



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2022-04-14
Subject: Water Fill Station Retrofit

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Water Fill Station Retrofit; and

West Elgin Council hereby approves the purchase of the Surface Mount Access Terminal and installation costs of up to \$26,000 plus applicable taxes for the Water Fill Station Retrofit.

Purpose:

The purpose of this report is to gain Councils approval to use funds from the Municipal Modernization Grant towards the Water Fill Station Retrofit

Background:

West Elgin's Water Fill Station users currently must apply through the municipal office to set up an account and get a personal identification number (PIN) for the station. If the user is not a resident of West Elgin, a \$200 deposit is required at the time of sign up. Once the account paperwork has been completed, staff must enter the information into an older computer program, which is only on one computer and cannot be transferred and then the information is transferred via analog phone line (or land line) to the Water Fill Station. This time-consuming process can be complicated if the connection through the phone line is weak and therefore the information is slow to be received. Once the user is able to access the water at the fill station, the information is downloaded to the same computer bi-monthly and an invoice is mailed out, similar to the current utility bills.

The new system operates similar to a gas pump. New users do not have to attend the municipal office during business hours to set up an account or receive a PIN number, nor will there be staff time allocated to invoicing and processing payments. Users go to the tower, insert their method of payment, obtain the water and leave. Payment options include Debit or Credit Card. Users will be charged a 3% fee for the use of Credit Card, as this is what it costs the Municipality to have that option and this system allows for that to be factored in by method of payment.

The replacement of the Water Fill Station to a pay per use system was slated for a future capital project, however as the previous system requires a land or analog phone line and to install one in the renovated office, would require an additional expense to install this line and then monthly charges, it was thought that moving this purchase up and using the Modernization Grant Funds to cover the cost made the most sense financially. This system also is more convenient for users and saves staff time in creation of invoices and tracking payments and deposits.

Financial Implications:

Staff are currently investigating quotes. At this time the system that staff have received a quote for (as attached), there will be no annual fees as the cost of the internet for this system is no charge from NFTC and if we require support we will be required to pay for a full year at a cost of \$1095.

The quote attached to this report does have a cellular communication package quoted in and staff has chosen to install fiber internet to this location, which is why the quote is \$2,000 over the requested funds approval.

Policies/Legislation: