

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

### Wednesday December 17, 2014

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.

#### 161-12-2014

IT WAS MOVED BY COUNCILOR JENNIFER VADNEAU  
AND UNANIMOUSLY RESOLVED

**THAT** the agenda be adopted as written.

Carried

#### 162-12-2014

IT WAS MOVED BY COUNCILOR CLAUDE PICHÉ  
AND UNANIMOUSLY RESOLVED

**THAT** the Municipality of Otter Lake accepts the 2015 Budget as presented.

Carried

	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>
<b><u>REVENUE</u></b>		
Tax Revenue	\$1 155 518	\$1 200 191
Water Services Revenue	\$44 025	\$44 850
Water Infrastructure Charge	\$58 113	\$59 026
Waste Management	\$132 800	\$133 800
Fire Services	\$70 350	\$70 650

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Grants in lieu of taxes	\$61 031	\$61 620
Transfers	\$461 249	\$603 538
Services provided	\$115 000	\$35 500
Assessment of rights	\$58 000	\$55 000
Fines and penalties	\$1 000	\$1 000
Interest	\$12 000	\$9 500
Other Revenue	\$9 700	\$11 200
	<b><u>\$2 178 786</u></b>	<b><u>\$2 285 875</u></b>

### **OPERATING EXPENSES**

General administration	\$423 502	\$467 358
Public security	\$278 301	\$284 453
Transportation	\$630 614	\$811 784
Environmental Health	\$194 205	\$217 728
Urban Planning and regional development	\$159 681	\$155 538
Recreational and cultural activities	\$66 971	\$64 145
Costs of financing	\$45 032	\$40 599
	<b><u>\$1 798 306</u></b>	<b><u>\$2 041 605</u></b>

<b>Surplus (deficit) for the period before reconciliation</b>	<b>\$380 480</b>	<b>\$244 270</b>
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### **Reconciliation for fiscal purposes**

Financing		
Payment of long term debt	-\$143 630	-\$148 770

### **Investing activities**

Unappropriated accumulated surplus	\$0	\$0
	<b><u>-\$236 850</u></b>	<b><u>-\$95 500</u></b>

<b>Surplus (deficit) for the period for fiscal purposes</b>	<b>\$0</b>	<b>\$0</b>
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### **TAXES**

Based on assessment		
General tax revenue (\$171,455,800*\$0.70/\$100)	\$1 155 518	\$1 200 191

### **Municipal services**

Water services - \$150	\$44 025	\$44 850
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Waste management - \$100	\$132 800	\$133 800
Fire services - \$50	\$70 350	\$70 650
Water Infrastructure Charge (\$8 population, \$134 zone)	\$58 113	\$59 026
	305 288	308 326
	<b><u>\$1 460 806</u></b>	<b><u>\$1 508 517</u></b>

### **GRANTS IN LIEU OF TAXES**

#### **Government of Quebec**

Quebec government property

Public lands grant

Schools

57 137

57 317

3 894

4 303

**\$61 031**

**\$61 620**

### **TRANSFERS**

#### **Unconditional transfers**

Refund of the Quebec sales tax

**\$98 400**

**\$0**

#### **Conditional Transfers**

Water infrastructure grant

Road maintenance grant

Road improvement grant

Excise tax monies file 550136

TECQ Excise tax monies

\$77 000

\$77 333

\$231 849

\$231 849

\$30 000

\$45 000

\$21 228

\$200 128

**\$338 849**

**\$575 538**

#### **Environmental Health**

Recyclage-Quebec

Green fund

\$12 000

\$16 000

\$12 000

\$12 000

**\$461 249**

**\$603 538**

#### **Environmental Health**

Dumping fees

Sale of Scrap Metal

Water shut-off

\$6 000

\$3 500

\$3 000

\$3 000

\$1 000

\$1 000

#### **Recreational and cultural activities**

RA Hall rentals

Leslie Park wood cut

\$5 000

\$8 000

\$100 000

\$20 000

**\$115 000**

**\$35 500**

### **ASSESSMENT OF RIGHTS**

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Licenses and permits	\$7 000	\$9 000
Trailer fees	\$9 000	\$11 000
Mutations	\$42 000	\$35 000
	<b><u>\$58 000</u></b>	<b><u>\$55 000</u></b>
<b><u>FINES AND PENALTIES</u></b>		
Fines and penalties	<b><u>\$1 000</u></b>	<b><u>\$1 000</u></b>
<b><u>INTEREST</u></b>		
Interest on arrears	\$10 000	\$5 000
Bank Interest	\$2 000	\$4 500
	<b><u>\$12 000</u></b>	<b><u>\$9 500</u></b>
<b><u>OTHER REVENUE</u></b>		
Photocopies	\$200	\$200
911 reimbursement centre d'urgence	\$4 000	\$6 000
911 Signage	\$1 000	\$1 000
Sale of GM truck and emergency van	\$2 000	
Leslie Park rent	\$2 000	\$3 500
Other revenue and recoveries	\$500	\$500
	<b><u>\$9 700</u></b>	<b><u>\$11 200</u></b>
<b><u>GENERAL ADMINISTRATION</u></b>		
<b><u>Legislation</u></b>		
Council remuneration, allowance, benefits	\$57 060	\$62 460
Travel and convention	\$3 000	\$4 000
	<b><u>\$60 060</u></b>	<b><u>\$66 460</u></b>
<b><u>Financial and administrative management</u></b>		
Salaries, benefits, pension	\$117 886	\$129 782
Travel	\$500	\$500
Audit fee	\$15 000	\$15 000
Other professional services	\$10 000	\$10 000
Office supplies	\$6 500	\$6 000
Telephone and fax	\$6 500	\$6 000
Postage and flyers and public notices	\$5 000	\$6 000
Office equipment lease/rental	\$5 000	\$4 000
Computer and software maintenance contract	\$4 000	\$5 000
Office equipment maintenance	\$1 000	\$1 500
Association fees and bond	\$1 000	\$500
F.Q.M. Fees	\$1 200	\$1 300
Municipal hall - electricity (50%)	\$2 400	\$2 500

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Municipal hall - heat (50%)	\$2 500	\$3 000
Municipal hall - maintenance/cleaning	\$3 300	\$4 000
Municipal hall - insurance - (50%)	\$500	\$450
Municipal hall - alarm system	\$450	\$450
Communication/Website	\$1 000	\$800
Coffee Supplies / meeting expenses/Xmas employees	\$3 322	\$4 000
CSST	\$2 000	

**\$189 058**                      **\$200 782**

### **GENERAL ADMINISTRATION - continued**

#### **Assessment**

M.R.C. - share for assessment	<b>\$75 139</b>	<b>\$83 671</b>
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#### **Other**

M.R.C. - share for general administration	\$79 245	\$97 295
Errors and omissions insurance	\$2 000	\$1 800
Liability insurance	\$6 500	\$5 850
Legal fees / and arrears legal fees	\$10 000	\$10 000
Donations	\$1 500	\$1 500

**\$99 245**                      **\$116 445**

**\$423 502**                      **\$467 358**

### **PUBLIC SECURITY**

Police protection		
Government of Quebec	<b>\$155 501</b>	<b>\$153 007</b>

#### **Fire protection**

M.R.C. - share for public security	\$16 489	\$14 891
Wages b	\$47 600	\$45 998
Csst	\$350	\$300
Course fees and Travel	\$9 000	\$12 327
Communication licence/air time/MRC 911	\$900	\$4 000

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Fire supplies and oxygen	\$3 000	\$2 818
Equipment and clothing maintenance	\$15 000	\$20 535
Fire vehicles - fuel	\$1 200	\$1 000
Fire vehicles - maintenance	\$3 000	\$2 000
Fire vehicles - insurance	\$2 000	\$1 800
Fire vehicles - licences	\$2 500	\$2 500
Fire hall - cleaning and supplies (50%)	\$1 100	\$1 300
Fire hall - maintenance	\$500	\$1 500
Fire hall - electricity (50%)	\$2 400	\$2 500
Fire hall - heating (50%)	\$2 600	\$3 000
Fire hall - insurance (25%)	\$700	\$400
Fire hall - alarm	\$450	\$450
Insurance	\$2 300	\$2 300

**\$111 089**                      **\$119 619**

### **Civil protection**

#### Services

Civic numbering service	\$2 000	\$2 000
	<b><u>\$2 000</u></b>	<b><u>\$2 000</u></b>

### **Other**

Beaver control	\$1 000	\$500
M.R.C. - share for animal control	\$8 711	\$9 327
	\$9 711	\$9 827

**\$278 301**                      **\$284 453**

### **TRANSPORTATION**

#### **Municipal roads**

Wages, benefits, pension	\$197 885	\$241 725
Equipment rental, communication	\$20 000	\$75 000
Road tools and supplies/lawnmower gas/maintenance	\$5 000	\$5 000
Bridge maintenance	\$2 000	\$1 000
Gravel & Asphalt patching	\$40 529	\$133 959

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Culverts	\$5 000	\$15 000
Dust suppressant	\$30 000	\$20 000
Vehicles and garage expense - page 10	\$101 200	\$90 100
	<b><u>\$401 614</u></b>	<b><u>\$581 784</u></b>

### **Snow removal**

Snow removal contract	\$200 000	\$200 000
Salt and sand	\$5 000	\$6 000
	<b><u>\$205 000</u></b>	<b><u>\$206 000</u></b>

### **Street lighting**

Electricity	\$22 000	\$22 000
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### **Traffic**

Road signs	\$2 000	\$2 000
	<b><u>\$630 614</u></b>	<b><u>\$811 784</u></b>

## **ENVIRONMENTAL HEALTH**

### **Water purification**

Analysis and water quality	\$3 000	\$2 500
Chemicals	\$8 500	\$6 500
	<b><u>\$11 500</u></b>	<b><u>\$9 000</u></b>

### **Water distribution system**

Electricity	\$13 000	\$10 000
Maintenance	\$10 000	\$36 228
Insurance	\$2 700	\$2 400
	<b><u>\$25 700</u></b>	<b><u>\$48 628</u></b>

### **Garbage disposal**

M.R.C. - share for waste management	\$7 072	\$4 534
Wages, benefits, pension	\$46 433	\$49 916
Dump project expenses	\$2 500	\$1 500
Electricity	\$700	\$850
Dump supplies	\$300	\$300
Recycling	\$28 000	\$28 000

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Transportation	\$65 000	\$67 000
FREE garbage day - Clean-up	\$7 000	\$8 000
	\$157 005	\$160 100
	<b><u>\$194 205</u></b>	<b><u>\$217 728</u></b>

### **URBAN PLANNING AND REGIONAL DEVELOPMENT**

#### **Urban planning**

M.R.C. - share for planning	\$79 442	\$76 777
Wages, benefits, pension	\$59 389	\$66 861
Inspector expenses	\$1 000	\$1 500
Membership fees	\$350	\$400
Urbanism supplies	\$2 500	\$2 500
Course fees	\$4 500	\$2 500
Urbanism master plan	\$5 000	\$0
By-law recoverable expenses	\$7 500	\$5 000
	<b><u>\$159 681</u></b>	<b><u>\$155 538</u></b>

### **RECREATIONAL AND CULTURAL**

R.A. Hall and ball field		
Electricity	\$5 200	\$5 500
Maintenance & Cleaning	\$13 200	\$14 000
Supplies	\$3 000	\$3 000
Insurance	\$1 900	\$1 700
Heating	\$5 500	\$5 000
Other/phone	\$1 600	\$1 600
	<b><u>\$30 400</u></b>	<b><u>\$30 800</u></b>

#### **Rink**

Rink contracts and supervision	\$3 500	\$3 500
Rink - maintenance	\$3 000	
Rink -casual labour		
	<b><u>\$6 500</u></b>	<b><u>\$3 500</u></b>

#### **Warf**

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

#### **Other**

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

### **Library**

CRSBPO	\$6 300	\$6 000
Wages, benefits	\$5 168	\$5 158
Csst	\$100	\$100
Supplies/maintenance	\$1 500	\$1 000
Travel and convention	\$500	\$250
Telephone	\$1 300	\$1 200
Insurance	\$200	\$200
Contest	\$150	\$150
Books	\$600	\$500
	<b><u>\$15 818</u></b>	<b><u>\$14 558</u></b>

### **RECREATION AND CULTURAL - continued**

#### **Other cultural activities**

MRC- Sports and Leisure	\$5 693	\$7 427
Annual RA Contribution	\$2 500	\$2 500
Millenium park - maintenance	\$500	\$500
Millenium park - electricity	\$600	\$600
Millenium park - insurance	\$60	\$60
	\$9 353	\$11 087
	<b><u>\$66 971</u></b>	<b><u>\$64 145</u></b>

### **COSTS OF FINANCING**

Interest on fire truck loan	\$6 500	\$4 500
Bank charges	\$1 000	\$1 000
Interest on Water Infrastructure Loan	\$37 312	\$34 919
Interest on Toyota Tacoma	\$220	\$180
	<b><u>\$45 032</u></b>	<b><u>\$40 599</u></b>

### **FINANCING**

Capital payments - water infrastructure	\$91 700	\$94 800
Capital payments - fire truck	\$44 000	\$46 000
Capital payments - Tacoma truck	\$7 930	\$7 970
	<b><u>\$143 630</u></b>	<b><u>\$148 770</u></b>

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### **INVESTING ACTIVITIES**

Capital expenditures - municipal signage	\$1 000	\$3 500
Capital expenditures - office	\$2 000	\$5 000
Capital expenditures - public security	\$10 000	\$30 000
Capital expenditures - transportation	\$11 850	\$10 000
Capital expenditures - Generator	\$25 000	
Capital expenditures - water system		\$10 000
Capital expenditures - Picanoc	\$60 000	
Capital expenditures - Streetlights	\$5 000	\$2 000
Capital expenditures - Leslie park lot & wood cut	\$100 000	\$20 000
Capital expenditures - Municipal Hall roof	\$9 000	
Capital expenditures - R.A. Grounds	\$13 000	\$15 000
	<b><u>\$236 850</u></b>	<b><u>\$95 500</u></b>

### **VEHICLES AND GARAGE EXPENSE**

Fuel	\$40 000	\$34 000
Equipment maintenance	\$35 000	\$30 000
Garage equipment insurance	\$4 800	\$4 300
Equipment Licences	\$5 000	\$5 000
Garage - maintenance and supplies and tools	\$7 500	\$7 500
Garage - electricity	\$7 500	\$8 000
Garage - insurance	\$950	\$850
Garage - alarm system	\$450	\$450
	<b><u>\$101 200</u></b>	<b><u>\$90 100</u></b>

### **163-12-2014**

#### **550136 : Bringing the potable water system up to standards. Final financing of \$46,207.00**

**WHEREAS** the final admissible amount of financial aid in the project to bring the potable water system up to standards is \$46,207.00;

**WHEREAS** the amount of \$46,207.00 was not financed by any loans with other financial institutions;

**WHEREAS** the Municipality wishes to take advantage of the financial aid available on the amount of \$46,207.00;

**WHEREAS** the Municipality has the choice between two options:

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- Finance the amount through a bank loan, or
- Obtain the admissible financial aid on this amount over a period of 10 years at the obligated Quebec rates at the date of the last claim, that being 13/12/2011;

Accordingly, it is proposed by NANCY DAGENAIS and resolved unanimously that the municipality opted to receive the financial assistance eligible by reimbursement on ten years, at the rate of the obligations of Quebec.

Carried

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### Notice of motion

Notice of motion is given by JENNIFER VADNEAU that at the January 2015 regular council meeting, that a By-Law will be introduced in order to determine the rates for the year 2015.

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### Question Period

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### 164-12-2014

IT WAS MOVED BY COUNCILLOR  
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

**THAT** the meeting be adjourned at 7:45PM.

Carried

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GRAHAM HAWLEY, Mayor

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ANDREA LAFLEUR, Director General