

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

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, 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 | | |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

Financing

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

Appropriations

| | | |
|----------------------|------------|-----------|
| Investing activities | -\$129 500 | -\$83 000 |
|----------------------|------------|-----------|

| | | |
|------------------------------------|-----------------|------------|
| Unappropriated accumulated surplus | \$18 000 | \$0 |
|------------------------------------|-----------------|------------|

| | | |
|--|-------------------|------------------|
| | -\$111 500 | -\$83 000 |
|--|-------------------|------------------|

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 |
|--|--------------------|--------------------|

Municipal services

| | | |
|------------------------|----------|----------|
| Water services - \$150 | \$44 625 | \$44 775 |
|------------------------|----------|----------|

| | | |
|--------------------------|-----------|-----------|
| Waste management - \$100 | \$141 900 | \$142 300 |
|--------------------------|-----------|-----------|

| | | |
|---------------|-----|--|
| Fire services | \$0 | |
|---------------|-----|--|

| | | |
|--|----------|----------|
| Water Infrastructure Charge (\$8 population, \$142 zone) | \$59 637 | \$59 876 |
|--|----------|----------|

| | | |
|--|------------------|------------------|
| | \$246 162 | \$246 951 |
|--|------------------|------------------|

| | | |
|--|---------------------------|---------------------------|
| | <u>\$1 505 900</u> | <u>\$1 541 932</u> |
|--|---------------------------|---------------------------|

GRANTS IN LIEU OF TAXES

Government of Quebec

Quebec government property

| | | |
|--------------------|----------|----------|
| Public lands grant | \$57 317 | \$57 317 |
|--------------------|----------|----------|

| | | |
|---------|---------|---------|
| Schools | \$4 000 | \$3 576 |
|---------|---------|---------|

| | | |
|--|-----------------|-----------------|
| | \$61 317 | \$60 893 |
|--|-----------------|-----------------|

TRANSFERS

Conditional Transfers

Transportation

| | | |
|----------------------------|----------|----------|
| Water infrastructure grant | \$77 643 | \$77 643 |
|----------------------------|----------|----------|

| | | |
|------------------------|-----------|-----------|
| Road maintenance grant | \$231 849 | \$231 849 |
|------------------------|-----------|-----------|

| | | |
|------------------------|----------|----------|
| Road improvement grant | \$35 000 | \$50 000 |
|------------------------|----------|----------|

| | | |
|------------------------|-----------|-----------|
| TECQ Excise tax monies | \$135 339 | \$129 000 |
|------------------------|-----------|-----------|

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|---|-------------------------|-------------------------|
| | \$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 | | |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

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 |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

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 |
|-------------------------------|------------------|------------------|

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 |
|----------------------|------------------|------------------|

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 |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|---|-------------------------|-------------------------|
| 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 |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|---------------------------------------|------------------|------------------|
| 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 |
| | \$732 649 | \$858 287 |
| | | |
| 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 |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|-----------------------------|-------------------------|-------------------------|
| 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> |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

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

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|--|-------------------------|-------------------------|
| 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 |
| | <u>\$5 275</u> | <u>\$5 335</u> |
| | <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 |

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

| | | |
|---|-----------------|-----------------|
| 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