



MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Procès verbal / Minutes

Tuesday January 13, 2015

At the regular 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, Councilors JENNIFER VADNEAU, VICKY DUBEAU, MAURICE LAFLEUR, JACQUE GAUTHIER, CLAUDE PICHÉ all forming quorum under the chairmanship of the Mayor.

ABSENT: Councilor NANCY DAGENAIS (Motivated)

The Director General ANDREA LAFLEUR is also present.

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

01-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

Adoption of the agenda with the additions to « **Varia** »

1. Mayor M. Graham Hawley : YES
2. Seat #1 M. Maurice Lafleur:
3. /Seat #2 Mme Nancy Dagenais:
4. Seat #3 Mme Jennifer Vadneau: YES
5. Seat #4 Mme Vicky Dubeau:
6. Seat #5 M. Claude Piché:
7. Seat #6 M. Jacque Gauthier: YES

Director General Andrea Lafleur :

02-01-2015

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IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JENNIFER VADNEAU

THAT the Minutes of the regular council meeting December 2nd, 2014 be accepted as written.

Carried

03-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

CLAUDE PICHE

THAT the Minutes of the extra ordinary council meeting December 9th, 2014 be accepted as written.

Carried

04-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the Minutes of the extra ordinary budget council meeting December 17th, 2014 be accepted as written.

Carried

05-01-2015

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IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

MAURICE LAFLEUR

THAT the Municipality of Otter Lake increases the remuneration of elected officials as follows:

Councillors: from \$495.00 to \$545.00 (increase of 50.00\$) per month (including the allowance)

Mayor: from \$1,485.00 to \$1,635.00 (increase of \$150.00) per month (including the allowance)

Members of the road committee: \$25.00 per month to help with the cost of gas

Carried

06-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JENNIFER VADNEAU

THAT the Municipality of Otter Lake increases the remuneration of employees as follows:

Hourly rate / salary: increase of 3%, cost of living allowance and salaries according to the 2015 remuneration table (Annex A)

Sick days: increase from 1 day per two months of work to 1 day per month of work, payable in the month of December each year if not utilized

Carried

07-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the Municipality of Otter Lake renews our annual membership with the FQM for 2015 at a cost of \$1290.91 taxes included.

Carried

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08-01-2015

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

VICKY DUBEAU

THAT the Municipality of Otter Lake give Andrea Lafleur the authorization to sign the agreement with Judy Hearty for the position at the skating rink for the winter season at a cost of \$350.00 per week. (Annex B)

Carried

09-01-2015

CONSIDÉRANT QUE l'Inspecteur général des institutions financières, à la demande du ministre des **WHEREAS** the General Inspector of Financial Institutions, at the request of the Minister of Municipal Affairs, has issued patent letters to incorporate the Mutual of Municipalities of Quebec;

WHEREAS the purpose of this mutual is to practice damage insurance exclusively for the municipalities which are members and their agents agencies;

WHEREAS the municipality considers that this mutuality project presents a solution to the management of its risks which proved to be more advantageous than the current market solution and that there is a need for the municipality to become a member;

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the municipality should become a member of the Mutual of Quebec municipalities for the purposes of conducting its insurance business with this mutual;

THAT the municipality agrees to become a party to the convention establishing the Mutual under articles 711.2 and following the Civil Code of Québec and 465.1 and following the Cities and Towns Act and signed by the founding municipalities of the Mutual on 3 April 2003, a copy of which is attached;

THAT the municipality pays a sum of \$100 to pay the annual contribution;

THAT the municipality contracts their insurance with the Mutual of municipalities of Quebec, the conditions for the next year are set out in the preliminary proposal dated November 28, 2014;

THAT the mayor and the secretary-treasurer are authorized to sign all of the documents required for the purposes of the implementation of the present resolution on behalf of the municipality.

Carried

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10-01-2015

WHEREAS the Otter Lake Fire Department is in need of more Pompier 1 qualified members

WHEREAS the Quebec Government is now going to pay the course fees

WHEREAS Mr. Gilly Lavigne is now able to return to the Fire Department and would like to take the Pomier 1 course being given here in Otter Lake

IT WAS MOVED BY COUNCILOR VICKY DUBEAU
AND UNANIMOUSLY RESOLVED

THAT the Municipality of Otter Lake accepts Mr. Gilly Lavigne's return to the Fire Department and that we register him to take the Pompier 1 training in Otter Lake.

Carried

Notice of Motion is hereby given by **JENNIFER VADNEAU** to modify the by-law regarding trailers.

Notice of Motion is hereby given by **CLAUDE PICHÉ** to create a by-law concerning the registration of businesses on our territory.

11-01-2015

By-Law 01-01-2015 repealing and amending all previous By-Laws that provide for taxation for the year 2015 of the Municipality of Otter Lake.

Whereas a notice of motion was given December 17, 2014;

Whereas it is expedient to revise the tax rate and service rate for 2015

For these reasons,

It is proposed by **CLAUDE PICHÉ** and resolved unanimously to adopt the By-Law 01-01-2015 repealing and amending all previous By-Laws that provide for taxation for the year 2015 for the Municipality of Otter Lake.

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CANADA
PROVINCE OF QUEBEC
TOWN OF OTTER LAKE

Article 1 - General Tax Rates

Section 1.1 Rate of \$ 0.70 per \$ 100 of Roll Assessment

Section 1.2 18% interest on late payments

Section 1.3 Payment of tax bill in 3 installments – if amount is more than \$ 300.00

1st payment of 40% due date April 1, 2015

2nd 30% payment due date 1 July 2015

3rd payment 30% due date 1 September 2015

Article 2 The distribution rate for water service to users:

Residential	\$ 150.00
Residential with attached business	\$ 225.00
Duplex	\$ 300.00
Triplex	\$ 450.00
Quadruple	\$ 600.00
7 units	\$ 1,050.00
Hotel/Motel/Bar	\$ 450.00
Restaurant	\$ 450.00
Seasonal	\$ 75.00
Laundromat	\$ 450.00

Article 3 Rate for the reception site for the residential waste

Fixed \$ 100.00

Section 3.1 Additional Costs

Sofa	100-150 lbs	\$ 20.00
Loveseat	30-50 lbs	\$ 10.00
Kitchen chair	10-15 lbs	\$ 5.00
Mattress (regular)	100 lbs	\$ 10.00
Mattress (King)	150 lbs	\$ 20.00
Box springs	40-50 lbs	\$ 10.00

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Carpets, carpet underlay	\$ 0.20 per pound
Dresser (small)	\$ 10.00
Dresser (large)	\$ 20.00

Recycling	No charge
Metal	No charge
Brush less than 4 inches	No charge
Tires	No charge
Batteries	No charge
Appliances	No charge

Article 4 **Rate to defray the costs of purchasing a fire truck.**

Fixed \$ 50.00 per units of all taxable property

Article 5 **Rate for the upgrading of drinking water infrastructure borrowing bylaw # 005-11-2009**

Article 5.1 To provide 25% of expenditures incurred for interest and capital repayment of annual payments on the loan, is hereby imposed and levied annually, during the term of the loan, all taxable immovables in the territory of the municipality, a special tax at a rate sufficient to its value as it appears on the assessment roll in force each year.

Rate of \$ 8.00

Article 5.2 To provide for 75% of expenses incurred for interest and capital repayment of annual payments on the loan, it is required by this Regulation and shall be appropriated annually during the term of the loan, each owner a taxable property located within the basin of taxation described in schedule "A" attached to this by law to form an integral part of compensation in respect of each taxable property owned.

The amount of this compensation will be determined annually by multiplying the number of units assigned the following table an below each property taxable by the value assigned to each unit. This value is determined by dividing the expenses incurred for interest and capital repayment of annual payments on the loan by the number of units of all taxable property located within the basin.

ANNEXE - A Building Categories **Number of units**

A **Residential**

Residential building housing	1	\$ 142.00
Residential building with commercial	1.5	\$ 209.00
Seasonal Building	1	\$ 142.00

B **Commercial**

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a) Convenience	1.5	\$ 209.00
b) Convenience store	1.5	\$ 209.00
c) Hairdresser	1.5	\$ 209.00
d) Restaurant/Hotel/Bar/Lounge	1.5	\$ 209.00
e) Utility	2	\$ 276.00
f) Gas Station	1.5	\$ 209.00
g) Potato Chips stand	1.5	\$ 209.00
h) General Store & a variety of items	1	\$ 142.00
i) Nonprofit Business	1	\$ 142.00
j) Bakery	1.5	\$ 209.00
k) Bed & Breakfasts	1.5	\$ 209.00

C Other commercial building

a) Professional Office	1.5	\$ 209.00
b) Post Office	1.5	\$ 209.00
c) Government Offices - Private	1.5	\$ 209.00

D Vacant building land .5 \$ 83.00

Article 6 Trailers

A charge of \$150.00 per year for a temporary removable trailer.

Article 7 By-Law comes into force in accordance with the law.

Varia

Mayor M. Graham Hawley: Computer purchases for council

Seat #1 M. Maurice Lafleur:

Seat #2 Mme Nancy Dagenais:

Seat #3 Mme Jennifer Vadneau : Sports and Leisure

Seat #4 Mme Vicky Dubeau:

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Seat #5 M. Claude Piché:

Seat #6 M. Jacque Gauthier: Lac Dumont Colin Lachance

12-01-2015

IT WAS MOVED BY COUNCILOR VICKY DUBEAU
AND UNANIMOUSLY RESOLVED

THAT the Municipality of Otter Lake gives Andrea Lafleur the authorization to order 7 laptops for the mayor and councillors from WEPC in Shawville. Total cost \$2,937.61 tax included as per quote 1956.

Carried

Information for Council Members

- Building Inspector report
 - Mayor's report
 - Firechief's report
-

Correspondence

- | | |
|--------------------|----------|
| 1. Rejean Bussiere | Trailers |
| 2. École St. John | Shirts |
-

13-01-2015

IT WAS MOVED BY COUNCILOR CLAUDE PICHÉ
AND UNANIMOUSLY RESOLVED

THAT the Municipality of Otter Lake gives \$150.00 to St-John's school in Campbell's Bay to cover half the cost of the t-shirts purchased against bullying for the 25 students that come from our municipality.

Carried

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14-01-2015

IT WAS MOVED BY COUNCILOR
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JENNIFER VADNEAU

That the accounts be paid

Carried

CERTIFICATES OF FUNDS AVAILABLE FOR ACCOUNTS:

I, Andrea Lafleur, Director General, hereby certify that there are funds available for the purposes for which expenditures to total \$95,654.84 have been proposed.

Signed in Otter Lake, Quebec
This 13th day of January 2014.

Andrea Lafleur, Director General

Accounts payables :	95,654.84 \$
Prepaid Invoices :	350.00 \$
Elected and Employees Salary :	30,225.37 \$
Total :	126,230.21 \$

Question Period 30 minutes

15-01-2015

IT WAS MOVED BY COUNCILOR
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JACQUE GAUTHIER

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THAT the meeting be adjourned at 8:20PM.

Carried

GRAHAM HAWLEY, Mayor

ANDREA LAFLEUR, Director General