

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Thursday, August 15, 2019				Report Date	Tuesday July 16, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #15/08/19/901- Payment Options									

**SUBJECT: To review various payment options**

**RECOMMENDATION:**

That Council authorize staff to purchase a debit/credit card machine at a cost of \$750.00 (excluding one-time set up fee of \$125 plus monthly admin and processing fees).

**BACKGROUND/EXECUTIVE SUMMARY:**

On April 25, 2019 Council received a report from staff for information only, regarding different debit, credit and EFT payment options. Staff has had more time to review the options, obtain more information and recommends that the Desk5000 from Global Payments be purchased to accept debit and credit payments in the office. The recommendation is based on having the option to purchase the equipment outright at a cost of \$750.00 (plus one time set up fee of \$125 and monthly admin fee of \$5.95). The equipment has a lifetime warranty.

The other debit/credit companies do not allow an outright purchase option. NPS has a mandatory 48 month lease period before the option to purchase the equipment outright becomes available; amounting to \$1439.52 paid during the lease period.

Chase Payment Solutions does not offer the option to purchase the equipment outright, and therefore the municipality will continue to pay monthly rental fees indefinitely.

Staff does not recommend setting up the municipality as payee through outside financial institutions via online banking. The estimated monthly cost to provide this service is \$150; totalling \$1,800 per year. This service will only be substantially used for three months out of the year (tax installment due dates). We may receive minimal accounts receivable payments outside those three months; however the cost to provide this service will not be justified. This service will also only be available to six financial institutions and we are unsure of many residents use which bank. It is not a universal payment option; it has restrictions.

**Options:**

See Report 15/08/19/901. There are benefits and drawbacks to each option. It is staff's belief that the recommended option has the greatest benefits of all.

**Financial Considerations/Budget Impact:**

- One time purchase fee of \$750.00 compared to years of monthly rental payments
- Monthly admin fee of \$5.95
- Credit/ Debit processing fees – dependent upon type and amount of transactions

**Others Consulted:**

None

**Approved and Recommended by the Clerk**

Crystal Fischer,  
Clerk