AGENDA

South Pigeon Lake Regional Wastewater Commission
Thursday, November 28, 2019
6:30 PM
Council Chambers
County Administration Building

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. NEW BUSINESS
   3.1 SPL 2019-20 Election of Chairperson-Report
   3.2 SPL 2019-20 Election of Vice-Chairperson-Report
   3.3 SPL 2019-20 Mileage Rate and Per Diem-Report
   3.4 SPL 2019-20 Signing Authority-Report

4. ADJOURN
Background

Annually, the South Pigeon Lake Regional Wastewater Commission holds an Organizational Meeting. At this Meeting, the Commission Directors elect an individual for the position of Chairperson.

Per Ministerial Order No. MSL:049/18, which was signed June 7th, 2018, Brian Keeler was designated as Chairperson of the Commission for the 2018/2019 year.

Nominations will be called for the position of Chairperson no less than three times. Once a Director is nominated and subsequently elected as Chairperson by the majority vote of Commission Directors, they will assume the role of Chair.

Recommendations

Administration recommends that the Directors of the South Pigeon Lake Regional Services Commission elect a Chairperson for the 2019/2020 year.

Recommended Resolution

that the Directors of the South Pigeon Lake Regional Services Commission elect a Chairperson for the 2019/2020 year.
Background

Annually, the South Pigeon Lake Regional Services Commission holds an Organizational Meeting. At this Meeting, the Commission Directors elect an individual for the position of Vice-Chairperson.

Nominations will be called for the position of Vice-Chairperson no less than three times. Once a Director is nominated and subsequently elected by the majority vote of Commission Directors, they will assume the position of Vice-Chairperson.

Recommendations

Administration recommends that the Directors of the South Pigeon Lake Regional Services Commission elect a Vice-Chairperson for the 2019/2020 year.

Recommended Resolution

that the Directors of the South Pigeon Lake Regional Services Commission elect a Vice-Chairperson for the 2019/2020 year.
SPL 2019-20 Mileage Rate and Per Diem-Report

Meeting Date (Report Reference Only): 2019/11/28

Meeting (Report Reference Only): Pigeon Lake Regional Wastewater Planning

Background

Directors of the South Pigeon Lake Regional Services Commission may elect to be compensated for their attendance at meetings through a per diem rate and a mileage rate set by the Commission.

At the County of Wetaskiwin’s Organizational Meeting held October 22, 2019, County Council resolved that the mileage rate for the 2019/2020 year would be set at $0.54 per kilometer and the per diem rate would be $180.00 per day and $120.00 per half day.

Recommendations

Administration recommends that the South Pigeon Lake Regional Services Commission approve a mileage rate of $0.54 per kilometer and a per diem rate of $120.00 per meeting for the 2019/2020 year.

Recommended Resolution

that the South Pigeon Lake Regional Services Commission approve a mileage rate of $0.54 per kilometer and a per diem rate of $120.00 per meeting for the 2019/2020 year.
Background

Banking institutions require signature cards which provide the signatures of those authorized to sign on behalf of the South Pigeon Lake Regional Services Commission.

As part of the County of Wetaskiwin’s Signing Authority Policy #12.3.3, the signing procedures for accounts payable cheques are as follows:

1. Cheques less than $1,000 shall have affixed by the auto cheque signer both the Chief Elected Official and the Chief Administrative Officer’s signatures.
2. Cheques greater than $999.99 but less than $10,000 shall have affixed by the auto cheque signer the Chief Elected Official’s signature. The Chief Administrative Officer or his/her designate shall sign the cheques manually.
3. Cheques greater than $9,999.99 shall require signatures from both the Chief Elected Official and the Chief Administrative Officer or their designates.

Recommendations

Administration recommends that the South Pigeon Lake Regional Services Commission approves signing authority for the following positions:

1. South Pigeon Lake Regional Services Commission Chairperson.
2. South Pigeon Lake Regional Services Commission Vice-Chairperson.
3. South Pigeon Lake Regional Services Commission Manager.
4. Assistant Chief Administrative Officer for the County of Wetaskiwin.

Administration further recommends the following signing procedures for accounts payable cheques:

Accounts Payable vouchers shall be initialed by the South Pigeon Lake Regional Services Commission Manager or their designate prior to the release of any cheques. Accounts payable cheques shall be signed as follows:
1. Cheques less than $1,000 shall have affixed by the auto cheque signer both the Commission Chairperson and the Commission Manager’s signatures.
2. Cheques greater than $999.99 but less than $10,000 shall have affixed by the auto cheque signer the Commission Chairperson’s signature. The Commission Manager or their designate shall sign the cheques manually.
3. Cheques greater than $9,999.99 shall require signatures from both the Commission Chairperson and the Commission Manager, or their designates.

For signed cheques with a value of less than $10,000, Administration will have the authority to mail out these cheques in advance of approval from the Chairperson.

**Recommended Resolution**

that the South Pigeon Lake Regional Services Commission approves signing authority for the following positions:

1. South Pigeon Lake Regional Services Commission Chairperson.
2. South Pigeon Lake Regional Services Commission Vice-Chairperson.
3. South Pigeon Lake Regional Services Commission Manager.
4. Assistant Chief Administrative Officer for the County of Wetaskiwin.

And, further, that the Commission approves the following signing procedures for accounts payable cheques:

Accounts Payable vouchers shall be initialed by the South Pigeon Lake Regional Services Commission Manager or their designate prior to the release of any cheques. Accounts payable cheques shall be signed as follows:

1. Cheques less than $1,000 shall have affixed by the auto cheque signer both the Commission Chairperson and the Commission Manager’s signatures.
2. Cheques greater than $999.99 but less than $10,000 shall have affixed by the auto cheque signer the Commission Chairperson’s signature. The Commission manager or their designate shall sign the cheques manually.
3. Cheques greater than $9,999.99 shall require signatures from both the Commission Chairperson and the Commission Manager, or their designates.

For signed cheques with a value of less than $10,000, Administration will have the authority to mail out these cheques in advance of approval from the Chairperson.