



# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** September 7, 2023  
**SUBJECT:** Sani Dump

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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 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.
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.
8. The site would need to be prepped by Public Works for installation and the costs are estimated between \$15,000 to \$20,000.

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The installation of an automated system results in additional costs as stated above and are estimated to total between \$550 to \$650 per month. This does not include the setup fees and site preparation costs.

It is difficult to predict the revenue increase from implementing a pay to use system. The revenues will most definitely be higher from May to October but the winter months (November to March) the monthly fees may not be covered by the sani dump revenues.

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 current suggested donation is \$15.00. The fees and services bylaw will be amended to reflect the sani dump charge.



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Director of Finance