

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Réunion extraordinaire - budget / Extra ordinary meeting - Budget Procès verbal / Minutes

Tuesday December 17, 2013

At the extra ordinary meeting of the Council of the Municipality of Otter Lake, held on the above date at 7:00PM, at 15 Palmer Avenue (Municipal Office), and which were present His Worship the Mayor Mr. GRAHAM HAWLEY, Councillors NANCY DAGENAIS, VICKY DUBEAU, JENNIFER VADNEAU, JACQUE GAUTHIER, MAURICE LAFLEUR, CLAUDE PICHÉ, all forming quorum under the chairmanship of the Mayor.

The Director General ANDREA LAFLEUR is also present.

The Mayor after establishing a quorum opens the session.

163-12-2013

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

CLAUDE PICHÉ

THAT the agenda be adopted as written.

Carried

164-12-2013

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the Municipality of Otter Lake accepts the 2014 Budget as presented.

Carried

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THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2013

	2013 BUDGET	2014 BUDGET
<u>REVENUE</u>		
Tax Revenue	\$1 117 007	\$1 155 518
Water Services Revenue	\$44 100	\$44 025
Water Infrastructure Charge	\$59 711	\$58 113
Waste Management	\$122 600	\$132 800
Fire Services	\$69 300	\$70 350
Grants in lieu of taxes	\$61 521	\$61 031
Transfers	\$766 503	\$461 249
Services provided	\$146 000	\$115 000
Assessment of rights	\$55 500	\$58 000
Fines and penalties	\$1 200	\$1 000
Interest	\$12 500	\$12 000
Other Revenue	\$8 200	\$9 700
	\$2 464 142	\$2 178 786
<u>OPERATING EXPENSES</u>		
General administration	\$390 926	\$423 502
Public security	\$288 087	\$278 301
Transportation	\$623 825	\$630 614
Environmental Health	\$167 106	\$194 205
Urban Planning and regional development	\$168 659	\$159 681
Recreational and cultural activities	\$68 371	\$66 971
Costs of financing	\$46 910	\$45 032
	\$1 753 884	\$1 798 306
<u>Surplus (deficit) for the period before reconciliation</u>	\$710 258	\$380 480

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Reconciliation for fiscal purposes

Financing

Payment of long term debt	-\$131 215	-\$143 630
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Appropriations

Investing activities	-579 043	-236 850
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Unappropriated accumulated surplus	\$0	\$0
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	-579 043	-236 850
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<u>Surplus (deficit) for the period for fiscal purposes</u>	\$0	\$0
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TAXES

Based on assessment

General tax revenue (\$167,466,400*\$0.69/\$100)	\$1 117 007	\$1 155 518
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Municipal services

Water services - \$150	\$44 100	\$44 025
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Waste management - \$100	\$122 600	\$132 800
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Fire services - \$50	\$69 300	\$70 350
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Water Infrastructure Charge (\$8 population, \$134 zone)	\$59 711	\$58 113
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	295 711	305 288
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	<u>\$1 412 718</u>	<u>\$1 460 806</u>
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GRANTS IN LIEU OF TAXES

Government of Quebec

Quebec government property		
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Public lands grant	\$57 317	\$57 137
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Schools	\$4 204	\$3 894
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	<u>\$61 521</u>	<u>\$61 031</u>
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TRANSFERS

Unconditional transfers

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Refund of the quebec sales tax	\$63 300	\$98 400
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Conditional Transfers

Transportation

Water infrastructure grant	\$76 811	\$77 000
Road maintenance grant	\$231 849	\$231 849
Road improvement grant	\$40 000	\$30 000
Family Policy	\$9 500	\$0
TECQ Excise tax monies	\$327 543	\$0
	<u>\$685 703</u>	<u>\$338 849</u>

Environmental Health

Recyclage-Quebec	\$8 500	\$12 000
Green fund	\$9 000	\$12 000
	<u>\$766 503</u>	<u>\$461 249</u>

SERVICES PROVIDED

Public security

Fire services provided

Environmental Health

Dumping fees	\$5 000	\$6 000
Sale of Scrap Metal	\$5 500	\$3 000
Water shut-off	\$1 000	\$1 000

Recreational and cultural activities

RA Hall rentals	\$4 500	\$5 000
Sale of lot Leslie Park & wood cut	\$130 000	\$100 000
	<u>\$146 000</u>	<u>\$115 000</u>

ASSESSMENT OF RIGHTS

Licenses and permits	\$7 000	\$7 000
Trailer fees	\$6 500	\$9 000
Mutations	\$42 000	\$42 000
	<u>\$55 500</u>	<u>\$58 000</u>

FINES AND PENALTIES

Fines and penalties	<u>\$1 200</u>	<u>\$1 000</u>
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INTEREST

Interest on arrears	\$10 000	\$10 000
Bank Interest	\$2 500	\$2 000
	<u>\$12 500</u>	<u>\$12 000</u>

OTHER REVENUE

Photocopies	\$200	\$200
911 reimbursement centre d'urgence	\$4 000	\$4 000
911 Signage	\$3 500	\$1 000
Leslie Park - rent		\$2 000
Other revenue and recoveries	\$500	\$2 500
	<u>\$8 200</u>	<u>\$9 700</u>

GENERAL ADMINISTRATION

Legislation

Council remuneration, allowance, benefits	\$50 585	\$57 060
Travel and convention	\$0	\$3 000
	<u>\$50 585</u>	<u>\$60 060</u>

Financial and administrative management

Salaries, benefits, pension	\$112 992	\$117 886
Travel	\$1 000	\$500
Audit fee	\$15 000	\$15 000
Other professional services	\$10 000	\$10 000
Office supplies	\$5 500	\$6 500
Telephone and fax	\$6 700	\$6 500
Postage and flyers and public notices	\$4 500	\$5 000
Office equipment lease/rental	\$4 923	\$5 000
Computer and software maintenance contract	\$4 000	\$4 000
Office equipment maintenance	\$1 000	\$1 000
Association fees and bond	\$1 500	\$1 000
F.Q.M. Fees	\$1 100	\$1 200
Municipal hall - electricity (50%)	\$2 350	\$2 400
Municipal hall - heat (50%)	\$2 000	\$2 500
Municipal hall - maintenance/cleaning	\$3 000	\$3 300
Municipal hall - insurance - (50%)	\$775	\$500
Municipal hall - alarm system	\$450	\$450
CSST	\$2 000	\$2 000

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Communication/Website	\$800	\$1 000
Meeting expenses/coffee supplies/Christmas employee recognition	\$2 200	\$3 322
	<u>\$181 790</u>	<u>\$189 058</u>

GENERAL ADMINISTRATION - continued

Election expense	\$10 000	\$0
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Assessment

M.R.C. - share for assessment	\$52 757	\$75 139
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Other

M.R.C. - share for general administration	\$72 044	\$79 245
Errors and omissions insurance	\$1 750	\$2 000
Liability insurance	\$5 500	\$6 500
Legal fees / and arrears legal fees	\$15 000	\$10 000
Donations	\$1 500	\$1 500
	<u>\$95 794</u>	<u>\$99 245</u>
	<u>\$390 926</u>	<u>\$423 502</u>

PUBLIC SECURITY

Police protection

Government of Quebec	\$147 834	\$155 501
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Fire protection

M.R.C. - share for public security	\$15 355	\$16 489
Wages chief, firemen, training	\$56 129	\$47 600
Csst	\$300	\$350
Course fees and Travel	\$14 571	\$9 000
Communication licence/air time	\$900	\$900
Fire supplies and oxygen	\$2 818	\$3 000
Equipment and clothing maintenance	\$21 713	\$15 000
Fire vehicles - fuel	\$1 200	\$1 200
Fire vehicles - maintenance	\$2 000	\$3 000
Fire vehicles - insurance	\$2 000	\$2 000
Fire vehicles - licences	\$2 200	\$2 500
Fire hall - cleaning and supplies (50%)	\$750	\$1 100
Fire hall - maintenance	\$500	\$500

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Fire hall - electricity (50%)	\$2 350	\$2 400
Fire hall - heating (50%)	\$2 000	\$2 600
Fire hall - insurance (25%)	\$700	\$700
Fire hall - alarm	\$450	\$450
Insurance	\$2 300	\$2 300
	<u>\$128 236</u>	<u>\$111 089</u>

Civil protection

Civic numbering service	\$3 000	\$2 000
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Other

Beaver control	\$1 000	\$1 000
M.R.C. - share for animal control	\$8 017	\$8 711
	<u>\$9 017</u>	<u>\$9 711</u>

\$288 087 **\$278 301**

TRANSPORTATION

Municipal roads

Wages, benefits, pension	\$167 552	\$197 885
Equipment rental, communication, tractor	\$26 200	\$20 000
Road tools and supplies/lawnmower gas/maintenance	\$4 500	\$5 000
Bridge maintenance	\$2 000	\$2 000
Gravel	\$92 645	\$40 529
Culverts	\$5 000	\$5 000
Dust suppressant	\$20 000	\$30 000
Vehicles and garage expense - page 10	\$82 300	\$101 200
	<u>\$400 197</u>	<u>\$401 614</u>

Snow removal

Snow removal contract	\$195 128	\$200 000
Salt and sand	\$3 500	\$5 000
	<u>\$198 628</u>	<u>\$205 000</u>

Street lighting

Electricity	\$22 000	\$22 000
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Traffic

Road signs	\$3 000	\$2 000
	<u>\$623 825</u>	<u>\$630 614</u>

ENVIRONMENTAL HEALTH

Water purification

Analysis and water quality	\$3 500	\$3 000
Chemicals	\$8 500	\$8 500
	<u>\$12 000</u>	<u>\$11 500</u>

Water distribution system

Electricity	\$15 000	\$13 000
Maintenance	\$6 000	\$10 000
Insurance	\$2 700	\$2 700
	<u>\$23 700</u>	<u>\$25 700</u>

Garbage disposal

M.R.C. - share for waste management	\$8 892	\$7 072
Wages, benefits, pension	\$42 914	\$46 433
Dump project expenses	\$4 500	\$2 500
Electricity	\$1 000	\$700
Dump supplies	\$100	\$300
Recycling	\$21 000	\$28 000
Transportation	\$50 000	\$65 000
FREE garbage day - Clean-up	\$3 000	\$7 000
	<u>\$131 406</u>	<u>\$157 005</u>
	<u>\$167 106</u>	<u>\$194 205</u>

URBAN PLANNING AND REGIONAL DEVELOPMENT

Urban planning

M.R.C. - share for planning	\$98 333	\$79 442
Wages, benefits, pension	\$56 976	\$59 389
Inspector expenses	\$2 000	\$1 000
Membership fees	\$350	\$350
Urbanism supplies	\$2 000	\$2 500
Course fees	\$4 000	\$4 500

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Urbanism master plan	\$5 000	\$5 000
By-Law recoverable expenses		\$7 500
	<u>\$168 659</u>	<u>\$159 681</u>

RECREATIONAL AND CULTURAL

R.A. Hall and ball field

Electricity	\$5 000	\$5 200
Maintenance & Cleaning	\$11 500	\$13 200
Supplies	\$1 500	\$3 000
Insurance	\$1 900	\$1 900
Heating	\$4 500	\$5 500
Other/phone	\$1 500	\$1 600
	<u>\$25 900</u>	<u>\$30 400</u>

Rink

Rink contracts and supervision	\$3 500	\$3 500
Rink - maintenance	\$1 500	\$3 000
	<u>\$5 000</u>	<u>\$6 500</u>

Warf

Warf - electricity	\$500	\$600
Warf - lease/maintenance	\$200	\$200
	<u>\$700</u>	<u>\$800</u>

Other

Membership	\$500	\$500
Leslie Park - Insurance	\$3 200	\$3 600
	<u>\$3 700</u>	<u>\$4 100</u>

Library

CRSBPO	\$6 000	\$6 300
Wages, benefits	\$5 076	\$5 168
Csst	\$100	\$100
Supplies/maintenance	\$1 500	\$1 500
Travel and convention	\$500	\$500
Telephone	\$1 200	\$1 300
Insurance	\$240	\$200

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Contest	\$150	\$150
Books	\$400	\$600
	<u>\$15 166</u>	<u>\$15 818</u>

RECREATION AND CULTURAL - continued

Other cultural activities

MRC- Sports and Leisure	\$4 940	\$5 693
Annual RA Contribution	\$2 500	\$2 500
Contributions Family Policy	\$9 500	\$0
Millenium park - maintenance	\$150	\$500
Millenium park - electricity	\$750	\$600
Millenium park - insurance	\$65	\$60
	<u>\$17 905</u>	<u>\$9 353</u>
	<u>\$68 371</u>	<u>\$66 971</u>

COSTS OF FINANCING

Interest on fire truck loan	\$6 654	\$6 500
Bank charges	\$750	\$1 000
Interest of Toyota Tacoma		\$220
Interest on Water Infrastructure Loan	\$39 506	\$37 312
	<u>\$46 910</u>	<u>\$45 032</u>

FINANCING

Capital payments - water infrastructure	\$88 800	\$91 700
Capital payments - fire truck	\$42 415	\$44 000
Capital payments - Toyota Tacoma		\$7 930
	<u>\$131 215</u>	<u>\$143 630</u>

INVESTING ACTIVITIES

Capital expenditures - Signage (Entrance to town, etc.)	\$7 500	\$1 000
Capital expenditures - office	\$2 000	\$2 000
Capital expenditures - public security	\$23 000	\$10 000
Capital expenditures - transportation	\$70 000	\$11 850
Capital expenditures - Generator	\$0	\$25 000
Capital expenditures - Lafleur Street TECQ monies	\$193 695	\$0
Capital expenditures - Picanoc road	\$133 848	\$60 000
Capital expenditures - Streetlights	\$4 000	\$5 000

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Capital expenditures - R.A. Hall	\$12 000	\$0
Capital expenditures - Leslie Park	\$130 000	\$100 000
Capital expenditures - Municipal Hall roof		\$9 000
Capital expenditures - Millenium Park (benches)	\$2 000	\$0
Capital expenditures - R.A. Grounds	\$1 000	\$13 000
	<u>\$579 043</u>	<u>\$236 850</u>

VEHICLES AND GARAGE EXPENSE

Fuel	\$30 000	\$40 000
Equipment maintenance	\$30 000	\$35 000
Garage equipment insurance	\$4 400	\$4 800
Equipment Licences	\$3 800	\$5 000
Garage - maintenance and supplies and tools	\$6 000	\$7 500
Garage - electricity	\$6 700	\$7 500
Garage - insurance	\$950	\$950
Garage - alarm system	\$450	\$450
	<u>\$82 300</u>	<u>\$101 200</u>

Notice of motion

Notice of motion is given by JENNIFER VADNEAU that at the January 2014 regular council meeting, that a By-Law will be introduced in order to determine the rates for the year 2014.

Question Period

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165-12-2013

IT WAS MOVED BY COUNCILLOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the meeting be adjourned at 7:50PM.

Carried

GRAHAM HAWLEY, Mayor

ANDREA LAFLEUR, Director General