

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

Wednesday December 14, 2016

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 DAGENAIS, VICKY DUBEAU, MAURICE LAFLEUR, IVAN LEBLANC, JACQUE GAUTHIER (Pro-mayor) all forming quorum under the chairmanship of the Mayor.

ABSENT: Councilor JENNIFER VADNEAU (Motivated)

The Director General ANDREA LAFLEUR is also present.

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

164-12-2016

IT WAS MOVED BY COUNCILOR IVAN LEBLANC
AND UNANIMOUSLY RESOLVED

THAT the agenda be adopted as written.

Carried

165-12-2016

IT WAS MOVED BY COUNCILOR MAURICE LAFLEUR
AND UNANIMOUSLY RESOLVED

THAT the Municipality of Otter Lake accepts the modified 2017 budget provisions.

Carried

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THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2017

	2016 BUDGET	2017 BUDGET
REVENUE		
Tax Revenue	\$1 242 971	\$1 259 738
Water Services Revenue	\$45 750	\$44 625
Water Infrastructure Charge	\$59 182	\$59 637
Waste Management	\$138 000	\$141 900
Fire Services	\$0	\$0
Grants in lieu of taxes	\$62 220	\$61 317
Transfers	\$506 299	\$509 831
Services provided	\$35 500	\$16 000
Assessment of rights	\$57 850	\$52 150
Fines and penalties	\$1 000	\$0
Interest	\$19 000	\$24 000
Other Revenue	\$10 200	\$22 550
	\$2 177 972	\$2 191 748
OPERATING EXPENSES		
General administration	\$494 169	\$513 790
Public security	\$297 155	\$303 418
Transportation	\$774 217	\$732 649
Environmental Health	\$227 610	\$217 936
Urban Planning and regional development	\$138 614	\$120 799
Recreational and cultural activities	\$53 964	\$58 652
Costs of financing	\$33 473	\$24 404
	\$2 019 202	\$1 971 648
Surplus (deficit) for the period before reconciliation	\$158 770	\$220 100

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Reconciliation for fiscal purposes

Financing

Payment of long term debt	-\$105 770	-\$108 600
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Appropriations

Investing activities	-230 500	-129 500
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Unappropriated accumulated surplus	\$177 500	\$18 000
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	-\$53 000	-\$111 500
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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 (\$179,962,600*\$0.70/\$100)	\$1 242 971	\$1 259 738
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Municipal services

Water services - \$150	\$45 750	\$44 625
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Waste management - \$100	\$138 000	\$141 900
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Fire services	\$0	\$0
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Water Infrastructure Charge (\$8 population, \$142 zone)	\$59 182	\$59 637
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	242 932	246 162
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	<u>\$1 485 903</u>	<u>\$1 505 900</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	4 903	4 000
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	\$62 220	\$61 317
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TRANSFERS

Conditional Transfers

Transportation

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Water infrastructure grant	\$77 506	\$77 643
Road maintenance grant	\$231 849	\$231 849
Road improvement grant	\$30 000	\$35 000
TECQ Excise tax monies	135 339	135 339
	\$474 694	\$479 831
Environmental Health		
Recyclage-Quebec	\$22 605	\$22 500
Green fund	\$9 000	\$7 500
	\$506 299	\$509 831
Environmental Health		
Dumping fees	\$1 000	\$6 500
Sale of Scrap Metal	\$1 500	\$2 000
Water shut-off	\$1 000	\$500
Recreational and cultural activities		
RA Hall rentals	\$7 000	\$7 000
Sale of lot Leslie Park & wood cut	\$25 000	\$0
	\$35 500	\$16 000
ASSESSMENT OF RIGHTS		
Licenses and permits	\$8 500	\$9 500
Trailer fees	\$19 350	\$22 650
Mutations	\$30 000	\$20 000
	\$57 850	\$52 150
FINES AND PENALTIES		
Fines and penalties	\$1 000	\$0
INTEREST		
Interest on arrears	\$15 000	\$20 000
Bank Interest	\$4 000	\$4 000
	\$19 000	\$24 000
OTHER REVENUE		
911 reimbursement centre d'urgence	\$5 000	\$5 000
911 Signage	\$1 000	\$350
Municipality of Litchfield - Dry hydrant Leslie		\$9 500

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Leslie Park rent	\$3 000	\$2 700
Other revenue and recoveries	\$1 200	\$5 000
	<u>\$10 200</u>	<u>\$22 550</u>

GENERAL ADMINISTRATION

Legislation

Council remuneration	\$40 296	\$42 456
Council allowance	\$19 164	\$20 244
Employee Benefits	\$3 000	\$3 000
Travel and convention	\$4 000	\$4 200
	<u>\$66 460</u>	<u>\$69 900</u>

Financial and administrative management

Salaries	\$111 411	\$113 634
Pension plan	\$5 571	\$5 682
RRQ	\$4 399	\$4 595
UI	\$1 437	\$1 478
Health care	\$4 537	\$4 841
CSST	\$1 938	\$2 068
QPIP	\$832	\$811
Life Insurance	\$350	\$160
Salary Insurance	\$1 100	\$1 200
Medical Dental	\$1 800	\$1 990
Travel	\$500	\$750
Audit fee	\$15 000	\$12 000
Other professional services	\$10 000	\$15 000
Office supplies	\$6 000	\$6 000
Telephone and fax	\$6 000	\$6 000
Postage and flyers and public notices	\$5 500	\$6 000
Office equipment lease/rental	\$4 000	\$3 500
Computer and software maintenance contract	\$5 500	\$6 000
Office equipment maintenance	\$1 000	\$1 000
Association fees and bond	\$750	\$750
F.Q.M. Fees	\$1 200	\$1 250
Municipal hall - electricity (50%)	\$2 100	\$2 200
Municipal hall - heat (50%)	\$2 500	\$2 500
Municipal hall - maintenance/cleaning	\$4 000	\$3 000
Municipal hall - insurance - (50%)	\$450	\$425
Municipal hall - alarm system	\$450	\$475

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Communication/Website	\$800	\$800
Coffee Supplies / meeting expenses	\$2 000	\$1 000
Employee Christmas Recognition	\$2 500	\$1 500
	\$203 625	\$206 609

GENERAL ADMINISTRATION - continued

Election expense

Wages		5 000
Ballots and supplies		1 500
Public notices		500
	\$0	\$7 000

Assessment

M.R.C. - share for assessment	\$103 183	\$105 017
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Other

M.R.C. - share for general administration	\$95 101	\$101 414
Errors and omissions insurance	\$1 800	\$1 850
Liability insurance	\$4 000	\$7 000
Legal fees / and arrears legal fees	\$15 000	\$10 000
Donations / Misc. expenses	\$5 000	\$5 000
	\$120 901	\$125 264

	<u>\$494 169</u>	<u>\$513 790</u>
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PUBLIC SECURITY

Police protection

Government of Quebec	\$151 270	\$156 549
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Fire protection

M.R.C. - share for public security	\$15 133	\$15 560
Fire chief and wages	\$14 748	\$14 859
Volunteer Wages fire calls	\$5 000	\$5 500
Donation to Otter Lake Fire Association	\$7 500	\$8 500
Volunteer Wages Training	\$38 592	\$23 212
Csst	\$300	\$300
Course fees and Travel	\$9 395	\$21 984

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Communication licence/air time/MRC 911	\$4 000	\$3 500
Fire supplies and oxygen	\$3 000	\$4 250
Equipment and clothing maintenance	\$18 000	\$20 635
Fire vehicles - fuel	\$1 000	\$100
Fire vehicles - maintenance	\$3 500	\$2 000
Fire vehicles - insurance	\$1 800	\$1 700
Fire vehicles - licences	\$2 500	\$2 500
Fire hall - cleaning and supplies (50%)	\$1 300	\$1 200
Fire hall - maintenance	\$1 500	\$1 500
Fire hall - electricity (50%)	\$2 100	\$2 100
Fire hall - heating (50%)	\$2 500	\$2 500
Fire hall - insurance (25%)	\$450	\$450
Fire hall - alarm	\$450	\$475
Insurance	\$2 300	\$4 100

\$135 068 **\$136 925**

Civil protection

Services

Civic numbering service	\$2 000	\$1 000
	\$2 000	\$1 000

Other

Beaver control	\$500	\$500
M.R.C. - share for animal control	\$8 317	\$8 444
	\$8 817	\$8 944

\$297 155 **\$303 418**

TRANSPORTATION

Municipal roads

Wages	\$199 950	\$203 860
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Employee Benefits

RRQ	\$9 802	\$10 554
UI	\$4 033	\$3 475
Health care	\$8 305	\$8 684
CSST	\$3 398	\$3 557
QPIP	\$1 460	\$1 499
Life Insurance	\$800	\$200

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Salary Insurance	\$1 700	\$2 000
Medical Dental	\$5 700	\$7 000
Pension plan	\$8 736	\$9 522
On call fees	\$5 200	\$5 200
Safety Equipment (work boot allowance)	\$1 200	\$1 200
Equipment rental, communication	\$62 833	\$33 194
Road tools and supplies/lawnmower gas/maintenance	\$5 000	\$5 000
Bridge maintenance	\$1 000	\$0
Gravel & Asphalt patching	\$110 000	\$77 554
Culverts	\$5 000	\$5 000
Dust suppressant	\$20 000	\$30 000
Vehicles and garage expense - page 10	\$90 100	\$86 150
	\$544 217	\$493 649
Snow removal		
Snow removal contract	\$200 000	\$210 000
Salt and sand	\$6 000	\$5 000
	\$206 000	\$215 000
Street lighting		
Electricity	\$22 000	\$22 000
Traffic		
Road signs	\$2 000	\$2 000
	\$774 217	\$732 649
ENVIRONMENTAL HEALTH		
Water purification		
Analysis and water quality	\$2 500	\$2 200
Chemicals	\$6 000	\$5 500
	\$8 500	\$7 700
Water distribution system		
Electricity	\$11 000	\$9 500
Maintenance	\$40 000	\$25 000
Insurance	\$2 400	\$2 100
	\$53 400	\$36 600

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Garbage disposal

M.R.C. - share for waste management	\$8 931	\$15 838
Wages	\$40 822	\$41 649
RRQ	\$2 143	\$2 249
UI	\$882	\$741
Health care	\$1 739	\$1 774
CSST	\$743	\$758
QPIP	\$319	\$320
Life Insurance	\$140	\$0
Salary Insurance	\$450	\$475
Medical Dental	\$1 900	\$2 150
Pension plan	\$2 041	\$2 082
Dump project expenses	\$1 500	\$1 500
Electricity	\$800	\$900
Dump supplies	\$300	\$200
Recycling	\$28 000	\$28 000
Transportation	\$67 000	\$67 000
FREE garbage day - Clean-up	\$8 000	\$8 000
	\$165 710	\$173 636
	<u>\$227 610</u>	<u>\$217 936</u>

URBAN PLANNING AND REGIONAL DEVELOPMENT

Urban planning

M.R.C. - share for planning	\$53 547	\$46 226
Building inspector	\$55 246	\$56 350
RRQ	\$2 900	\$2 881
UI	\$1 193	\$912
Health care	\$2 354	\$2 401
CSST	\$1 005	\$1 026
QPIP	\$432	\$435
Life Insurance	\$175	\$0
Salary Insurance	\$600	\$600
Medical Dental	\$2 000	\$1 500
Pension plan	\$2 762	\$2 818
Inspector expenses	\$1 500	\$500
Membership fees	\$400	\$400
Urbanism supplies	\$2 500	\$750
Course fees	\$2 000	\$1 500
Urbanism master plan	\$0	\$0

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By-law recoverable expenses	\$10 000	\$2 500
	<u>\$138 614</u>	<u>\$120 799</u>
 RECREATIONAL AND CULTURAL		
R.A. Hall and ball field		
Electricity	\$6 500	\$6 000
Maintenance & Cleaning	\$14 000	\$18 000
Supplies	\$3 000	\$4 000
Insurance	\$1 700	\$1 350
Heating	\$1 500	\$1 000
Other/phone	\$1 600	\$1 500
	\$28 300	\$31 850
 Rink		
Rink contracts and supervision	\$3 500	\$3 500
Rink - maintenance		
Rink -casual labour		
	\$3 500	\$3 500
 Warf		
Warf - electricity	\$500	\$500
Warf - lease/maintenance	\$200	\$200
	\$700	\$700
 Other		
Membership		
Leslie Park - Insurance	\$3 000	\$2 700
	\$3 000	\$2 700
 Library		
CRSBPO	\$6 000	\$6 000
Librarian	\$4 904	\$5 002
Employee benefits	\$350	\$350
Csst	\$100	\$100
Supplies/maintenance	\$1 000	\$1 000
Travel and convention	\$250	\$200
Telephone	\$1 200	\$1 200
Insurance	\$200	\$125
Contest	\$150	\$150
Books	\$500	\$500

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	\$14 654	\$14 627
RECREATION AND CULTURAL - continued		
Other cultural activities		
MRC- Sports and Leisure	\$0	\$0
Annual RA Contribution	\$2 500	\$2 500
Pontiac Tourism		\$200
Flower baskets & Millenium park flowers		\$1 500
Millenium park - maintenance	\$500	\$250
Millenium park - electricity	\$750	\$750
Millenium park - insurance	\$60	\$75
	\$3 810	\$5 275
	<u>\$53 964</u>	<u>\$58 652</u>
COSTS OF FINANCING		
Bank charges	\$1 000	\$1 200
Interest on Water Infrastructure Loan	\$32 293	\$23 114
Interest on Toyota Tacoma	\$180	\$90
	<u>\$33 473</u>	<u>\$24 404</u>
FINANCING		
Capital payments - water infrastructure	\$97 800	\$104 600
Capital payments - Tacoma truck	\$7 970	\$4 000
	<u>\$105 770</u>	<u>\$108 600</u>
INVESTING ACTIVITIES		
Capital expenditures - municipal signage	\$3 500	
Capital expenditures - office	\$5 000	
Capital expenditures - public security	\$20 000	\$7 000
Capital expenditures - transportation	\$7 500	\$20 000
Capital expenditures - water system		\$75 000
Capital expenditures - Streetlights	\$2 000	
Capital expenditures - R.A. Hall		\$12 500
Capital expenditures - Leslie park lot & wood cut	\$25 000	
Capital expenditures - Revitalization 408 Tessier		\$15 000
Capital expenditures - R.A. Grounds	\$25 000	
Capital expenditure - Purchase of 408 Tessier B. Gauthier	\$142 500	

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	<u>\$230 500</u>	<u>\$129 500</u>
OPERATING AFFECTED SURPLUS		
Purchase of 408 Tessier B. Gauthier	-\$142 500	
Increased fire training costs - Pompier 1 certifications	-\$35 000	
Capital investments		-\$18 000
	<u>-\$177 500</u>	<u>-\$18 000</u>
VEHICLES AND GARAGE EXPENSE		
Fuel	\$32 000	\$30 000
Equipment maintenance	\$27 500	\$25 000
Garage equipment insurance	\$4 300	\$4 200
Equipment Licences	\$5 000	\$5 000
Garage - maintenance and supplies and tools	\$12 500	\$10 000
Garage - electricity	\$8 000	\$8 000
Garage - insurance	\$500	\$975
Garage - alarm system	\$450	\$475
	<u>\$90 250</u>	<u>\$83 650</u>

Question Period

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166-12-2016

IT WAS MOVED BY COUNCILLOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the meeting be adjourned at 7:45PM.

Carried

KIM CARTIER-VILLENEUVE, Mayor

ANDREA LAFLEUR, Director General