

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Réunion extraordinaire - budget / Extra ordinary meeting - Budget Ordre du jour / Agenda

Thursday December 17, 2015

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 the Mayor Mrs. KIM CARTIER VILLENEUVE, Councilors NANCY DAGENAI, JENNIFER VADNEAU, MAURICE LAFLEUR, IVAN LEBLANC, JACQUE GAUTHIER (Pro-mayor) all forming quorum under the chairmanship of the Mayor.

ABSENT: Councilor VICKY DUBEAU (Motivated)

The Director General ANDREA LAFLEUR is also present.

The Mayor welcomes those present, after establishing a quorum opens the session.

164-12-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the agenda be adopted as written.

Carried

165-12-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

NANCY DAGENAI

THAT the Municipality of Otter Lake accepts the 2016 Budget as presented.

Carried

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THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2016

	2015 BUDGET	2016 BUDGET
REVENUE		
Tax Revenue	\$1 200 191	\$1 242 971
Water Services Revenue	\$44 850	\$45 750
Water Infrastructure Charge	\$59 026	\$59 182
Waste Management	\$133 800	\$138 000
Fire Services	\$70 650	\$0
Grants in lieu of taxes	\$61 620	\$62 220
Transfers	\$603 538	\$506 299
Services provided	\$35 500	\$35 500
Assessment of rights	\$55 000	\$57 850
Fines and penalties	\$1 000	\$1 000
Interest	\$9 500	\$19 000
Other Revenue	\$11 200	\$10 200
	\$2 285 875	\$2 177 972
OPERATING EXPENSES		
General administration	\$467 358	\$494 169
Public security	\$284 453	\$297 155
Transportation	\$811 784	\$774 217
Environmental Health	\$217 728	\$227 610
Urban Planning and regional development	\$155 538	\$138 614
Recreational and cultural activities	\$64 145	\$53 964
Costs of financing	\$40 599	\$33 473
	\$2 041 605	\$2 019 202
Surplus (deficit) for the period before reconciliation	\$244 270	\$158 770

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Reconciliation for fiscal purposes

Financing

Payment of long term debt	-\$148 770	-\$105 770
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Appropriations

Investing activities	-95 500	-230 500
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Unappropriated accumulated surplus	\$0	\$177 500
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	-\$95 500	-\$53 000
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Surplus (deficit) for the period for fiscal purposes	\$0	\$0
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TAXES

Based on assessment

General tax revenue (\$177,567,300*\$0.70/\$100)	\$1 200 191	\$1 242 971
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Municipal services

Water services - \$150	\$44 850	\$45 750
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Waste management - \$100	\$133 800	\$138 000
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Fire services	\$70 650	\$0
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Water Infrastructure Charge (\$8 population, \$142 zone)	\$59 026	\$59 182
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	308 326	242 932
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	<u>\$1 508 517</u>	<u>\$1 485 903</u>
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GRANTS IN LIEU OF TAXES

Government of Quebec

Quebec government property

Public lands grant	57 317	57 317
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Schools	4 303	4 903
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	\$61 620	\$62 220
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TRANSFERS

Unconditional transfers

Refund of the quebec sales tax	\$0	\$0
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Conditional Transfers

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Transportation

Water infrastructure grant	\$77 333	\$77 506
Rural Pacte grant - RA Hall repairs		
Road maintenance grant	\$231 849	\$231 849
Road improvement grant	\$45 000	\$30 000
Excise tax monies 550136	\$21 228	
TECQ Excise tax monies	200 128	135 339
	\$575 538	\$474 694

Environmental Health

Recyclage-Quebec	\$16 000	\$22 605
Green fund	\$12 000	\$9 000
	\$603 538	\$506 299

Environmental Health

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

Recreational and cultural activities

RA Hall rentals	\$8 000	\$7 000
Sale of lot Leslie Park & wood cut	\$20 000	\$25 000
	\$35 500	\$35 500

ASSESSMENT OF RIGHTS

Licenses and permits	\$9 000	\$8 500
Trailer fees	\$11 000	\$19 350
Mutations	\$35 000	\$30 000
	\$55 000	\$57 850

FINES AND PENALTIES

Fines and penalties	\$1 000	\$1 000
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INTEREST

Interest on arrears	\$5 000	\$15 000
Bank Interest	\$4 500	\$4 000
	\$9 500	\$19 000

OTHER REVENUE

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Photocopies	\$200	\$200
911 reimbursement centre d'urgence	\$6 000	\$5 000
911 Signage	\$1 000	\$1 000
Sale of GM truck and emergency van		
Leslie Park rent	\$3 500	\$3 000
Other revenue and recoveries	\$500	\$1 000
	<u>\$11 200</u>	<u>\$10 200</u>

GENERAL ADMINISTRATION

Legislation

Council remuneration, allowance, benefits	\$62 460	\$62 460
Travel and convention	\$4 000	\$4 000
	\$66 460	\$66 460

Financial and administrative management

Salaries, benefits, pension	\$129 782	\$133 375
Travel	\$500	\$500
Audit fee	\$15 000	\$15 000
Other professional services	\$10 000	\$10 000
Office supplies	\$6 000	\$6 000
Telephone and fax	\$6 000	\$6 000
Postage and flyers and public notices	\$6 000	\$5 500
Office equipment lease/rental	\$4 000	\$4 000
Computer and software maintenance contract	\$5 000	\$5 500
Office equipment maintenance	\$1 500	\$1 000
Association fees and bond	\$500	\$750
F.Q.M. Fees	\$1 300	\$1 200
Municipal hall - electricity (50%)	\$2 500	\$2 100
Municipal hall - heat (50%)	\$3 000	\$2 500
Municipal hall - maintenance/cleaning	\$4 000	\$4 000
Municipal hall - insurance - (50%)	\$450	\$450
Municipal hall - alarm system	\$450	\$450
Communication/Website	\$800	\$800
Coffee Supplies / meeting expenses	\$1 500	\$2 000
Employee Christmas Recognition	\$2 500	\$2 500
	\$200 782	\$203 625

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Assessment

M.R.C. - share for assessment	\$83 671	\$103 183
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Other

M.R.C. - share for general administration	\$97 295	\$95 101
Errors and omissions insurance	\$1 800	\$1 800
Liability insurance	\$5 850	\$4 000
Legal fees / and arrears legal fees	\$10 000	\$15 000
Donations / Misc. expenses	\$1 500	\$5 000
	\$116 445	\$120 901
	<u>\$467 358</u>	<u>\$494 169</u>

PUBLIC SECURITY

Police protection

Government of Quebec	\$153 007	\$151 270
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Fire protection

M.R.C. - share for public security	\$14 891	\$15 133
Fire chief and firemen wages	\$45 998	\$65 840
Csst	\$300	\$300
Course fees and Travel	\$12 327	\$9 395
Communication licence/air time/MRC 911	\$4 000	\$4 000
Fire supplies and oxygen	\$2 818	\$3 000
Equipment and clothing maintenance	\$20 535	\$18 000
Fire vehicles - fuel	\$1 000	\$1 000
Fire vehicles - maintenance	\$2 000	\$3 500
Fire vehicles - insurance	\$1 800	\$1 800
Fire vehicles - licences	\$2 500	\$2 500
Fire hall - cleaning and supplies (50%)	\$1 300	\$1 300
Fire hall - maintenance	\$1 500	\$1 500
Fire hall - electricity (50%)	\$2 500	\$2 100
Fire hall - heating (50%)	\$3 000	\$2 500
Fire hall - insurance (25%)	\$400	\$450
Fire hall - alarm	\$450	\$450
Insurance	\$2 300	\$2 300
	\$119 619	\$135 068

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Civil protection

Services

Civic numbering service	\$2 000	\$2 000
	\$2 000	\$2 000

Other

Beaver control	\$500	\$500
M.R.C. - share for animal control	\$9 327	\$8 317
	\$9 827	\$8 817

\$284 453 **\$297 155**

TRANSPORTATION

Municipal roads

Wages, benefits, pension	\$241 725	\$250 284
Equipment rental, communication	\$75 000	\$62 833
Road tools and supplies/lawnmower gas/maintenance	\$5 000	\$5 000
Bridge maintenance	\$1 000	\$1 000
Gravel & Asphalt patching	\$133 959	\$110 000
Culverts	\$15 000	\$5 000
Dust suppressant	\$20 000	\$20 000
Vehicles and garage expense - page 10	\$90 100	\$90 100
	\$581 784	\$544 217

Snow removal

Snow removal contract	\$200 000	\$200 000
Salt and sand	\$6 000	\$6 000
	\$206 000	\$206 000

Street lighting

Electricity	\$22 000	\$22 000
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Traffic

Road signs	\$2 000	\$2 000
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\$811 784 **\$774 217**

ENVIRONMENTAL HEALTH

Water purification

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Analysis and water quality	\$2 500	\$2 500
Chemicals	\$6 500	\$6 000
	\$9 000	\$8 500
Water distribution system		
Electricity	\$10 000	\$11 000
Maintenance	\$36 228	\$40 000
Insurance	\$2 400	\$2 400
	\$48 628	\$53 400
Garbage disposal		
M.R.C. - share for waste management	\$4 534	\$8 931
Wages, benefits, pension	\$49 916	\$51 179
Dump project expenses	\$1 500	\$1 500
Electricity	\$850	\$800
Dump supplies	\$300	\$300
Recycling	\$28 000	\$28 000
Transportation	\$67 000	\$67 000
FREE garbage day - Clean-up	\$8 000	\$8 000
	\$160 100	\$165 710
	<u>\$217 728</u>	<u>\$227 610</u>
URBAN PLANNING AND REGIONAL DEVELOPMENT		
Urban planning		
M.R.C. - share for planning	\$76 777	\$53 547
Building inspector	\$66 861	\$68 667
Inspector expenses	\$1 500	\$1 500
Membership fees	\$400	\$400
Urbanism supplies	\$2 500	\$2 500
Course fees	\$2 500	\$2 000
Urbanism master plan	\$0	\$0
By-law recoverable expenses	\$5 000	\$10 000
	<u>\$155 538</u>	<u>\$138 614</u>
RECREATIONAL AND CULTURAL		
R.A. Hall and ball field		
Electricity	\$5 500	\$6 500
Maintenance & Cleaning	\$14 000	\$14 000
Supplies	\$3 000	\$3 000

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Insurance	\$1 700	\$1 700
Heating	\$5 000	\$1 500
Other/phone	\$1 600	\$1 600
	\$30 800	\$28 300

Rink

Rink contracts and supervision	\$3 500	\$3 500
	\$3 500	\$3 500

Warf

Warf - electricity	\$500	\$500
Warf - lease/maintenance	\$200	\$200
	\$700	\$700

Other

Leslie Park - Insurance	\$3 500	\$3 000
	\$3 500	\$3 000

Library

CRSBPO	\$6 000	\$6 000
Librarian wages, benefits	\$5 158	\$5 254
Csst	\$100	\$100
Supplies/maintenance	\$1 000	\$1 000
Travel and convention	\$250	\$250
Telephone	\$1 200	\$1 200
Insurance	\$200	\$200
Contest	\$150	\$150
Books	\$500	\$500
	\$14 558	\$14 654

RECREATION AND CULTURAL - continued

Other cultural activities

MRC- Sports and Leisure	\$7 427	\$0
Annual RA Contribution	\$2 500	\$2 500
Millenium park - maintenance	\$500	\$500
Millenium park - electricity	\$600	\$750
Millenium park - insurance	\$60	\$60
	\$11 087	\$3 810

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	<u>\$64 145</u>	<u>\$53 964</u>
COSTS OF FINANCING		
Interest on fire truck loan	\$4 500	\$0
Bank charges	\$1 000	\$1 000
Interest on Water Infrastructure Loan	\$34 919	\$32 293
Interest on Toyota Tacoma	\$180	\$180
	<u>\$40 599</u>	<u>\$33 473</u>
FINANCING		
Capital payments - water infrastructure	\$94 800	\$97 800
Capital payments - fire truck	\$46 000	\$0
Capital payments - Tacoma truck	\$7 970	\$7 970
	<u>\$148 770</u>	<u>\$105 770</u>
INVESTING ACTIVITIES		
Capital expenditures - municipal signage	\$3 500	\$3 500
Capital expenditures - office	\$5 000	\$5 000
Capital expenditures - public security	\$30 000	\$20 000
Capital expenditures - transportation	\$10 000	\$7 500
Capital expenditures - Generator		
Capital expenditures - water system	\$10 000	
Capital expenditures - Picanoc		
Capital expenditures - Streetlights	\$2 000	\$2 000
Capital expenditures - R.A. Hall		
Capital expenditures - Leslie park lot & wood cut	\$20 000	\$25 000
Capital expenditures - Municipal Hall roof		
Capital expenditures - Millenium Park (benches)		
Capital expenditures - R.A. Grounds	\$15 000	\$25 000
Capital expenditure - Purchase of 408 Tessier B. Gauthier		\$142 500
	<u>\$95 500</u>	<u>\$230 500</u>
OPERATING AFFECTED SURPLUS		
Purchase of 408 Tessier B. Gauthier		-\$142 500
Increased fire training costs - Pompier 1 certifications		-\$35 000
		<u>-\$177 500</u>
VEHICLES AND GARAGE EXPENSE		
Fuel	\$34 000	\$32 000
Equipment maintenance	\$30 000	\$27 500
Garage equipment insurance	\$4 300	\$4 300

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Equipment Licences	\$5 000	\$5 000
Garage - maintenance and supplies and tools	\$7 500	\$12 500
Garage - electricity	\$8 000	\$8 000
Garage - insurance	\$850	\$500
Garage - alarm system	\$450	\$450
	\$90 100	\$90 250

Question Period

166-12-2015

IT WAS MOVED BY COUNCILLOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the meeting be adjourned at 7:30PM.

Carried

KIM CARTIER-VILLENEUVE, Mayor

ANDREA LAFLEUR, Director General