



Memo

TO: Chief Administrative Officer

FROM: Director of Finance

DATE: July 19, 2023

SUBJECT: Sani Dump

This council, as well as past Councils, have debated whether the sani dump at Centennial Park should be pay-to-use or by donation (the currently suggested donation is \$20).

The Superintendent has sourced a supplier that can implement a pay-to-use automated system. The costs of initial setup and ongoing costs are outlined below:

1. Initial setup costs \$2,850 US plus freight (from Oregon)
2. Monthly equipment usage costs are \$160 US per month per pedestal.
3. There is a monthly \$9.95 per terminal fee.
4. The credit card fee charged by Cantaloupe will be 3.5% - 4% plus \$0.10 per transaction.
5. The payments will be collected using cellular data signal. The monthly cost is not yet known.
6. Insurance coverage of \$1,000,000 is required by the supplier. Based on last year's renewal rates the cost is estimated around \$2,700 per year. All repair and vandalism would be the responsibility of the Town. The Town's deductible is \$10,000. The supplier has indicated that vandalism can happen but doesn't happen that often where there is no cash at the site. This cost is an unknown.
7. The supplier is also requiring a 3-year term. Early termination requires the payment of the monthly equipment usage costs until the end of the contract term plus the cost of freight to return the equipment.

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8. Upon review of other sani dumps in the area, see attached pages, the fees charged are minimal, the highest on Vancouver Island is \$8.00.

The installation of an automated system results in additional costs as stated above, the Sani-star monthly equipment fees, terminal fees, insurance costs and cellular data costs are estimated to total between \$550 to \$650 per month and this does not include the setup fees.

A recommendation from Council is required to proceed with the Sani-star dump pay-to use system.

The fee to be charged to the user is part of the contract and therefore must be approved by a Council motion as well. The fees and services bylaw will be amended to reflect the sani dump fee.



Ronnie Gill, CPA, CGA

Comments from the CAO

The Superintendent, Public Works and Engineering Services now advises that we have omitted to include installation and upgrade costs at the site of between \$15,000 and \$20,000. Based on this and the additional fees and charges referred to in the report from the Director of Finance, I would caution Council to proceed with care on any contemplated changes to the current system of collections that would prove to be fiscally irresponsible.

