

## Town of Pelham Quarterly Report

Wednesday, April 22, 2026

**Subject:** Quarterly Report for the Reporting Period: Jan, Feb, March 2026

**Department:** Corporate Services

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### **Recommendation:**

**BE IT RESOLVED THAT Council receive the Q1-2026 Corporate Services quarterly report, for information.**

### **Department Overview and Statistics:**

#### **Overview**

The Deputy Treasurer and the Treasurer worked with Finance staff on various year-end functions. Staff were working year-end closing processes, adjustments and accruals between January and March.

The 2026 Water and Wastewater Budget was presented to the audit committee in January and the Council in February.

Year-end working papers were being finalized in March in preparation for the Audit in April.

Between January and March, the Deputy Treasurer provided financial analysis and support during the development charge mediation process that unfolded at the Town over multiple days.

The final phase of AP Concur implementation and its link to Questica reporting is underway. The Deputy Treasurer held several meetings with FH Black to define reporting requirements. This work is expected to continue and be finalized in Q2.

The Town of Pelham received the GFOA's Award for Excellence in Government Finance honour for the 2024 Annual Report. This is the sixth year in a row receiving this award.

#### **Information Technology**

- ICity postal code updates for all affected residents
- Installed and configured 49 out of 65 cameras at the MCC

- Updated Stone Orchard Cemetery software to now include GIS layer for Hillside Cemetery
- Upgrade of staff laptops and mobile devices
- Configuration of NRBN phone lines to include recording capabilities
- Deployment Copilot license
- Porta Logic Bulk Water system wiring updates

## **Postal Code Changes**

Canada Post has implemented new postal codes to support large future growth in the Fonthill area and route restructuring to adapt to the current population growth in the community. They also updated mailing addresses, civic addressing and redefined delivery boundaries where applicable. The L0S 1E1 to L0S 1E7 postal codes no longer exist, and many mail collectors at the Fonthill Post Office using L0S 1E0 were reassigned to community mailboxes.

Canada Post provided the Town with a file containing approximately 7500 changes. Corporate Service staff removed those located in Thorold that had Fonthill addresses for mailing purposes and modified the records for optimal results.

On March 9, 2026, Central Square, our software provider, completed implementation to reflect the new postal codes for the March utility billing.

Initial checks found that some addresses did not update correctly. Some properties still had the old postal codes, and some had the old P.O. box number or RR# included. The software provider's implementation reflected changes only based on the service address and didn't account for any additional information in the address field.

The Water Clerk has been identifying the incorrect records in the billing system for 5666 accounts for the March water billing. This will only capture those receiving utility bills and will also be cross-referenced with the property tax accounts. Approximately 5% of the utility billing records had issues and will be corrected by the Revenue Analyst. These changes need to be completed by September 2026, as per Canada Post, or mail with previous or incorrect addressing information will be returned.

## **Property Taxes**

The Tax Department processed the 2026 Interim tax bills. A total of \$26,630,706 was calculated on 8,095 roll numbers. A total of 6,110 bills were sent by mail on February 5th. Those enrolled in the monthly pre-authorized payment plan do not receive an interim bill as they are mailed a letter in December.

The development of the online portal has been a great success, with more than 1,400 bills sent digitally. Online payments for Tax Certificates and Hardcopies continue to be

promoted, with 70% of documents being purchased online. This has increased accessibility for law offices, financial institutions and owners.

The Tax Department continues to make progress in collections as the final set of supplemental tax bills from 2025 has come due. Tax Sale files are being processed in a timely manner, highlighted by a successful Tax Sale held in March. As a result, the Town of Pelham has achieved its collection goals, which include the issuance of 32 cancellation certificates in March 2026.

### Accounts Payable

AP Clerk continues to diligently work with staff and vendors to acquire statements and process invoices related to 2025 and 2026 in a timely and accurate manner.

AP Module was successfully closed for 2025 transactions on Feb. 6th, 2026.

### Grants, RFPs, Agreements:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Amount Received	
Enabling Accessibility Fund	Employment and Social Development Canada	Federal	Harold Black Park Accessibility Improvements	Public Works	Infrastructure Investment and Renewal	\$ 125,000.00	\$ 125,000.00	*This grant was originally declined in Q3 2025, but has now been approved
Rural Ontario Development (ROD)	Ministry of Rural Affairs	Provincial	Celebrating Fenwick Heritage	Recreation, Culture & Wellness	Community Development and Growth	\$ 229,375.00	\$ 229,375.00	
Environmental Grant	Niagara Community Foundation	Local	Yellow Fish Road Program and Earth Day Cleanup	Public Works and RCW	Environmental and Climate Adaptation	\$ 17,301.60	\$ 9,200.00	
Save On Energy Retrofit Program	Save On Energy	Private	MCC Solar Panels	RCW and Public Works	Environmental and Climate Adaptation	\$ 517,376.00	\$ 517,376.00	*This is a rebate program, not a granting program
Best Garden Contest	Miracle-Gro	Private	Town of Pelham Best Garden Contest	Recreation, Culture & Wellness	Community Development and Growth	In-kind grant of signs and prizes	In-kind grant of signs and prizes	
						Total Received:	\$ 880,951.00	

## Current Bids and Tenders

Bid #	Project / CS#	Original Approved Budget	Award Value	COW Report	Description
2025-PW-27	RD 01-26	\$ 590,000.00	\$ 317,186.50	2026Q1	<b>Preliminary Design for Merritt Road Urbanization</b> Kerry T Howe Engineering Limited - Evaluation Score 83/100 \$354,550.00 Aspire Consulting Group Ltd - Evaluation Score 86/100 \$212,680.00 Quartek Group Inc - Evaluation Score 84/100 \$266,690.00 <b>Upper Canada Consultants - Evaluation Score 87/100 \$317,186.50 AWARDED</b> Urban & Environmental Management Inc - Evaluation Score 86/100 \$234,386.55 ConceptDash Inc - Evaluation Score 82/100 \$247,080.00
2026-PW-04	RD 04-26	\$ 35,000.00	\$ 12,675.00	2026Q1	<b>2026 Bridge and Culvert Inspection Program</b> GEI Consultants - Evaluation Score 79/100 \$10,960.00 ConceptDash Inc - Did not pass the Evaluation stage one Steenhof Building Services Group - Evaluation Score 74/100 \$33,684.50 <b>Ellis Engineering Inc - Evaluation Score 92/100 \$12,675.00 AWARDED</b> Omnia Engineering Inc - Evaluation Score 88/100 \$8,280.00
2026-PW-07	DRN 01-26	\$ 75,000.00	\$ 65,165.00	2026Q1	<b>Municipal Drains Condition Survey</b> Aquafor Beech Limited - Evaluation Score /100 \$ <b>GEI Consultants - Evaluation Score 91/100 \$65,165.00 AWARDED</b>
2026-PW-13	WTR 03-26	\$ 250,000.00	\$ 145,280.00	2026Q1	<b>2026 Cast Iron Watermain Replacement</b> Kerry T Howe Engineering Limited - Evaluation Score 88/100 \$191,011.00 <b>Aspire Consulting Group Ltd - Evaluation Score 89/100 \$145,280.00 AWARDED</b> Aplin & Martin Consultants Ltd - Evaluation Score 79/100 \$193,900.00 Upper Canada Consultants - Evaluation Score 88/100 \$168,359.50 Urban & Environmental Management Inc - Evaluation Score 85/100 \$194,390.00
2026-PW-08	RD 10-26	\$ 750,000.00	\$ 117,290.00	2026Q1	<b>2026 Stormwater Management Facility Remediation Program</b> Greenland International Consulting Ltd \$307,532.50 Aquafor Beech Limited \$182,465.00 Montrose Environmental Solutions Canada Inc \$152,188.80 <b>Delta Science and Engineering Inc - Awarded \$117,290.00</b> Aspire Consulting Group Ltd \$137,520.00 Upper Canada Consultants \$167,964.00
2026-PW-10	WTR 01-25	\$ 2,000,000.00	\$ 1,839,893.48	2026Q1	<b>Canboro Road Watermain Replacement</b> Alfidome Construction Niagara \$2,114,669.95 Alfred Beam Excavating Limited \$2,059,490.00 <b>Silverline Group Inc \$1,839,893.48 AWARDED</b> Nexterra Substructures Incorporated \$2,416,090.53
2026-PW-03	WST 02-26	\$ 150,000.00	\$ 54,700.00	2026Q1	<b>Maintenance Hole Inspection and Catch Basin Cleaning Program</b> <b>Ontario Utilivac and Infrastructure Group \$54,700.00 AWARDED</b> Bob Robinson & Son Construction \$55,406.25 SQM Janitorial Services Inc \$84,210.00 Pipetek Infrastructure Services Inc \$104,000.00 Aqua Fast Flush Ltd \$132,495.61