



REVENUE OPPORTUNITY FOR NON-PROFIT ORGANIZATIONS: SANI-DUMP MAINTENANCE & OPERATION

Opportunity Details

The District of Summerland is seeking a community non-profit/not-for-profit organization to take over the operation and maintenance of the District's Sani-Dump station, which is located in a pull-out off of Highway 97 near Thornber Street in the Trout Creek area of Summerland. The District is accepting applications from local non-profit/not-for-profit organizations who meet the District's Grant in Aid eligibility criteria. The Grant in Aid policy can be found here:

<https://www.summerland.ca/docs/default-source/administration/policies/200-5-grant-in-aid.pdf>

The Sani-Dump site is currently operated by the District of Summerland and features a Sani-Star automated RV dump payment system including a kiosk pedestal, kiosk housing, payment device, and automated locking cap. The Sani-Dump is connected directly to the sewer system.

The District currently charges a fee of \$15 per use in order to recover its costs, which are primarily related to the Sani-Star system and staff time responding to issues related to the Sani-Star system (e.g. card reader not working, automated cap not opening, etc.). These callouts often occur afterhours and therefore require that the responding staff be paid overtime rates.

The Sani-Dump currently processes approximately 900 transactions each year; however, the District is aware that the actual use is higher. Some users will prop the cap open with a stick or a rock so that the next person may use the facility without paying the fee. This exacerbates issues with the Sani-Dump because these foreign objects may fall into the Sani-Dump chute, resulting in pipe blockages that need to be cleared. The District believes that the facility would see increased use if the fee was reduced to be more in line with regional norms.

The District believes that the Sani-Dump service can be provided to users at a lower cost if the Sani-Star system is decommissioned and the site is turned over to a non-profit organization to operate on an honour system with a donation box. In addition to benefiting the community and visitors in the form of lower rates to use the Sani-Dump, this would also benefit the community by providing a new revenue opportunity for a local non-profit organization.

1.1. ROLES AND RESPONSIBILITIES

Responsibilities of the Operator:

The Operator will, at its sole cost:

- Install donation box and signage with contact information for troubleshooting/issues.

- Check the site and empty the donation box at least once daily.
- Site checks include all items appurtenant to the Sani-Dump station including, but not limited to, the waste inlet, water supply taps (both wash water and potable water), barriers, signage and garbage collection areas.
- Maintain a clean and welcoming site.
- Be first point of contact for any issues that may arise, e.g.:
 - o Blockage of discharge opening;
 - o Leak from the hose/fittings supplying wash water and potable water to the site;
 - o Damage to site (protective barriers, signs, etc.); and
 - o Other customer concerns that may arise.
- Repair or replace any damaged signage giving instruction to users (e.g. payment instructions, etc.).
- Report any evidence of illegal dumping into the station (e.g. septic trucks, carpet cleaning vans, etc.).
- Report any illegal dumping of solid waste/garbage, overflowing garbage cans, etc.
- Promote Sani-Dump and ensure current, accurate information is available at local visitor information centres and on third-party websites.

Responsibilities of the District of Summerland:

The District will, at its sole cost:

- Remove the existing Sani-Star equipment.
- Regularly collect garbage and recycling from nearby receptacles.
- Repair or replace any damaged regulatory signage as required by the District (e.g. Sani-Dump is for RV use only, no parking, etc.).
- Supply water to the site.

The District will complete the following mandatory maintenance at the cost of the operator, for a minimum fee of \$350 per visit, billed at actual labour and equipment in excess of \$350:

- Open the Sani-Dump for the season - mandatory (target date: March 15th).
Responsibilities include:
 - Turning on system valves for potable and wash water sources; and
 - Removing concrete barrier from inlet.
- Close the Sani-Dump for the season - mandatory (target date: October 31st).
Responsibilities include:
 - Turning off system valves for potable and wash water sources;
 - Installing concrete barrier on inlet; and
 - Completing annual maintenance of underground infrastructure as required (e.g. cleaning out catchment with vacuum truck, cleaning out holding tank, clearing and inspecting pipeline between tank and control manhole, etc.)

The District will be readily available to assist the non-profit operator with maintenance visits (e.g. water leaks, removing blockages such as stuck hoses, etc., with vacuum truck, available as needed), at the cost of the operator, for a minimum fee of \$350 per visit (weekdays between 7:00am to 3:00pm, excluding holidays) billed at actual labour and equipment in excess of \$350; or \$450 per visit (afterhours, weekends, and holidays) billed at actual labour and equipment in excess of \$450. The Operator may use third party licenced trades for maintenance issues upon approval from the District.

Whether through request from the operator or not, the District will assess the need for any significant repairs or upgrades to the site and respond in a reasonable timeframe.

1.2. REPORTING REQUIREMENTS

The non-profit operator will be responsible for:

- Annual reporting indicating such information as:
 - o financial reporting including profit & loss, etc.
 - o any improvements completed or requested of the District

1.3. TERM OF ENGAGEMENT

The initial term of the agreement shall be for three years with an option to extend the agreement for an additional three years upon mutual agreement of both parties.

1.4. APPLICATION PROCESS

Interested parties must complete the application form, located here:

<https://forms.office.com/r/nDNRRRnR3q?origin=lprLink>

Applications must be submitted prior to the application deadline of **November 14, 2025 at 5:00 pm**. Applicants must also provide a number of supporting documents, including:

1. Society Act or Charity Registration
2. List of current Directors/Officers
3. Most current Audited Financial Statements
4. Financial budget for the next year
5. Sani-Dump Operations Plan detailing the following:
 - How do you plan to manage daily operations (staff/volunteers, available hours, who will users contact, etc.)?
 - Do you have experience operating this type of public facility?
 - How often will you check the facility?
 - How will your organization handle cleaning and maintenance (schedule/clogs/spills/vandalism)?
 - How will you handle complaints, misuse or emergencies?
 - What will your fee structure be (set amount/by donation/free to encourage tourism)?

All applicants will need to present their case to Council at the Grant-in-Aid meeting, which is scheduled for **December 3, 2025 (9:00 am to 1:00 pm)**.



Figure 1 – approximate extent of Sani-Dump station site