

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

jeudi le 19 décembre 2019

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.

207-12-2019

IL EST PROPOSÉ PAR CONSEILLER IVAN LEBLANC
ET RÉSOLU A L'UNANIMITE

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

Adopté

Les perspectives 2019 pour l'année ont été déposés par conseiller Robin Zacharias.

208-12-2019

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

QUE la municipalité d'Otter Lake adopte le Budget 2020 tel que présenté.

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Adopté / Carried

THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2020

	2019 BUDGET	2020 BUDGET
REVENUE		
Tax Revenue	\$1 316 075	\$1 343 363
Water Services Revenue	\$44 775	\$45 150
Water Infrastructure Charge	\$59 546	\$59 918
Waste Management	\$143 300	\$144 300
Fire Services	\$0	\$0
Grants in lieu of taxes	\$61 197	\$60 882
Transfers	\$619 536	\$628 536
Services provided	\$31 950	\$34 950
Assessment of rights	\$65 000	\$65 000
Fines and penalties	\$500	\$500
Interest	\$38 500	\$38 500
Other Revenue	\$32 800	\$32 800
	\$2 413 179	\$2 453 899
OPERATING EXPENSES		
General administration	\$536 697	\$571 361
Public security	\$323 651	\$317 545
Transportation	\$875 603	\$839 205
Environmental Health	\$231 512	\$259 298
Urban Planning and regional development	\$108 876	\$109 473
Recreational and cultural activities	\$70 540	\$82 517
Costs of financing	\$24 000	\$24 000
	\$2 170 879	\$2 203 399
Surplus (deficit) for the period before reconciliation	\$242 300	\$250 500

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Reconciliation for fiscal purposes		
Financing		
Payment of long term debt	-\$109 800	-\$109 800
Appropriations		
Investing activities	-\$132 500	-\$140 700
Unappropriated accumulated surplus	\$0	\$0
	-\$132 500	-\$140 700
Surplus (deficit) for the period for fiscal purposes	\$0	\$0
TAXES		
Based on assessment		
General tax revenue (\$212,270,200*\$0.62/\$100)	\$1 316 075	\$1 343 363
Municipal services		
Water services - \$150	\$44 775	\$45 150
Waste management - \$100	\$143 300	\$144 300
Fire services		
Water Infrastructure Charge (\$8 population, \$142 zone)	\$59 546	\$59 918
	\$247 621	\$249 368
	\$1 563 696	\$1 592 731
GRANTS IN LIEU OF TAXES		
Government of Quebec		
Quebec government property		
Public lands grant	\$57 317	\$57 317
Schools	\$3 880	\$3 565
	\$61 197	\$60 882
TRANSFERS		
Conditional Transfers		
Transportation		

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Water infrastructure grant	\$77 643	\$77 643
Road maintenance grant	\$304 904	\$304 904
Road improvement grant	\$40 000	\$40 000
TECQ Excise tax monies	\$143 189	\$143 189
	\$565 736	\$565 736
Environmental Health		
Recyc-Quebec	\$45 000	\$54 000
Green fund	\$8 800	\$8 800
	\$619 536	\$628 536
Environmental Health		
Dumping fees	\$7 000	\$7 000
Sale of Scrap Metal	\$4 800	\$4 800
Water shut-off	\$750	\$750
Fire Dept. additional coverage	\$2 700	\$2 700
TNO Bin at land transfer site	\$7 700	\$7 700
Fire services provided other municipalities	\$3 000	\$6 000
Recreational and cultural activities		
RA Hall rentals	\$4 500	\$4 500
Canada Summer jobs funding	\$1 500	\$1 500
	\$31 950	\$34 950
ASSESSMENT OF RIGHTS		
Licenses and permits	\$7 000	\$7 000
Trailer fees	\$23 000	\$23 000
Mutations	\$35 000	\$35 000
	\$65 000	\$65 000
FINES AND PENALTIES		
Fines and penalties	\$500	\$500
INTEREST		
Interest on arrears	\$35 000	\$35 000
Bank Interest	\$3 500	\$3 500
	\$38 500	\$38 500
OTHER REVENUE		
911 reimbursement centre d'urgence	\$0	\$0

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911 Signage		
Municipality of Litchfield - Dry hydrant		
Leslie Park insurance	\$2 800	\$2 800
Other revenue and recoveries	\$30 000	\$30 000
	\$32 800	\$32 800
GENERAL ADMINISTRATION		
Legislation		
Council remuneration	\$40 000	\$41 092
Council allowance	\$19 000	\$20 545
Employee Benefits	\$3 050	\$3 050
Travel and convention	\$6 000	\$7 500
FQM renewal	\$1 400	\$1 400
	\$69 450	\$73 587
Financial and administrative management		
Salaries	\$120 288	\$124 358
Sick days	\$5 552	\$2 800
Pension plan	\$6 014	\$6 136
RRQ	\$5 326	\$5 375
UI	\$1 678	\$1 688
Health care	\$5 361	\$5 460
CSST	\$2 000	\$2 564
QPIP	\$877	\$905
Life Insurance	\$361	\$354
Salary Insurance	\$1 680	\$1 033
Medical Dental	\$2 640	\$4 824
Travel	\$1 500	\$1 500
Audit fee	\$13 000	\$13 000
Other professional services	\$25 000	\$35 000
Office supplies	\$4 500	\$4 500
Telephone and fax	\$5 000	\$5 000
Postage and flyers and public notices	\$6 500	\$6 500
Office equipment lease/rental	\$5 500	\$5 500
Computer and software maintenance contract	\$8 000	\$8 000
Office equipment maintenance	\$1 200	\$1 200
ADMQ membership & Congress and Colloque Outaouais	\$2 000	\$2 000
Municipal hall - electricity (50%)	\$2 100	\$2 424
Municipal hall - heat (50%)	\$1 700	\$1 700

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Municipal hall - maintenance/cleaning	\$3 750	\$5 750
Municipal hall - insurance - (50%)	\$1 200	\$1 200
Municipal hall - alarm system	\$600	\$600
Communication/Website	\$6 300	\$6 300
Coffee Supplies / meeting expenses	\$2 000	\$2 000
Employee Christmas Recognition	\$2 500	\$2 500
	\$244 127	\$260 171
 GENERAL ADMINISTRATION - continued		
Election expense		
Wages		
Ballots and supplies		
Public notices		
Assessment		
M.R.C. - share for assessment	\$95 026	\$89 688
Other		
M.R.C. - share for general administration	\$100 294	\$109 697
M.R.C. - share for engineering		\$10 418
Errors and omissions insurance	\$1 800	\$1 800
Liability insurance	\$8 000	\$8 000
Legal fees / and arrears legal fees	\$10 000	\$10 000
Donations / Misc. expenses	\$5 000	\$5 000
Doubtful debts	\$1 000	\$1 000
Bad debts - Interest	\$2 000	\$2 000
	\$128 094	\$147 915
	\$536 697	\$571 361
 PUBLIC SECURITY		
Police protection		
Government of Quebec	\$182 000	\$174 203
Fire protection		
M.R.C. - share for public security	\$10 134	\$17 880
Fire chief and wages	\$24 000	\$24 000

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Volunteer Wages fire calls	\$8 704	\$6 000
Vacation and source deductions	\$4 000	\$0
Donation to Otter Lake Fire Association	\$9 000	\$9 000
Volunteer Wages Training	\$30 940	\$30 424
Csst	\$200	\$400
Course fees and Travel	\$9 260	\$10 500
Communication license/air time/MRC 911	\$900	\$900
Fire supplies and oxygen	\$3 880	\$4 140
Equipment and clothing maintenance	\$7 160	\$5 746
Fire vehicles - fuel	\$2 300	\$3 500
Fire vehicles - maintenance	\$2 000	\$4 700
Fire vehicles - insurance	\$1 300	\$1 800
Fire vehicles - licenses	\$2 900	\$2 700
Fire hall - cleaning and supplies (50%)	\$1 200	\$750
Fire hall - maintenance	\$3 000	\$500
Fire hall - electricity (50%)	\$2 000	\$2 000
Fire hall - heating (50%)	\$2 000	\$2 000
Fire hall - insurance (50%)	\$1 000	\$1 000
Fire hall - alarm	\$600	\$600
Insurance	\$4 850	\$4 100
	\$131 328	\$132 640
Civil protection		
Services		
Civic numbering service	\$500	\$500
	\$500	\$500
Other		
Beaver control	\$1 500	\$1 500
M.R.C. - share for animal control	\$8 323	\$8 702
	\$9 823	\$10 202
	\$323 651	\$317 545
TRANSPORTATION		
Municipal roads		
Wages	\$219 400	\$249 033
Employee Benefits		

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RRQ	\$11 795	\$13 561
UI	\$3 825	\$4 511
Health care	\$9 300	\$11 399
CSST	\$3 750	\$5 351
QPIP	\$1 610	\$1 936
Life Insurance	\$30	\$28
Salary Insurance	\$2 366	\$1 579
Medical Dental	\$9 400	\$10 281
Pension plan	\$9 920	\$10 075
On call fees	\$5 200	\$5 333
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	\$139 657	\$63 735
Culverts	\$5 000	\$5 000
Dust suppressant	\$41 000	\$48 833
Vehicles and garage expense - page 10	\$116 150	\$190 150
	\$634 603	\$677 005
Snow removal		
Snow removal salaries	\$209 000	\$78 000
Salt and sand	\$6 000	\$56 200
	\$215 000	\$134 200
Street lighting		
Electricity	\$24 000	\$26 000
Traffic		
Road signs	\$2 000	\$2 000
	\$875 603	\$839 205
ENVIRONMENTAL HEALTH		
Water purification		
Analysis and water quality	\$2 500	\$2 500

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Chemicals	\$5 500	\$5 500
	\$8 000	\$8 000
Water distribution system		
Electricity	\$8 300	\$8 300
Maintenance	\$20 000	\$20 000
Water training		\$4 000
Insurance	\$2 200	\$2 200
	\$30 500	\$34 500
Garbage disposal		
M.R.C. - share for waste management	\$16 687	\$13 654
Wages	\$43 582	\$43 922
RRQ	\$2 355	\$2 392
UI	\$763	\$760
Health care	\$1 857	\$1 992
CSST	\$780	\$935
QPIP	\$321	\$320
Life Insurance	\$0	\$0
Salary Insurance	\$635	\$390
Medical Dental	\$3 250	\$3 325
Pension plan	\$2 032	\$2 172
Insurance	\$550	\$0
Dump project expenses	\$5 000	\$5 000
Electricity	\$1 000	\$1 102
Dump supplies	\$200	\$200
Recycling	\$32 000	\$32 000
Transportation	\$70 000	\$96 634
FREE garbage day - Clean-up	\$12 000	\$12 000
	\$193 012	\$216 798
	\$231 512	\$259 298
URBAN PLANNING AND REGIONAL DEVELOPMENT		
Urban planning		
M.R.C. - share for planning	\$67 259	\$65 651
Building inspector	\$31 385	\$31 360
RRQ	\$1 695	\$2 356
UI	\$549	\$777
Health care	\$1 337	\$1 938

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CSST	\$500	\$910
QPIP	\$231	\$327
Life Insurance	\$0	\$0
Salary Insurance	\$500	\$328
Medical Dental	\$1 000	\$1 095
Pension plan	\$1 570	\$2 220
Inspector expenses	\$250	\$168
Membership fees	\$500	\$500
Urbanism supplies	\$600	\$343
Course fees	\$1 500	\$1 500
Urbanism master plan	\$0	\$0
By-law recoverable expenses	\$0	\$0
	\$108 876	\$109 473
 RECREATIONAL AND CULTURAL		
R.A. Hall and ball field		
Electricity / Heat pumps	\$4 800	\$6 981
Maintenance & Cleaning	\$20 000	\$20 000
Supplies	\$2 000	\$3 465
Insurance	\$2 200	\$2 117
Heating / Furnace Oil	\$1 100	\$1 751
Other/phone	\$1 200	\$1 243
	\$31 300	\$35 557
 Rink		
Rink contracts and supervision	\$3 750	\$3 750
Summer students	\$7 000	\$6 000
Summer students - source deductions & vacation pay	\$600	\$722
	\$11 350	\$10 472
 Wharf		
Wharf - electricity	\$425	\$425
Wharf - lease/maintenance	\$600	\$600
	\$1 025	\$1 025
 Other		
Membership		
Leslie Park - Insurance	\$2 800	\$2 800
	\$2 800	\$2 800

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Library		
CRSBPO	\$6 000	\$6 000
Librarian	\$8 500	\$15 564
Employee benefits	\$660	\$1 584
Csst	\$150	\$311
Supplies/maintenance	\$1 000	\$1 461
Travel and convention	\$200	\$158
Telephone	\$1 200	\$1 230
Insurance	\$140	\$140
Contest	\$500	\$500
Books	\$250	\$250
	\$18 600	\$27 198

RECREATION AND CULTURAL - continued

Other cultural activities		
MRC- Sports and Leisure	\$0	\$0
Annual RA Contribution	\$2 500	\$2 500
Pontiac Tourism	\$500	\$500
Flower baskets & Millenium park flowers	\$1 500	\$1 500
Millenium park - maintenance	\$250	\$250
Millenium park - electricity	\$600	\$600
Millenium park - insurance	\$115	\$115
	\$5 465	\$5 465
	\$70 540	\$82 517

COSTS OF FINANCING

Bank charges	\$4 000	\$4 000
Interest on Water Infrastructure Loan	\$20 000	\$20 000
Interest on Toyota Tacoma	\$0	\$0
	\$24 000	\$24 000

FINANCING

Capital payments - water infrastructure	\$109 800	\$109 800
Capital payments - Tacoma truck		

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	\$109 800	\$109 800
INVESTING ACTIVITIES		
Capital expenditures - municipal garage		\$11 700
Capital expenditures - office		\$3 000
Capital expenditures - public security	\$3 000	\$10 000
Capital expenditures - transportation	\$50 000	\$80 000
Capital expenditures - water system		
Capital expenditures - Composting	\$20 000	\$0
Capital expenditures - Mural		\$5 000
Capital expenditures - Boat launch		\$10 000
Capital expenditures - Walking trail RA grounds	\$0	\$0
Capital expenditures - Revitalization 408 Tessier		
Capital expenditures - R.A. Grounds	\$24 500	\$21 000
Capital expenditure - 408 Tessier	\$35 000	\$0
	\$132 500	\$140 700
OPERATING AFFECTED SURPLUS		
Purchase of 408 Tessier B. Gauthier		
Increased fire training costs - Pompier 1 certifications		
Capital investments	\$0	\$0
	\$0	\$0
VEHICLES AND GARAGE EXPENSE		
Fuel	\$35 000	\$71 000
Equipment maintenance	\$50 000	\$70 000
Garage equipment insurance	\$4 600	\$17 600
Equipment Licenses	\$6 500	\$6 500
Garage - maintenance and supplies and tools	\$10 000	\$15 000
Garage - electricity	\$7 900	\$7 900
Garage - insurance	\$1 550	\$1 550
Garage - alarm system	\$600	\$600
	\$116 150	\$190 150

Période de question

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IL EST PROPOSÉ PAR CONSEILLÈRE KATHLEEN GAUTHIER
ET RÉSOLU A L'UNANIMITÉ

QUE la réunion soit levée à 19H22.

Adopté

KIM CARTIER-VILLENEUVE, Mairesse

ANDREA LAFLEUR, Directrice générale