compliance Audit Committee application within the applicable Participating Body where the participation or contribution occurred.

Once the roster of individuals has been approved by by-law, and should a compliance audit application be received, the City Clerk shall select three (3) individuals to serve on the Compliance Audit Committee in accordance with the Terms of Reference. Members of the Committee will have the ability to act simultaneously for multiple municipalities which will assist in meeting the tight timeframes under the *Municipal Elections Act*.

Upon establishment and appointment of the roster of individuals to the 2022 Municipal Election Joint Compliance Audit Committee, the Municipal Clerks of each Participating Body will establish administrative practices and procedures for the Committee in accordance with the Act. This will be a collaborative approach amongst the Participating Bodies and will provide consistency to the members serving on the Joint Committee. In accordance with the Terms of Reference, the mandate of the Compliance Audit Committee is considered complete at the end of the four year term of Council or when the Committee has disposed of any remaining matters in accordance with the Act, whichever is later.

Establishing a Compliance Audit Committee is required by the *Municipal Elections Act*. Staff seek authorization from Council to join with the other participating bodies to create a 2022 Municipal Election Joint Compliance Audit Committee, in accordance with the draft Terms of Reference included as Attachment #1, to deliver a highly professional, transparent and accountable compliance audit function to fulfill the requirements of the Act.

Subject: Establishment of the 2022 Municipal Election Joint  
Compliance Audit Committee

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**Attachment:**

1. Draft 2022 Municipal Election Joint Compliance Audit Committee Terms of Reference
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**Prepared By:**

Original Signed By:

Susan Cassel  
City Clerk

**Approved/Endorsed By:**

Original Signed By:

Paul Bigioni  
Director, Corporate Services & City Solicitor

SC:sc

Recommended for the consideration  
of Pickering City Council

Original Signed By:

Marisa Carpino, M.A.  
Chief Administrative Officer



**2022 Municipal Election  
Joint Compliance Audit Committee  
Terms of Reference**

**Name:**

The name of the Committee is the “2022 Municipal Election Joint Compliance Audit Committee” (“the Committee”).

**Definitions:**

**Clerk** means the Clerk or secretary of the Participating Body, or their designate.

**Participating Bodies** means the Town of Ajax, Regional Municipality of Durham, City of Oshawa, City of Pickering, and the Town of Whitby.

**Mandate:**

The Committee is established pursuant to the requirements of section 88.37 of the Municipal Elections Act, 1996, S.O., 1996, c. 32, as amended (“the Act”) for the Participating Bodies.

The powers and functions of the Committee are set out in section 88.33 to 88.37 of the Act.

**Term of Committee:**

The term of appointment for the Committee shall be concurrent with the term of office of the council or local board elected in 2022, and shall therefore serve for four (4) years commencing on November 15, 2022 and concluding on November 14, 2026 or until such time the applicable Committee has disposed of any remaining matters in accordance with the Act, whichever is later.

**Composition:**

When a compliance audit application from an elector or a report from the Clerk indicating a candidate or registered third party has contravened any of the contribution limits under section 88.9 of the Act is received, the Committee comprised of three (3) members shall meet and consider the application and/or report in accordance with the Act.

Members forming the Committee shall be selected by the Clerk from a roster of qualified individuals, who have been jointly recruited by the Clerks of the Participating Bodies.

The following persons are ineligible for appointment:

- Employees or officers of any of the Participating Bodies;
- A member of council or of a local board of any of the Participating Bodies;

- Any persons who are candidates in an election of any of the Participating Bodies for which the Committee is established; or,
- Any persons who are registered third parties in an election of any of the Participating Bodies for which the Committee is established.

Should an appointed Committee Member accept employment with any of the Participating Bodies or register as a candidate or a third party with any of the Participating Bodies, they will have been deemed to have resigned.

All Committee Members shall agree in writing that they will not work or volunteer for, or contribute to, any candidate or registered third party in any capacity in an election of any of the Participating Bodies.

If a person on the roster to serve on the Committee is identified as having participated or contributed to a candidate's campaign or registered third party, that person shall not be eligible to be selected as a Member with respect to a Compliance Audit Committee application within the applicable Participating Body where the participation or contribution to a campaign or registered third party occurred.

### **Conduct of Members:**

Members of the Committee shall comply and conduct themselves in accordance with the Joint Compliance Audit Committee Administrative Practices and Procedures for the Participating Bodies.

Members shall not use their position on the Committee for any personal or political gain.

### **Remuneration:**

Remuneration will be as follows:

- \$400.00 retainer fee (costs will be shared equally by the Participating Bodies) for those individuals on the roster. The retainer fee shall cover attendance at a mandatory training session and review of periodic updates or information supplied by the Clerk of any of the Participating Bodies. Payment of the retainer fee does not denote membership on a Committee and covers the four (4) year term; and,
- \$350.00 per meeting attended, plus mileage in accordance with the rate normally paid to employees of the applicable Participating Body. The per meeting rate shall cover review of background or agenda materials as required in preparation for a meeting.

### **Membership Selection:**

At a minimum, the recruitment of persons to be included on the roster of individuals shall be advertised in a local newspaper having general circulation and on the websites of the Participating Bodies. Other recruitment measures may be initiated by the Clerks of the Participating Bodies.

All applicants will be required to complete an application and may be subject to further screening and an interview. The selection process will be determined by the Clerks of the Participating Bodies.

Applicants must have the ability to understand and apply the election campaign finance provisions of the Act and must remain impartial in order to fulfill their responsibilities.

Preference will be given to candidates that have experience related to compliance audit activities or investigative or adjudicative processes.

The following criteria will be considered when appointing members:

- Demonstrated knowledge and understanding of municipal election campaign financing rules;
- Proven analytical and decision-making skills;
- Experience working on committees, boards, adjudicative bodies, task forces or similar settings;
- Experience in accounting and audit, law, law enforcement, academics, or municipal administration from related fields;
- Demonstrated knowledge of quasi-judicial proceedings;
- Availability and willingness to attend meetings; and,
- Excellent oral and written communication skills.

### **Meetings:**

Meetings will occur as needed and shall be conducted in accordance with the Joint Compliance Audit Committee Administrative Practices and Procedures for the Participating Bodies.

### **Chair:**

At the first meeting of a Compliance Audit Committee on a particular report or application, the members shall appoint one member to act as Chair for the duration of the Committee's deliberations on those matters on the agenda. The Chair shall retain the role for all matters on the agenda at a meeting.

### **Role of Clerk:**

The Clerk will act as the main contact between the Committee, compliance audit applicant, candidate and registered third party. In accordance with section 88.37 (6) of the Act, the Clerk shall carry out any duties required under the Act to implement the Committee's decisions.

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**From:** Sarah Douglas-Murray  
Director, Community Services

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**Subject:** Pickering Museum Village Policy Update

- CUL 020 Artifact Conservation Policy
- MUS 010 Collections Development and Management Policy
- File: A-1440

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**Recommendation:**

1. That Council endorse CUL 020 Artifact Conservation Policy of the Pickering Museum Village as set out in Attachment 1 to this report, subject to minor revisions acceptable to the Director Community Services;
  2. That Council endorse MUS 010 Collections Development and Management Policy of the Pickering Museum Village as set out in Attachment 2 to this report, subject to minor revisions acceptable to the Director Community Services; and,
  3. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.
- 

**Executive Summary:** Pickering Museum Village (PMV) has updated two policies in response to updated best practices. These policies are CUL 020 Artifact Conservation Policy and MUS 010 Collections Development and Management Policy. The purpose of this report is to seek Council's endorsement of these Museum Policies.

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**Financial Implications:** The Ministry of Heritage, Sport, Tourism, and Cultural Industries provides an annual operating grant of approximately \$39,000 to Pickering Museum Village through the Community Museums Operating Grant. The adoption of these Museum Policies will maintain compliance with the Standards for Community Museums in Ontario, and the Museum's grant eligibility.

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**Discussion:** The Artifact Conservation Policy and the Collections Development and Management Policy originated in 2014 and were updated in 2017. These policies have been reviewed by staff and have been updated in 2022 to reflect changes to organizational reporting structures, including the 2021 Community Services reorganization, and changes in staffing and staff responsibilities at the museum.

The policies have been updated to include Council's direction from report CS 02-19, that the Pickering Museum Advisory Committee be dissolved and that the Pickering Museum Village

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be added as a standing agenda item to the Cultural Advisory Committee. Additionally, both policies have been updated to reflect current best practices in museum ethics, including collection, preservation and interpretation of items of cultural significance. Best practices (based on International Council of Museums) require that if an artifact is identified as significant to a specific cultural, ethnic or religious group, staff will consult with those communities to ensure that collection, preservation and interpretation is done in an ethical and respectful manner.

The Artifact Conservation Policy was updated to remove procedural aspects of collections management, including documentation, storage of records, collections handling, and procedures for artifact treatments. These practices have been outlined in standard operating procedures and in the museum's care of collections handbook.

The Artifact Conservation Policy was updated to provide clear direction on the repair and rehabilitation of museum's heritage buildings that are considered artifacts. The museum's heritage buildings are used as both preservation of material culture, as well as program and event spaces for our community. The updated policy provides clear principles to guide restoration, rehabilitation and repair work of those buildings so that we can continue to achieve balance between public use and preservation. The Artifact Conservation Policy is based on the Standards and Guidelines for the Conservation of Historic Places in Canada (Canada's Historic Places, 2010), which outlines best practices to achieve this balance in historic buildings that are for public use.

Updates to policies reflect best practices based on the Canadian Association of Conservators Code of Ethics and Guidance for Practice (Canadian Association for Conservation of Cultural Property and of the Canadian Association of Professional Conservators, 2000), the Standards and Guidelines for the Conservation of Historic Places in Canada (Canada's Historic Places, 2010), the Canadian Museum Association Ethics Guidelines (2006), and the Standards for Community Museums in Ontario (Ministry of Heritage, Sport, Tourism and Cultural Industries).

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**Attachments:**

1. CUL 020 Artifact Conservation Policy
  2. MUS 010 Collections Development and Management Policy
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**Prepared By:**

Original Signed By

Laura Gibbs MBA, MSc.  
Manager, Cultural Services

**Approved/Endorsed By:**

Original Signed By

Sarah Douglas-Murray  
Director, Community Services

LG:SDM

Recommended for the consideration  
of Pickering City Council

Original Signed By

Marisa Carpino, M.A.  
Chief Administrative Officer



# Policy

Policy Title: Artifact Conservation Policy			Policy Number CUL 020	
Reference Canadian Association of Conservators Code of Ethics and Guidance for Practice  Standards and Guidelines for the Conservation of Historic Places in Canada Canadian Museum Association Ethics Guidelines Standards for Community Museums in Ontario Council Resolution #373/17	Date Originated (m/d/y) October 27, 2014	Date Revised (m/d/y) December 2017 January 2022	Pages 7	
Approval: Chief Administrative Officer		Point of Contact Manager, Cultural Services		

## Policy Objective

Objects give us a unique access to the past: we can learn about past values from what people kept, what materials objects were made from, what objects were used for, and what daily life was like based on interpretation of those objects. The mission of Pickering Museum Village (hereinafter referred to as “PMV”) is to ignite imaginations through a living history museum that fosters a connection to Pickering by collecting, preserving, and interpreting artifacts and social culture. PMV participates in Standards for Community Museums in Ontario and as a responsible steward of the artifacts in its possession, the PMV will uphold a standard of care to preserve the over ten thousand artifacts in the museum’s collection.

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- 01 Definitions
- 02 Conservation Priorities
- 03 Conservation Standards
- 04 Conservation Ethics
- 05 Policy Review

## 01 Definitions

- 01.01 **Artifact** – an object made by a human, of historic or cultural interest. The PMV's artifacts include the heritage buildings on site, vehicles, equipment, furniture, homewares, clothing, consumer goods, religious items, and other objects that represent the history of the broader Pickering area.

## 02 Conservation Priorities

**The City of Pickering will employ the least invasive Conservation method in preserving the Museum's artifact collection. Conservation methods shall be employed in the following order of priority:**

- 02.01 **Preventative Maintenance:** Maintenance consists of regular inspections of artifacts and may involve small-scale treatments (e.g. surface cleaning, renewal of protective coatings, etc.). Preventative maintenance prevents decay and helps to prevent large scale conservation restoration treatments. A suitable maintenance program implemented after a conservation treatment aims at preserving the improved conditions of an artifact. The Museum follows standard operating procedures in preventative maintenance and provides training to staff and volunteers in preventative maintenance.
- 02.02 **Preventative Conservation:** Actions taken to mitigate damage and deterioration to an artifact. This is achieved through measures to reduce the harm of ultra violet lighting, poor environmental conditions, poor air quality, pests, human handling, and security risks. The Museum follows standard operating procedures in preventative conservation and provides training to staff and volunteers in preventative conservation, where appropriate.
- 02.03 **Stabilization:** A conservation treatment that is intended to stop or minimize an artifact's deterioration while maintaining its integrity. Stabilization is the least invasive form of Conservation Treatment and is used when preventative measures are insufficient to reduce deterioration to a tolerable level or if the artifact is so fragile that it will be endangered under any other circumstances.
- 02.04 **Conservation Treatment:** Conservation treatment is undertaken in order to stabilize, consolidate, clean, repair, remove non-original additions, strengthen, or reassemble an artifact, or return it to the appearance of a known previous state by means of physical or chemical intervention. Preservation of the physical, historical and aesthetic integrity of the object shall take precedence over all other considerations. Conservation treatments will employ techniques and materials which, to the best of current knowledge, will neither endanger the true nature of the object nor impede future treatments or the retrieval of information through scientific examination.
- 02.05 **Restoration:** Actions taken to modify the existing materials and structure of an artifact to represent a known earlier state. The aim of restoration is to reveal the culturally significant qualities of an artifact. Restoration is based on clear evidence of a former state.



### 03 Conservation Standards

**Conservation Standards are outlined in the Canadian Association of Conservators Code of Ethics and Guidelines for Practice and also in the Standards and Guidelines for the Conservation of Historic Places in Canada.**

- 03.01 **Retain Historic Characteristics of Artifacts:** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an artifact shall be preserved. For heritage buildings, the historic characteristics of the artifact will be identified in a Statement of Significance. For artifacts, heritage characteristics will be identified in collections records. Should a character-defining element of an artifact require repair or replacement, a Conservator's recommendation of the appropriate conservation treatment will be required before any intervention occurs.
- 03.02 **Historical Accuracy:** Each artifact shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding speculative features or architectural elements shall not be undertaken.
- 03.03 **Historical Record:** Properties of artifacts can change over time; those changes that have acquired historic significance in their own right shall be retained, recorded, and preserved.
- 03.04 **Differentiating Historic from modern:** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the artifact. The new work shall be differentiated from the old and shall be compatible and subordinate to the artifact in the massing, size, scale, and architectural features to protect the historic integrity of the artifact. New additions or new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the artifact would be unimpeded.

### 04 Conservation Ethics

**When undertaking artifact conservation, The City of Pickering shall follow the Conservation ethics outlined in the Canadian Association of Conservators Code of Ethics and Guidelines for Practice. The following are some of the general obligations outlined in the Code of Ethics. A Conservator may include Museum Staff or a third party contracted Conservator, including Heritage Architects.**

- 04.01 **Examination:** The Conservator shall make a thorough examination of the artifact and shall document this examination before performing any conservation treatment. This examination includes a determination of its structure and materials and an assessment of its condition. In particular, the examination includes the extent of deterioration, alteration and loss. The Conservator shall study relevant historical and technical records. Where necessary, the Conservator shall initiate analyses of materials and undertake research into historical, conceptual and technical aspects of the artifact. The Conservator may also consult with heritage professionals or subject matter experts in order to ensure that their understanding of the historical record and heritage

characteristics of an artifact take into account different interpretations of the historical record.

04.02      **Treatment Proposal:** on the basis of the examination, the Conservator shall report their findings and recommendations in writing to the City, including justification for and the objectives of the treatment, an estimate of resources required, alternate approaches, if feasible, and the potential risks of treatment.

04.03      **Documentation:** The Conservator shall document their work by recording all essential details of the conservation of an artifact. Documentation is part of the history of the artifact and shall be produced and maintained by the City in as permanent a manner as is practical.

## **05      Policy Review**

05.01      This policy will be reviewed a minimum of every three years

Please refer to all associated Procedures and Standard Operating Procedures, if applicable, for detailed processes regarding this Policy.



# Policy

Procedure Title: Collections Development and Management Policy			Policy Number MUS - 010	
Reference International Council of Museums Code of Ethics for Museums Canadian Association of Conservators Code of Ethics and Guidance for Practice Canadian Museum Association Ethics Guidelines Standards for Community Museums in Ontario	Date Originated (m/d/y) June 20, 2014	Date Revised (m/d/y) XX, April 12, 2017 January 12, 2022	Pages 9	
Approval: Chief Administrative Officer		Point of Contact Manager, Cultural Services		

## Policy Objective

Objects give us a unique access to the past: we can learn about past values from what people kept, what materials objects were made from, what objects were used for, and what daily life was like based on interpretation of those objects. The mission of Pickering Museum Village (hereinafter referred to as "PMV") is to ignite imaginations through a living history museum that fosters a connection to Pickering by collecting, preserving, and interpreting artifacts and social culture. PMV participates in Standards for Community Museums in Ontario developed by the Ministry of Heritage, Sport, Tourism and Cultural Industries and as a responsible steward of the artifacts in its possession, the PMV will maintain management and development standards for its collections based on Ontario museum standards.

The Pickering Museum Village will collect and preserve material culture from earliest habitation through our municipality's changing borders to a point 40 years prior to the current date. The purpose of this collection is to understand and interpret the community's past, understand the present and connect to the future.

This policy defines the management goals, responsibilities and standards for all collection related activities at the PMV.

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- 09 Documentation and Records Management
- 10 Preservation
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- 12 Loans
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- 14 Disposal
- 15 Policy Review

## 01 Definitions

- 01.01 **Acquisitions** – Objects that the museum has legal ownership and control over and are generally made by acceptance of donation, purchase, or field collecting.
- 01.02 **Artifact** – An object created or produced by humans, that has cultural significance to Pickering. It may be used for exhibition, explanation, or research, and is held in trust for the public for future generations to appreciate and learn from. An artifact may be a building, an object including furniture, tools, vehicles, household or personal items, textiles, books or paper records.
- 01.03 **Core Collection** – The PMV's collection of artifacts that have a specific association with (or in some cases were typically used by) a person, place or event within Pickering Township pertaining to the history of Pickering up to 40 years prior to the present date. Artifacts in this collection are reserved for research and display under controlled conditions.
- 01.04 **Deaccession** – The act of permanently removing an artifact from the Core Collection.
- 01.05 **Deed of Gift** – A legal contract that permanently transfers the ownership of the item(s) from a donor to the Pickering Museum Village/City of Pickering.

- 01.06 **Education Collection** – The PMV’s collection of objects available for the purpose of interactive displays and active demonstrations which could result in deterioration and damage through use.
- 01.07 **Material Culture** - the physical objects created by a culture; the buildings, tools, and other artifacts created by the members of a society.
- 01.08 **Preservation** – All actions taken to retard deterioration of, or to prevent damage to, cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. Preservation involves management of the environment and of the conditions of use, and may include treatment in order to maintain cultural property, as nearly as possible, in a stable physical condition. The primary goal of preservation is to prolong the existence of cultural property.
- 01.09 **Repatriation** – An artifact of specific significance to recognizable cultural, ethnic or religious groups may be returned to such groups upon their request under PMV procedural guidelines. Such groups must be able to assure the PMV that the object is integral to the beliefs or culture of the group and that they are able to provide proper care of the object according to accepted conservation methods.

## **02 Ownership**

- 02.01 The PMV’s collection of artifacts is a tangible representation of the community’s heritage and is held in trust for the public by the City of Pickering.

## **03 Background**

- 03.01 The Pickering Museum Village artifact collection is comprised of over 10,000 pieces. The collection consists of material culture that ranges from Indigenous objects dating to approximately 1400 BCE to political objects from 1980 CE. The scope of the collection is broad; artifacts in the collection vary from buildings to objects including furniture, tools, vehicles, household or personal items, textiles, photographs, and paper records

## **04 Resources and Responsibilities**

- 04.01 In accordance with Ontario museum standards, the City of Pickering will provide the human, financial, and physical resources to manage and maintain the PMV’s collection.
- 04.02 Deaccessions from the collection require City Council approval.

## **05 Ethics**

- 05.01 No human remains will be accepted into the collection.

- 05.02 If an artifact is identified as significant to a specific cultural, ethnic or religious group, PMV staff will include members of the cultural, ethnic or religious group in the consultation process to determine if it should be acquired into the collection.
- 05.03 The PMV will collect objects with regard to all municipal, provincial and federal statutes and agreements concerning the control or banning of specific materials or objects.
- 05.04 The PMV will not accept items with questionable, undetermined, or unethical history of ownership.
- 05.05 The PMV will not collect live ammunition.
- 05.06 The PMV will not collect restricted or prohibited weapons as defined by the Canadian Firearms Act.
- 05.07 The PMV may collect unrestricted and/or antique weapons as defined by the Canadian Firearms Act, provided that all regulations relating to acquisition and storage are met.

## **06 Collection Development**

- 06.01 As a responsible steward of those artifacts in its possession, the PMV will make every reasonable effort to collect, document, and preserve those artifacts reflective of the museum village's vision, mission, and mandate.
- 06.02 In order to facilitate public and educational programming, and to avoid deterioration of the Core Collection through use, the PMV will develop, manage, and maintain two collections: a Core Collection and an Education Collection.

## **07 Acquisitions**

- 07.01 Decisions to acquire material culture into the Core Collection will be made based on the following conditions and criteria:
- i. Provenance to the community. Those objects made and/or used in the community associated with a person, place or event;
  - ii. Typical or representative objects made or used in the community that are historical, cultural, or aesthetic in nature that support interpretation of the PMV's mandate;
  - iii. Be in good or excellent condition, or be a unique and rare addition to the collection;
  - iv. Are not duplicates of current collection items; and,
  - v. Are well documented with clear legal title, free of provisions and restrictions.

- 07.02 Objects which are accepted into the Education Collection will be those that are typical of, or representative of, objects made or used in the community during the museum's interpretive timeline. These objects may be duplicates of those within the Core Collection.
- 07.03 All artifact donations to the PMV will be deemed as a gift without ties.
- 07.04 The donors of items not approved for acquisition will be contacted immediately to retrieve their possessions. Items will be considered abandoned if no response or arrangements for pickup have been made following all reasonable attempts by staff.
- 07.05 The PMV reserves the right to dispose of abandoned items.

## **08 Tax Receipts and Appraisals**

- 08.01 Tax receipts may be made available upon request by the donor.
- 08.02 For objects less than \$1,000.00, an independent appraisal is not required. An original bill of sale or receipt is acceptable to use to determine value if the item was purchased within the last 12 months.
- 08.03 Qualified PMV Staff may provide current fair market value for objects under an estimated value of \$1,000.00.
- 08.04 Items estimated to be worth more than \$1,000.00 must be independently appraised at the donor's cost.
- 08.05 The appraisal must reflect the current fair market value of the object(s).
- 08.06 The appraisal must be conducted by a member of the Certified Personal Property Appraisers Guild of Canada or equivalent.
- 08.07 The donor may not be the appraiser.
- 08.08 Upon transfer of ownership by signed Deed of Gift, and issuance of a tax receipt, gifts will not be returned to the donor.

## **09 Documentation**

- 09.01 In order to maintain the significance and value of the objects in the PMV collection, all pertinent information regarding the identity, history, provenance and transfer of legal title of the artifacts will be collected, recorded, and preserved.
- 09.02 Hard copies of all documentation pertaining to the collection will be maintained.
- 09.03 The electronic records will be copied and stored on the City of Pickering computer server.

## **10 Preservation**

- 10.01 The PMV will strive to preserve all core collection material (including historic buildings on site) for future generations.
- 10.02 Staff and volunteers will be trained in Artifact Care and Handling Procedures and will be responsible for following them as it pertains to their daily work routines.
- 10.03 Staff and Volunteers will be trained in duties specific to their position as outlined in the Heritage Housekeeping and Maintenance Manual, and in expected responsibilities relating to the Disaster Preparedness Plan and Salvage Procedures.

## **11 Education Collection**

- 11.01 As a living history site, PMV may choose to enhance guest experience and knowledge by using and/or operating objects and machines. Those objects and machines will be Education Collection pieces, not Core Artifacts.

The following factors will be considered before operating objects and machines:

- i. The ability of museum staff to protect the safety of the public, staff and the collection;
- ii. The ability of the City of Pickering to provide the resources to operate and maintain working condition of an object or machine;
- iii. The existence of a duplicate artifact that will be preserved in its original state;
- iv. The interpretive value to the public, the range of demonstrative techniques available, and the effect the operation will have on the object;
- v. The relative, significant heritage of the object, with consideration of rarity, provenance, uniqueness and value;
- vi. Alternative power sources may be used to sustain working order rather than original power sources in the interest of health and safety or preservation of the object; and,
- vii. The research benefits of using the object against the preservation of the its history of use.

## **12 Loans**

- 12.01 Loans must meet care standards as set out in the loan agreement and be approved by the Supervisor, Museum Services.



- 12.02 Incoming loans may be accepted for a set period of time for the purpose of research or to enhance Temporary Exhibitions.
- 12.03 The PMV will not agree to long term loans with no determined end date for either outgoing or incoming loans. Exceptions may be considered at the discretion of the Supervisor, Museum Services.
- 12.04 For both outgoing and incoming loans, documentation (including photographs) regarding condition and value must be completed, and loan forms must be signed, prior to the loan taking place. This documentation will become part of the artifact's permanent file.

### **13 Deaccessioning**

- 13.01 As part of responsible collections management, the PMV acknowledges that in order to maintain a relevant collection within the parameters of the PMV Vision, Mission, and Mandate, artifacts may require removal from the Core Collection.
- 13.02 Prior to a deaccession, PMV Staff will ensure that:
- i. The Pickering Museum Village/City of Pickering holds the legal title to the object, and that there are no holds or restrictions placed on the donation; and,
  - ii. In the case of artifacts with no clear title or that are poorly documented or undocumented, a documented attempt will be made by staff to research and investigate ownership.
- 13.03 The deaccession process shall include consultation from the community. In most cases, this will include consultation with a working group committee formed from community members and subject-matter experts and/or consultation with an applicable City of Pickering Advisory Committee.
- 13.04 Final approval to deaccession must be granted by the Mayor and Council.
- 13.05 Artifacts may be recommended for deaccession if:
- i. The artifact is the subject of repatriation;
  - ii. The artifact is significantly incomplete (unidentifiable piece or fragment);
  - iii. The artifact is in such poor condition that preservation, conservation or restoration is not a viable option;
  - iv. The artifact is duplicated in the collection and having a duplicate is not of value to the collection;
  - v. The artifact is not relevant to the PMV's collecting mandate and/or plan;

- vi. There is incomplete documentation and provenance for the artifact;
- vii. The artifact has no effective use in current or future exhibitions, research, interpretation, active demonstration or public use;
- viii. There are ethical issues related to ethnographic collections and human remains;
- ix. There are restrictions on legal title;
- x. It has been found subsequently that there is questionable legal title;
- xi. Correcting old accessioning mistakes (i.e. item was never meant to be an artifact or accessioned); and,
- xii. The object is a threat to the collection, staff, volunteers, or structure of the PMV.

13.06 Records (or a copy) will be maintained for all artifacts deaccessioned, and will include the original catalogue information, documentation of the reason(s) for deaccession and approval, and documentation of the disposal of the artifact. The date of deaccession will be noted with the original entry in the Accession Register.

## **14 Disposal**

- 14.01 Artifacts may be disposed of or destroyed only after deaccession has been approved.
- 14.02 PMV will make all reasonable efforts to inform the registered donor or family (if donor is deceased) that the object is to be disposed of as requested on the Deed of Gift and only if a tax receipt was not issued.
- 14.03 Every attempt will be made to relocate deaccessioned artifacts within the museum community. The receiving museum will assume packing and transport costs.
- 14.04 Failing the above steps, the object may be offered for sale to the public, in accordance with the City of Pickering's Purchasing Policy, PUR-010, section 15 (Disposal of Surplus Assets) at public auction to the highest bidder and based on current market value.
- 14.05 Any person who assisted, or advised on the decision to deaccession an artifact may not purchase the artifact.
- 14.06 If an artifact is in a total state of disrepair, the artifact may be destroyed in view of two City staff.

14.07 Profits from the sale of donated artifacts must go towards collections development or artifact maintenance/conservation.

## **15 Policy Review**

15.01 This policy will be reviewed a minimum of every five years.

Please refer to all associated Procedures and Standard Operating Procedures, if applicable, for detailed processes regarding this Policy.

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**From:** Richard Holborn  
Director, Engineering Services

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**Subject:** Tender for Streetlight Maintenance and Electrical Locates  
- Tender No. T2021-27  
- File: A-1440

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**Recommendation:**

1. That Tender No. T2021-27 for Streetlight Maintenance and Electrical Locates as submitted by Alineutility Limited in the total tendered amount of \$1,361,618.42 (HST included) with a net project cost of \$1,226,179.00 (net of HST rebate) be approved for the 3 year period from the date of award to January 31, 2025 subject to the annual review of the contractor's performance;
  2. That the award for Year 1 with a net project cost of \$393,821.00 (net of HST) be approved and funded from the 2022 Budget, Streetlights cost centre (10520.502380);
  3. That upon satisfactory contractor performance review by City staff, that the Director, Engineering Services be authorized to renew the options for Year 2 and Year 3 with a net project cost of \$408,620.00 and \$423,738.00 (net of HST rebate) respectively, be approved; and,
  4. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.
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**Executive Summary:** The 2022 Current Budget includes annual funding for the maintenance and repair of the City's approximately 8,300 streetlight luminaires, and for providing approximately 1,250 electrical utility locates for the City's buried streetlight wiring through the Ontario One Call process.

Staff issued a tender for a new 3 year service contract as the previous 3 year contract has come to an end. Tender No. T2021-27 was issued on November 17, 2021 and closed on December 16, 2021. The low bid of \$1,361,618.42 (HST included), submitted by Alineutility Limited is recommended for approval.

Subject: Tender for Streetlight Maintenance and  
Electrical Locates Tender No. T2021-27

**Financial Implications:** This tender is for a 3 year period of 1 year terms with the following scheduled dates:

- The first term is tentatively scheduled from date of award to January 31, 2023 (Year 1)
- The second term is tentatively scheduled from February 1, 2023 to January 31, 2024 (Year 2); and,
- The third term is tentatively scheduled from February 1, 2024 to January 31, 2025 (Year 3).

The City reserves the right to not extend the contract to the second or third term should the contractor's performance not be satisfactory.

The proposed funding requirements for this tender, subject to Council approval, would be as follows:

### 1. Tender Amount

<b>Tender No. T2021-27</b>	<b>Year 1 (2022/2023)</b>	<b>Year 2 (2023/2024)</b>	<b>Year 3 (2024/2025)</b>	<b>Total (3 Years)</b>
Tender Amount	\$387,010.00	\$401,552.90	\$416,409.15	\$1,209,524.96
(HST 13%)	<u>50,311.30</u>	<u>52,201.88</u>	<u>54,133.19</u>	<u>157,238.28</u>
<b>Gross Tender</b>	<u><b>\$437,321.30</b></u>	<u><b>\$453,754.78</b></u>	<u><b>\$470,542.34</b></u>	<u><b>\$1,361,618.42</b></u>

### 2. Total Project Cost

<b>Tender No. T2021-27</b>	
Tender Amount (3 Years)	\$1,204,972.00
HST (13%)	<u>\$156,646.00</u>
Gross Project Cost	\$1,361,618.00
HST Rebate (11.24%)	<u>\$135,439.00</u>
Net Project Cost (3 Years)	<u><b>\$1,226,179.00</b></u>

### 3. Approved Source of Funds 2022 Current Budget (Year 1)

<b>Tender No. T2021-27</b>	<b>Account Code</b>	<b>Budget</b>	<b>Required</b>
Year 1	10520.502380 (2325.2478.0000)	\$395,000.00	\$393,821.00

Subject: Tender for Streetlight Maintenance and  
Electrical Locates Tender No. T2021-27

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While the contract establishes unit pricing for the repair and maintenance of the City's streetlight infrastructure, actual costs incurred are based on actual deficiency quantities (failed components, underground electrical wiring faults, damaged infrastructure, etc.).

The funding for Years 2 and 3 of this tender will be included annually in the Streetlight Current Budget for 2023 and 2024.

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**Discussion:** Staff have issued a tender for a new three year service contract for the maintenance and repair of the City's approximately 8,300 streetlight luminaires and associated infrastructure, and for providing approximately 1,250 electrical utility locates for the City's buried streetlight wiring through the Ontario One Call process.

Tender No. T2021-27 was issued on November 17, 2021 and closed on December 16, 2021 with 3 bidders responding. The low bid of \$1,361,618.42 (HST included), submitted by Alineutility Limited, is recommended for approval.

For Year 1 of the 3 year contract, the net project cost is \$393,821.00 (net of HST rebate). The majority of Year 1 costs will occur in 2022. Appropriate funds will be requested in the 2022 Current Budget. Extension of the contract to Year 2, and subsequently Year 3 is subject to satisfactory performance of the contractor through an annual review process.

Award of the tender to Alineutility Limited, will be conditional upon receiving the City's Health & Safety form, Certificate of Clearance issued by the Workplace Safety & Insurance Board, Certificate of Insurance and requisite approvals. The previous work experience and references of Alineutility Limited have been reviewed and deemed to be acceptable.

Upon careful examination of all tenders and relevant documents received, the Engineering Services Department recommends acceptance of the low bid submitted by Alineutility Limited for Tender No. T2021-27 in the amount of \$1,361,618.42 HST included), and the total net project cost of \$1,226,179.00 (net of HST rebate) be approved.

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**Attachments:**

1. Supply & Services Memorandum date December 22, 2021
2. Record of Tenders Opened and Checked

Subject: Tender for Streetlight Maintenance and  
Electrical Locates Tender No. T2021-27

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**Prepared By:**

Original signed by:

Scott Booker  
Manager, Capital Projects & Infrastructure

**Approved/Endorsed By:**

Original signed by:

Richard Holborn, P. Eng.  
Director, Engineering Services

Original signed by:

Stan Karwowski, MBA, CPA, CMA  
Director, Finance & Treasurer

SB:MP:mjh

Recommended for the consideration  
of Pickering City Council

Original signed by:

Marisa Carpino, M.A.  
Chief Administrative Officer



# Memo

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To: Richard Holborn  
Director Engineering Services

From: Lisa Chang  
(Acting) Senior Purchasing Analyst, Supply & Services

Copy: Administrative Assistant, Engineering Services

Subject: Tender No. T2021-27  
 - Tender for Streetlight Maintenance and Electrical Locates  
 - Closed: December 16, 2021 – 2:00 pm  
 File: F-5400-01

December 22, 2021

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Tender No. T2021-27 was advertised on the City's website on November 17, 2021. Three companies have submitted a bid for this project.

A copy of the Record of Tenders Opened and Checked used at the public tender opening is attached. Tenders shall be **irrevocable for 60 days** after the official closing date and time.

Purchasing Procedure No. PUR 010-001, Item 13.03 (r) provides checking tendered unit prices and extensions unit prices shall govern and extensions will be corrected accordingly, which has been completed by S&S and Alineutility Limited is the compliant low bid at a value of \$387,010 (HST excluded).

The unsuccessful Bidder's tendering deposit, other than a bid bond, shall be returned to the applicable bidders as provided for by Purchasing Procedure No. PUR 010-001, Item 13.03 (w). Three (3) bids have been retained for review at this time and are attached.

Pursuant to Information to Bidders Item 24 **Pre-Condition of Award** and Item 21 **Tendering Specifications**, the following documentation will be requested of Alineutility Limited for your review during the evaluation stage of this tender call. Please advise if Supply & Services is to proceed with collecting the following documentation:

- (a) A copy of the City's Health and Safety Policy form currently dated and signed;
- (b) A copy of the current Clearance Certificate issued by Workplace Safety & Insurance Board;
- (c) The City's certificate of insurance or approved alternative form completed by the Bidder's agent, broker or insurer; and
- (d) Waste Management Plan.

A budget of \$1,350,000 was provided to Supply & Services for this procurement.



If the recommendation to award exceeds the budgeted amount, refer to Financial Control Policy Item 11 for additional instructions.

In accordance with Purchasing Policy Item 06.04, the authority for the dollar limit as set out below excludes HST.

As such, in accordance with Purchasing Policy Item 06.11, where the compliant quotation or tender meeting specifications and offering best value to the City is acceptable or where the highest scoring proposal is recommended and the estimated total purchase price is:

- (c) Over \$250,000, the Manager may approve the award, subject to the approval of the Director, Treasurer, CAO and Council.

Please include the following items in your report:

1. if Items (a) through (b) noted above are acceptable to the Co-ordinator, Health & Safety or designate, if required;
2. if Item (c) is acceptable to the Manager, Budgets & Internal Audit;
3. if the list of subcontractors is acceptable to Engineering Services;
4. if Item (d) is acceptable to Engineering Services
5. any past work experience with low bidder Alineutility Limited including work location;
6. without past work experience, if reference information is acceptable to Engineering Services;
7. the appropriate account number(s) to which this work is to be charged;
8. the budget amount(s) assigned thereto;
9. Treasurer's confirmation of funding;
10. related departmental approvals; and
11. related comments specific to the project.

After receiving Council's approval, an approved "on-line" requisition will be required to proceed.

Enquiries can be directed to the City's website for the unofficial bid results as read out at the public tender opening or to Supply & Services. Bidders will be advised of the outcome in due course.

If you require further information, please feel free to contact me or a member of Supply & Services.

LC

**City of Pickering**  
**Record of Tenders Opened and Checked**

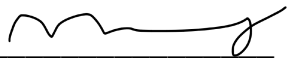
**Tender Description:** Streetlight Maintenance and Electrical Locates

**Tender No.:** T2021-27

**Date:** December 16, 2021 - 2:00 pm Local Time

Bidder Name	Total Tendered Amount (HST Excluded)	Comments
Fellmore Electrical Contractors LTD	\$783 926.10	
Alineutility Limited	\$379 260.00	
Black & McDonald Limited	\$797 014.19	

**City Staff Present**



**Other**

The information is strictly preliminary, pending review and verification of conformance to terms, conditions and specifications.