

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

**mardi le 18 décembre 2018**

À la session extraordinaire du Conseil de la Municipalité d'Otter Lake, tenue à la date susmentionnée à 19H00, au 15, avenue Palmer (Bureau municipal), et à laquelle sont présent Mairesse Madame KIM CARTIER VILLENEUVE; mesdames les Conseillères VICKY DUBEAU, CARLEN LAFLEUR, DESIREE TREMBLAY, KATHLEEN GAUTHIER et Messieurs les Conseillers IVAN LEBLANC (Maire suppléant), ROBIN ZACHARIAS tous formant quorum sous la présidence du Mairesse.

La Directrice générale Madame ANDREA LAFLEUR est aussi présente.

Madame la Mairesse souhaite la bienvenue aux personnes présentes, et après avoir constaté qu'il y a quorum ouvre la session.

### **221-12-2018**

IL EST PROPOSÉ PAR CONSEILLER  
ET RÉSOLU A L'UNANIMITE

IVAN LEBLANC

**QUE** l'ordre du jour soit adopté tel que rédigé.

Adopté

### **222-12-2018**

IL EST PROPOSÉ PAR CONSEILLER  
ET RÉSOLU A L'UNANIMITÉ

ROBIN ZACHARIAS

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

**QUE** la municipalité d'Otter Lake adopte le Budget 2019 tel que présenté.

Adopté

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

THE MUNICIPALITY OF OTTER LAKE  
BUDGET ESTIMATES  
OPERATING ACTIVITIES FOR FISCAL PURPOSES  
PERIOD ENDED DECEMBER 31, 2019

	2018 BUDGET	2019 BUDGET
<b>REVENUE</b>		
Tax Revenue	\$1 294 981	\$1 316 075
Water Services Revenue	\$44 775	\$44 775
Water Infrastructure Charge	\$59 876	\$59 546
Waste Management	\$142 300	\$143 300
Fire Services	\$0	\$0
Grants in lieu of taxes	\$60 893	\$61 197
Transfers	\$568 292	\$619 536
Services provided	\$30 300	\$31 950
Assessment of rights	\$80 000	\$65 000
Fines and penalties	\$0	\$500
Interest	\$43 000	\$38 500
Other Revenue	\$28 950	\$32 800
	<b>\$2 353 367</b>	<b>\$2 413 179</b>
<b>OPERATING EXPENSES</b>		
General administration	\$530 333	\$536 697
Public security	\$329 580	\$323 651
Transportation	\$858 287	\$875 603
Environmental Health	\$225 862	\$231 512
Urban Planning and regional development	\$129 185	\$108 876
Recreational and cultural activities	\$66 020	\$70 540
Costs of financing	\$24 000	\$24 000
	<b>\$2 163 267</b>	<b>\$2 170 879</b>

**MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY**

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<b>Surplus (deficit) for the period before reconciliation</b>	<b>\$190 100</b>	<b>\$242 300</b>
<b>Reconciliation for fiscal purposes</b>		
<b>Financing</b>		
Payment of long term debt	-\$107 100	-\$109 800
<b>Appropriations</b>		
Investing activities	-\$83 000	-\$132 500
Unappropriated accumulated surplus	<b>\$0</b>	<b>\$0</b>
	<b>-\$83 000</b>	<b>-\$132 500</b>
<b>Surplus (deficit) for the period for fiscal purposes</b>	<b>\$0</b>	<b>\$0</b>
<b>TAXES</b>		
<b>Based on assessment</b>		
General tax revenue (\$212,270,200*\$0.62/\$100)	<b>\$1 294 981</b>	<b>\$1 316 075</b>
<b>Municipal services</b>		
Water services - \$150	\$44 775	\$44 775
Waste management - \$100	\$142 300	\$143 300
Fire services		
Water Infrastructure Charge (\$8 population, \$142 zone)	\$59 876	\$59 546
	<b>\$246 951</b>	<b>\$247 621</b>
	<b><u>\$1 541 932</u></b>	<b><u>\$1 563 696</u></b>
<b>GRANTS IN LIEU OF TAXES</b>		
<b>Government of Quebec</b>		
Quebec government property		
Public lands grant	\$57 317	\$57 317
Schools	\$3 576	\$3 880
	<b>\$60 893</b>	<b>\$61 197</b>
<b>TRANSFERS</b>		
<b>Conditional Transfers</b>		
<b>Transportation</b>		
Water infrastructure grant	\$77 643	\$77 643

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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Road maintenance grant	\$231 849	\$304 904
Road improvement grant	\$50 000	\$40 000
TECQ Excise tax monies	\$129 000	\$143 189
	<b>\$488 492</b>	<b>\$565 736</b>
<b>Environmental Health</b>		
Recyc-Quebec	\$71 000	\$45 000
Green fund	\$8 800	\$8 800
	<b>\$568 292</b>	<b>\$619 536</b>
<b>Environmental Health</b>		
Dumping fees	\$7 000	\$7 000
Sale of Scrap Metal	\$3 000	\$4 800
Water shut-off	\$900	\$750
Fire Dept. additional coverage	\$2 500	\$2 700
TNO Bin at land transfer site	\$7 400	\$7 700
Fire services provided other municipalities	\$2 000	\$3 000
<b>Recreational and cultural activities</b>		
RA Hall rentals	\$4 000	\$4 500
Canada Summer jobs funding	\$3 500	\$1 500
	<b>\$30 300</b>	<b>\$31 950</b>
<b>ASSESSMENT OF RIGHTS</b>		
Licenses and permits	\$8 000	\$7 000
Trailer fees	\$22 000	\$23 000
Mutations	\$50 000	\$35 000
	<b>\$80 000</b>	<b>\$65 000</b>
<b>FINES AND PENALTIES</b>		
Fines and penalties	<b>\$0</b>	<b>\$500</b>
<b>INTEREST</b>		
Interest on arrears	\$40 000	\$35 000
Bank Interest	\$3 000	\$3 500
	<b>\$43 000</b>	<b>\$38 500</b>
<b>OTHER REVENUE</b>		
911 reimbursement centre d'urgence	\$6 000	\$0
911 Signage		
Municipality of Litchfield - Dry hydrant		
Leslie Park insurance	\$2 950	\$2 800

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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Other revenue and recoveries	\$20 000	\$30 000
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### **GENERAL ADMINISTRATION**

#### **Legislation**

Council remuneration	\$40 000	\$40 000
Council allowance	\$19 000	\$19 000
Employee Benefits	\$2 965	\$3 050
Travel and convention	\$4 500	\$6 000
FQM renewal	\$1 300	\$1 400
	<b>\$67 765</b>	<b>\$69 450</b>

#### **Financial and administrative management**

Salaries	\$110 795	\$120 288
Sick days	\$5 113	\$5 552
Pension plan	\$5 540	\$6 014
RRQ	\$4 571	\$5 326
UI	\$1 539	\$1 678
Health care	\$5 273	\$5 361
CSST	\$1 892	\$2 000
QPIP	\$830	\$877
Life Insurance	\$344	\$361
Salary Insurance	\$1 600	\$1 680
Medical Dental	\$1 957	\$2 640
Travel	\$2 500	\$1 500
Audit fee	\$12 500	\$13 000
Other professional services	\$50 000	\$25 000
Office supplies	\$5 000	\$4 500
Telephone and fax	\$6 860	\$5 000
Postage and flyers and public notices	\$6 290	\$6 500
Office equipment lease/rental	\$4 120	\$5 500
Computer and software maintenance contract	\$6 500	\$8 000
Office equipment maintenance	\$1 000	\$1 200
ADMQ membership & Congress and Colloque Outaouais	\$2 000	\$2 000
Municipal hall - electricity (50%)	\$2 260	\$2 100
Municipal hall - heat (50%)	\$1 930	\$1 700
Municipal hall - maintenance/cleaning	\$2 165	\$3 750
Municipal hall - insurance - (50%)	\$1 040	\$1 200
Municipal hall - alarm system	\$500	\$600
Communication/Website	\$2 500	\$6 300
Coffee Supplies / meeting expenses	\$1 500	\$2 000

**MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY**

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Employee Christmas Recognition	\$1 500	\$2 500
	<b>\$249 619</b>	<b>\$244 127</b>
 <b>GENERAL ADMINISTRATION - continued</b>		
<b>Election expense</b>		
Wages		
Ballots and supplies		
Public notices		
 <b>Assessment</b>		
M.R.C. - share for assessment	<b>\$102 610</b>	<b>\$95 026</b>
 <b>Other</b>		
M.R.C. - share for general administration	\$80 819	\$100 294
Errors and omissions insurance	\$1 920	\$1 800
Liability insurance	\$7 600	\$8 000
Legal fees / and arrears legal fees	\$10 000	\$10 000
Donations / Misc. expenses	\$5 000	\$5 000
Doubtful debts	\$2 000	\$1 000
Bad debts - Interest	\$3 000	\$2 000
	<b>\$110 339</b>	<b>\$128 094</b>
	<b><u>\$530 333</u></b>	<b><u>\$536 697</u></b>
 <b>PUBLIC SECURITY</b>		
<b>Police protection</b>		
Government of Quebec	<b>\$165 925</b>	<b>\$182 000</b>
 <b>Fire protection</b>		
M.R.C. - share for public security	\$8 680	\$10 134
Fire chief and wages	\$15 000	\$24 000
Volunteer Wages fire calls	\$5 000	\$8 704
Vacation and source deductions	\$3 796	\$4 000
Donation to Otter Lake Fire Association	\$8 500	\$9 000
Volunteer Wages Training	\$31 500	\$30 940
Csst	\$342	\$200
Course fees and Travel	\$33 000	\$9 260

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Communication license/air time/MRC 911	\$3 200	\$900
Fire supplies and oxygen	\$3 920	\$3 880
Equipment and clothing maintenance	\$23 775	\$7 160
Fire vehicles - fuel	\$100	\$2 300
Fire vehicles - maintenance	\$1 000	\$2 000
Fire vehicles - insurance	\$905	\$1 300
Fire vehicles - licenses	\$2 500	\$2 900
Fire hall - cleaning and supplies (50%)	\$1 200	\$1 200
Fire hall - maintenance	\$1 000	\$3 000
Fire hall - electricity (50%)	\$1 985	\$2 000
Fire hall - heating (50%)	\$1 875	\$2 000
Fire hall - insurance (50%)	\$1 040	\$1 000
Fire hall - alarm	\$500	\$600
Insurance	\$5 101	\$4 850
	<b>\$153 919</b>	<b>\$131 328</b>

### **Civil protection**

#### Services

Civic numbering service	\$500	\$500
	<b>\$500</b>	<b>\$500</b>

### **Other**

Beaver control	\$1 500	\$1 500
M.R.C. - share for animal control	\$7 736	\$8 323
	<b>\$9 236</b>	<b>\$9 823</b>

**\$329 580**                      **\$323 651**

### **TRANSPORTATION**

#### **Municipal roads**

Wages	\$207 937	\$219 400
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#### **Employee Benefits**

RRQ	\$10 765	\$11 795
UI	\$3 750	\$3 825
Health care	\$8 900	\$9 300
CSST	\$3 630	\$3 750
QPIP	\$1 600	\$1 610
Life Insurance	\$30	\$30

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Salary Insurance	\$2 462	\$2 366
Medical Dental	\$7 144	\$9 400
Pension plan	\$9 712	\$9 920
On call fees	\$5 200	\$5 200
Safety Equipment (work boot allowance)	\$1 200	\$1 200
Equipment rental, communication	\$50 000	\$50 000
Road tools and supplies/lawnmower gas/maintenance	\$5 000	\$5 000
Bridge maintenance	\$0	\$0
Gravel & Asphalt patching	\$165 194	\$139 657
Culverts	\$5 000	\$5 000
Dust suppressant	\$40 000	\$41 000
Vehicles and garage expense - page 10	\$87 063	\$116 150
	<b>\$614 587</b>	<b>\$634 603</b>
<b>Snow removal</b>		
Snow removal contract	\$209 000	\$209 000
Salt and sand	\$5 000	\$6 000
	<b>\$214 000</b>	<b>\$215 000</b>
<b>Street lighting</b>		
Electricity	<b>\$27 700</b>	<b>\$24 000</b>
<b>Traffic</b>		
Road signs	<b>\$2 000</b>	<b>\$2 000</b>
	<b><u>\$858 287</u></b>	<b><u>\$875 603</u></b>
<b>ENVIRONMENTAL HEALTH</b>		
<b>Water purification</b>		
Analysis and water quality	\$2 150	\$2 500
Chemicals	\$4 500	\$5 500
	<b>\$6 650</b>	<b>\$8 000</b>
<b>Water distribution system</b>		
Electricity	\$7 400	\$8 300
Maintenance	\$15 000	\$20 000
Insurance	\$2 300	\$2 200
	<b>\$24 700</b>	<b>\$30 500</b>



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### **Garbage disposal**

M.R.C. - share for waste management	\$15 071	\$16 687
Wages	\$42 716	\$43 582
RRQ	\$2 236	\$2 355
UI	\$760	\$763
Health care	\$1 916	\$1 857
CSST	\$778	\$780
QPIP	\$328	\$321
Life Insurance	\$0	\$0
Salary Insurance	\$617	\$635
Medical Dental	\$2 260	\$3 250
Pension plan	\$2 030	\$2 032
Insurance	\$550	\$550
Dump project expenses	\$3 000	\$5 000
Electricity	\$1 050	\$1 000
Dump supplies	\$200	\$200
Recycling	\$34 000	\$32 000
Transportation	\$72 000	\$70 000
FREE garbage day - Clean-up	\$15 000	\$12 000
	<b>\$194 512</b>	<b>\$193 012</b>
	<b><u>\$225 862</u></b>	<b><u>\$231 512</u></b>

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

#### **Urban planning**

M.R.C. - share for planning	\$56 758	\$67 259
Building inspector	\$57 481	\$31 385
RRQ	\$2 852	\$1 695
UI	\$931	\$549
Health care	\$2 508	\$1 337
CSST	\$1 019	\$500
QPIP	\$441	\$231
Life Insurance	\$0	\$0
Salary Insurance	\$811	\$500
Medical Dental	\$1 387	\$1 000
Pension plan	\$2 747	\$1 570
Inspector expenses	\$250	\$250
Membership fees	\$400	\$500
Urbanism supplies	\$600	\$600
Course fees	\$1 000	\$1 500

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Urbanism master plan	\$0	\$0
By-law recoverable expenses	\$0	\$0
	<b><u>\$129 185</u></b>	<b><u>\$108 876</u></b>
<b>RECREATIONAL AND CULTURAL</b>		
<b>R.A. Hall and ball field</b>		
Electricity / Heat pumps	\$5 050	\$4 800
Maintenance & Cleaning	\$15 000	\$20 000
Supplies	\$3 000	\$2 000
Insurance	\$2 280	\$2 200
Heating / Furnace Oil	\$1 000	\$1 100
Other/phone	\$1 200	\$1 200
	<b>\$27 530</b>	<b>\$31 300</b>
<b>Rink</b>		
Rink contracts and supervision	\$3 750	\$3 750
Summer students	\$7 000	\$7 000
Summer students - source deductions & vacation pay	\$596	\$600
	<b>\$11 346</b>	<b>\$11 350</b>
<b>Wharf</b>		
Wharf - electricity	\$405	\$425
Wharf - lease/maintenance	\$570	\$600
	<b>\$975</b>	<b>\$1 025</b>
<b>Other</b>		
Membership		
Leslie Park - Insurance	\$2 950	\$2 800
	<b>\$2 950</b>	<b>\$2 800</b>
<b>Library</b>		
CRSBPO	\$6 000	\$6 000
Librarian	\$7 500	\$8 500
Employee benefits	\$878	\$660
Csst	\$131	\$150
Supplies/maintenance	\$1 000	\$1 000
Travel and convention	\$200	\$200
Telephone	\$1 300	\$1 200

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Insurance	\$125	\$140
Contest	\$250	\$500
Books	\$500	\$250
	<b>\$17 884</b>	<b>\$18 600</b>

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

#### **Other cultural activities**

MRC- Sports and Leisure	\$0	\$0
Annual RA Contribution	\$2 500	\$2 500
Pontiac Tourism	\$200	\$500
Flower baskets & Millenium park flowers	\$1 500	\$1 500
Millenium park - maintenance	\$250	\$250
Millenium park - electricity	\$770	\$600
Millenium park - insurance	\$115	\$115
	<b>\$5 335</b>	<b>\$5 465</b>
	<b><u>\$66 020</u></b>	<b><u>\$70 540</u></b>

### **COSTS OF FINANCING**

Bank charges	\$3 000	\$4 000
Interest on Water Infrastructure Loan	\$21 000	\$20 000
Interest on Toyota Tacoma	\$0	\$0
	<b>\$24 000</b>	<b>\$24 000</b>

### **FINANCING**

Capital payments - water infrastructure	\$107 100	\$109 800
Capital payments - Tacoma truck		
	<b><u>\$107 100</u></b>	<b><u>\$109 800</u></b>

### **INVESTING ACTIVITIES**

Capital expenditures - municipal signage		
Capital expenditures - office		
Capital expenditures - public security	\$7 000	\$3 000
Capital expenditures - transportation	\$35 000	\$50 000
Capital expenditures - water system		
Capital expenditures - Composting	\$15 000	\$20 000
Capital expenditures - R.A. Hall		
Capital expenditures - Walking trail RA grounds	\$11 000	\$0
Capital expenditures - Revitalization 408 Tessier		

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Capital expenditures - R.A. Grounds		\$24 500
Capital expenditure - 408 Tessier	\$15 000	\$35 000
	<b><u>\$83 000</u></b>	<b><u>\$132 500</u></b>
<b>OPERATING AFFECTED SURPLUS</b>		
Purchase of 408 Tessier B. Gauthier		
Increased fire training costs - Pompier 1 certifications		
Capital investments	\$0	\$0
	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>VEHICLES AND GARAGE EXPENSE</b>		
Fuel	\$33 583	\$35 000
Equipment maintenance	\$25 000	\$50 000
Garage equipment insurance	\$4 100	\$4 600
Equipment Licenses	\$4 850	\$6 500
Garage - maintenance and supplies and tools	\$10 000	\$10 000
Garage - electricity	\$7 400	\$7 900
Garage - insurance	\$1 630	\$1 550
Garage - alarm system	\$500	\$600
	<b><u>\$87 063</u></b>	<b><u>\$116 150</u></b>

### Période de question

#### **223-12-2018**

IL EST PROPOSÉ PAR CONSEILLÈRE VICKY DUBEAU  
ET RÉSOLU A L'UNANIMITÉ

**QUE** la réunion soit levée à 19H07.

Adopté

\_\_\_\_\_  
KIM CARTIER-VILLENEUVE, Mairesse

\_\_\_\_\_  
ANDREA LAFLEUR, Directrice générale