

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

Mercredi le 31 janvier 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.

21-01-2018

IL EST PROPOSÉ PAR CONSEILLÈRE IVAN LEBLANC
ET RÉSOLU A L'UNANIMITÉ

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

Adopté

22-01-2018

IL EST PROPOSÉ PAR CONSEILLÈRE ROBIN ZACHARIAS
ET RÉSOLU A L'UNANIMITÉ

QUE la municipalité d'Otter Lake adopte le Budget 2018 tel que présenté.

Adopté

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THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2018

	2017 BUDGET	2018 BUDGET
REVENUE		
Tax Revenue	\$1 259 738	\$1 294 981
Water Services Revenue	\$44 625	\$44 775
Water Infrastructure Charge	\$59 637	\$59 876
Waste Management	\$141 900	\$142 300
Fire Services	\$0	\$0
Grants in lieu of taxes	\$61 317	\$60 893
Transfers	\$509 831	\$568 292
Services provided	\$16 000	\$30 300
Assessment of rights	\$52 150	\$80 000
Fines and penalties	\$0	\$0
Interest	\$24 000	\$43 000
Other Revenue	\$22 550	\$28 950
	\$2 191 748	\$2 353 367
OPERATING EXPENSES		
General administration	\$513 790	\$530 333
Public security	\$303 418	\$329 580
Transportation	\$732 649	\$858 287
Environmental Health	\$217 936	\$225 862
Urban Planning and regional development	\$120 799	\$129 185
Recreational and cultural activities	\$58 652	\$66 020
Costs of financing	\$24 404	\$24 000
	\$1 971 648	\$2 163 267
Surplus (deficit) for the period before reconcillation	\$220 100	\$190 100
Reconcillation for fiscal purposes		

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Financing

Payment of long term debt	-\$108 600	-\$107 100
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Appropriations

Investing activities	-\$129 500	-\$83 000
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Unappropriated accumulated surplus	\$18 000	\$0
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	-\$111 500	-\$83 000
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Surplus (deficit) for the period for fiscal purposes

\$0

\$0

TAXES

Based on assessment

General tax revenue (\$179,962,600*\$0.70/\$100)	\$1 259 738	\$1 294 981
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Municipal services

Water services - \$150	\$44 625	\$44 775
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Waste management - \$100	\$141 900	\$142 300
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Fire services	\$0	
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Water Infrastructure Charge (\$8 population, \$142 zone)	\$59 637	\$59 876
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	\$246 162	\$246 951
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	<u>\$1 505 900</u>	<u>\$1 541 932</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	\$4 000	\$3 576
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	\$61 317	\$60 893
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TRANSFERS

Conditional Transfers

Transportation

Water infrastructure grant	\$77 643	\$77 643
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Road maintenance grant	\$231 849	\$231 849
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Road improvement grant	\$35 000	\$50 000
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TECQ Excise tax monies	\$135 339	\$129 000
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	\$479 831	\$488 492
Environmental Health		
Recyc-Quebec	\$22 500	\$71 000
Green fund	\$7 500	\$8 800
	<u>\$509 831</u>	<u>\$568 292</u>
Environmental Health		
Dumping fees	\$6 500	\$7 000
Sale of Scrap Metal	\$2 000	\$3 000
Water shut-off	\$500	\$900
Fire Dept. additional coverage		\$2 500
TNO Bin at land transfer site		\$7 400
Fire services provided other municipalities		\$2 000
Recreational and cultural activities		
RA Hall rentals	\$7 000	\$4 000
Canada Summer jobs funding	\$0	\$3 500
	<u>\$16 000</u>	<u>\$30 300</u>
ASSESSMENT OF RIGHTS		
Licenses and permits	\$9 500	\$8 000
Trailer fees	\$22 650	\$22 000
Mutations	\$20 000	\$50 000
	<u>\$52 150</u>	<u>\$80 000</u>
FINES AND PENALTIES		
Fines and penalties	<u>\$0</u>	<u>\$0</u>
INTEREST		
Interest on arrears	\$20 000	\$40 000
Bank Interest	\$4 000	\$3 000
	<u>\$24 000</u>	<u>\$43 000</u>
OTHER REVENUE		
911 reimbursement centre d'urgence	\$5 000	\$6 000
911 Signage	\$350	
Municipality of Litchfield – Dry hydrant	\$9 500	
Leslie Park insurance	\$2 700	\$2 950
Other revenue and recoveries	\$5 000	\$20 000
	<u>\$22 550</u>	<u>\$28 950</u>
GENERAL ADMINISTRATION		

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Legislation

Council remuneration	\$42 456	\$40 000
Council allowance	\$20 244	\$19 000
Employee Benefits	\$3 000	\$2 965
Travel and convention	\$4 200	\$4 500
FQM renewal	\$1 250	\$1 300
	\$71 150	\$67 765

Financial and administrative management

Salaries	\$113 634	\$110 795
Sick days		\$5 113
Pension plan	\$5 682	\$5 540
RRQ	\$4 595	\$4 571
UI	\$1 478	\$1 539
Health care	\$4 841	\$5 273
CSST	\$2 068	\$1 892
QPIP	\$811	\$830
Life Insurance	\$160	\$344
Salary Insurance	\$1 200	\$1 600
Medical Dental	\$1 990	\$1 957
Travel	\$750	\$2 500
Audit fee	\$12 000	\$12 500
Other professional services	\$15 000	\$50 000
Office supplies	\$6 000	\$5 000
Telephone and fax	\$6 000	\$6 860
Postage and flyers and public notices	\$6 000	\$6 290
Office equipment lease/rental	\$3 500	\$4 120
Computer and software maintenance contract	\$6 000	\$6 500
Office equipment maintenance	\$1 000	\$1 000
ADMQ membership & Congress and Colloque Outaouais	\$750	\$2 000
Municipal hall - electricity (50%)	\$2 200	\$2 260
Municipal hall - heat (50%)	\$2 500	\$1 930
Municipal hall - maintenance/cleaning	\$3 000	\$2 165
Municipal hall - insurance - (50%)	\$425	\$1 040
Municipal hall - alarm system	\$475	\$500
Communication/Website	\$800	\$2 500
Coffee Supplies / meeting expenses	\$1 000	\$1 500
Employee Christmas Recognition	\$1 500	\$1 500
	\$205 359	\$249 619

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GENERAL ADMINISTRATION - continued

Election expense

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

Assessment

M.R.C. - share for assessment	\$105 017	\$102 610
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Other

M.R.C. - share for general administration	\$101 414	\$80 819
Errors and omissions insurance	\$1 850	\$1 920
Liability insurance	\$7 000	\$7 600
Legal fees / and arrears legal fees	\$10 000	\$10 000
Donations / Misc. expenses	\$5 000	\$5 000
Doubtful debts		\$2 000
Bad debts - Interest		\$3 000
	\$125 264	\$110 339
	<u>\$513 790</u>	<u>\$530 333</u>

PUBLIC SECURITY

Police protection

Government of Quebec	\$156 549	\$165 925
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Fire protection

M.R.C. - share for public security	\$15 560	\$8 680
Fire chief and wages	\$14 859	\$15 000
Volunteer Wages fire calls	\$5 500	\$5 000
Vacation and source deductions		\$3 796
Donation to Otter Lake Fire Association	\$8 500	\$8 500
Volunteer Wages Training	\$23 212	\$31 500
Csst	\$300	\$342
Course fees and Travel	\$21 984	\$33 000
Communication license/air time/MRC 911	\$3 500	\$3 200
Fire supplies and oxygen	\$4 250	\$3 920
Equipment and clothing maintenance	\$20 635	\$23 775
Fire vehicles - fuel	\$100	\$100
Fire vehicles - maintenance	\$2 000	\$1 000

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Fire vehicles - insurance	\$1 700	\$905
Fire vehicles - licenses	\$2 500	\$2 500
Fire hall - cleaning and supplies (50%)	\$1 200	\$1 200
Fire hall - maintenance	\$1 500	\$1 000
Fire hall - electricity (50%)	\$2 100	\$1 985
Fire hall - heating (50%)	\$2 500	\$1 875
Fire hall - insurance (50%)	\$450	\$1 040
Fire hall - alarm	\$475	\$500
Insurance	\$4 100	\$5 101
	\$136 925	\$153 919
 Civil protection		
Services		
Civic numbering service	\$1 000	\$500
	\$1 000	\$500
 Other		
Beaver control	\$500	\$1 500
M.R.C. - share for animal control	\$8 444	\$7 736
	\$8 944	\$9 236
	<u>\$303 418</u>	<u>\$329 580</u>
 TRANSPORTATION		
Municipal roads		
Wages	\$203 860	\$207 937
<u>Employee Benefits</u>		
RRQ	\$10 554	\$10 765
UI	\$3 475	\$3 750
Health care	\$8 684	\$8 900
CSST	\$3 557	\$3 630
QPIP	\$1 499	\$1 600
Life Insurance	\$200	\$30
Salary Insurance	\$2 000	\$2 462
Medical Dental	\$7 000	\$7 144
Pension plan	\$9 522	\$9 712
On call fees	\$5 200	\$5 200
Safety Equipment (work boot allowance)	\$1 200	\$1 200
Equipment rental, communication	\$33 194	\$50 000
Road tools and supplies/lawnmower gas/maintenance	\$5 000	\$5 000

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Bridge maintenance	\$0	\$0
Gravel & Asphalt patching	\$77 554	\$165 194
Culverts	\$5 000	\$5 000
Dust suppressant	\$30 000	\$40 000
Vehicles and garage expense - page 10	\$86 150	\$87 063
	\$493 649	\$614 587
Snow removal		
Snow removal contract	\$210 000	\$209 000
Salt and sand	\$5 000	\$5 000
	\$215 000	\$214 000
Street lighting		
Electricity	\$22 000	\$27 700
Traffic		
Road signs	\$2 000	\$2 000
	<u>\$732 649</u>	<u>\$858 287</u>
ENVIRONMENTAL HEALTH		
Water purification		
Analysis and water quality	\$2 200	\$2 150
Chemicals	\$5 500	\$4 500
	\$7 700	\$6 650
Water distribution system		
Electricity	\$9 500	\$7 400
Maintenance	\$25 000	\$15 000
Insurance	\$2 100	\$2 300
	\$36 600	\$24 700
Garbage disposal		
M.R.C. - share for waste management	\$15 838	\$15 071
Wages	\$41 649	\$40 842
Sick days		\$1 874
RRQ	\$2 249	\$2 236
UI	\$741	\$760
Health care	\$1 774	\$1 916

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CSST	\$758	\$778
QPIP	\$320	\$328
Life Insurance	\$0	\$0
Salary Insurance	\$475	\$617
Medical Dental	\$2 150	\$2 260
Pension plan	\$2 082	\$2 030
Insurance		\$550
Dump project expenses	\$1 500	\$3 000
Electricity	\$900	\$1 050
Dump supplies	\$200	\$200
Recycling	\$28 000	\$34 000
Transportation	\$67 000	\$72 000
FREE garbage day - Clean-up	\$8 000	\$15 000
	\$173 636	\$194 512
	<u>\$217 936</u>	<u>\$225 862</u>

URBAN PLANNING AND REGIONAL DEVELOPMENT

Urban planning

M.R.C. - share for planning	\$46 226	\$56 758
Building inspector	\$56 350	\$54 945
Sick days		\$2 536
RRQ	\$2 881	\$2 852
UI	\$912	\$931
Health care	\$2 401	\$2 508
CSST	\$1 026	\$1 019
QPIP	\$435	\$441
Life Insurance	\$0	\$0
Salary Insurance	\$600	\$811
Medical Dental	\$1 500	\$1 387
Pension plan	\$2 818	\$2 747
Inspector expenses	\$500	\$250
Membership fees	\$400	\$400
Urbanism supplies	\$750	\$600
Course fees	\$1 500	\$1 000
Urbanism master plan	\$0	\$0
By-law recoverable expenses	\$2 500	\$0
	<u>\$120 799</u>	<u>\$129 185</u>

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RECREATIONAL AND CULTURAL

R.A. Hall and ball field

Electricity / Heat pumps	\$6 000	\$5 050
Maintenance & Cleaning	\$18 000	\$15 000
Supplies	\$4 000	\$3 000
Insurance	\$1 350	\$2 280
Heating / Furnace Oil	\$1 000	\$1 000
Other/phone	\$1 500	\$1 200
	\$31 850	\$27 530

Rink

Rink contracts and supervision	\$3 500	\$3 750
Summer students		\$7 000
Summer students - source deductions & vacation pay		\$596
	\$3 500	\$11 346

Warf

Warf - electricity	\$500	\$405
Warf - lease/maintenance	\$200	\$570
	\$700	\$975

Other

Membership		
Leslie Park - Insurance	\$2 700	\$2 950
	\$2 700	\$2 950

Library

CRSBPO	\$6 000	\$6 000
Librarian	\$5 002	\$7 500
Employee benefits	\$350	\$878
Csst	\$100	\$131
Supplies/maintenance	\$1 000	\$1 000
Travel and convention	\$200	\$200
Telephone	\$1 200	\$1 300
Insurance	\$125	\$125
Contest	\$150	\$250
Books	\$500	\$500
	\$14 627	\$17 884

RECREATION AND CULTURAL - continued

Other cultural activities

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MRC- Sports and Leisure	\$0	\$0
Annual RA Contribution	\$2 500	\$2 500
Pontiac Tourism	\$200	\$200
Flower baskets & Millenium park flowers	\$1 500	\$1 500
Millenium park - maintenance	\$250	\$250
Millenium park - electricity	\$750	\$770
Millenium park - insurance	\$75	\$115
	\$5 275	\$5 335
	<u>\$58 652</u>	<u>\$66 020</u>
COSTS OF FINANCING		
Bank charges	\$1 200	\$3 000
Interest on Water Infrastructure Loan	\$23 114	\$21 000
Interest on Toyota Tacoma	\$90	\$0
	<u>\$24 404</u>	<u>\$24 000</u>
FINANCING		
Capital payments - water infrastructure	\$104 600	\$107 100
Capital payments - Tacoma truck	\$4 000	
	<u>\$108 600</u>	<u>\$107 100</u>
INVESTING ACTIVITIES		
Capital expenditures - municipal signage		
Capital expenditures - office		
Capital expenditures - public security	\$7 000	\$7 000
Capital expenditures - transportation	\$20 000	\$35 000
Capital expenditures - water system	\$75 000	
Capital expenditures - Composting		\$15 000
Capital expenditures - R.A. Hall	\$12 500	
Capital expenditures - Walking trail RA grounds		\$11 000
Capital expenditures - Revitalization 408 Tessier	\$15 000	
Capital expenditures - R.A. Grounds		
Capital expenditure - 408 Tessier		\$15 000
	<u>\$129 500</u>	<u>\$83 000</u>
OPERATING AFFECTED SURPLUS		
Purchase of 408 Tessier B. Gauthier		
Increased fire training costs - Pompier 1 certifications		
Capital investments	-\$18 000	\$0
	<u>-\$18 000</u>	<u>\$0</u>
VEHICLES AND GARAGE EXPENSE		
Fuel	\$30 000	\$35 000

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Equipment maintenance	\$25 000	\$25 000
Garage equipment insurance	\$4 200	\$4 100
Equipment Licenses	\$5 000	\$4 850
Garage - maintenance and supplies and tools	\$10 000	\$10 000
Garage - electricity	\$8 000	\$7 400
Garage - insurance	\$975	\$1 630
Garage - alarm system	\$475	\$500
	\$83 650	\$88 480

Période de question

23-01-2018

IL EST PROPOSÉ PAR CONSEILLER DESIREE TREMBLAY
ET RÉSOLU A L'UNANIMITÉ

QUE la réunion soit levée à 19H22.

Adopté

KIM CARTIER-VILLENEUVE, Mairesse

ANDREA LAFLEUR, Directrice générale