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REPORT TO COUNCIL

Date: April 7, 2028
From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Re: Landfill Electronic Swipe Card Program Update

Background:

Council passed Resolution R2026-09 implementing an Electronic Swipe Card Program to be effective April 1, 2026 during the meeting of January 6, 2026.

Between the time of authorization to begin working on the project and the implementation time there was a misunderstanding within the supplier of the card and system's sales and implementation teams. This resulted in a very large, unexpected withdrawal of fees from the Township's bank account.

Working with RBC and the card supplier company for a few weeks, the funds were returned to the Township's account and the terms of the agreement were confirmed with all involved parties.

Summary:

The Landfill Cards are typically sent out with the Interim Tax Bills to improve efficiency and minimize mailing costs. Interim Tax Bills historically are mailed out in January and as a result of the electronic card fee issue, the mailing was delayed by several weeks. In order to provide the Interim Tax Bills to residents with sufficient notice to pay, an alternative Landfill Card Option was required.

A decision was made by myself, in discussions with staff, to purchase paper cards for 2026 at a cost of \$150.00 approximately, and these were included with the Interim Tax Bills, while we worked through the agreement issues with the electronic card supplier. This decision was made to keep the tax bill mailing on schedule and ensure that our residents did not experience a service disruption at the landfill sites.

The electronic cards are ready for implementation. Staff are working on education materials to accompany the cards and for circulation at the landfill sites. The recommended mailing of the cards will coincide with the Final Tax Bills. These are mailed in June and due September 30th. This will ensure that residents will be looking for the bills and will receive the cards. An additional mailout will cost in excess of \$2,000.00 with postage, envelopes and staff time. There is also a risk of having the mail out being overlooked as it is not an anticipated document by residents.

This alternative plan was explained to Council during the Council meeting of March 3, 2026 during the Budget explanation. As stated, all costs associated with the Landfill Electronic Card Program will be funded under the Modernization Grant monies received by the Township several years ago. The paper recording of waste and recycling entering the landfill sites will continue until the electronic card system is fully implemented.

Recommendation:

That Council rescind Resolution R2026-09 and authorize the effective date for the electronic card use system of September 30, 2026.

Respectfully,

Kris Croskery-Hodgins
Municipal Administrator-Clerk-Treasurer