

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

Tuesday December 20, 2011

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 His Worship the Mayor Mr. GRAHAM HAWLEY, Councillors NANCY DAGENAI, CLAUDIA DUBEAU, JACQUE GAUTHIER, CLAUDE PICHÉ, LÉON LANCE, all forming quorum under the chairmanship of the Mayor.

ABSENT: Councillor Victor Bisson (Motivated)

The Director General ANDREA LAFLEUR is also present.

158-12-2011

The Mayor after establishing a quorum opens the session.

159-12-2011

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED NANCY DAGENAI

THAT the agenda be adopted as written.

Carried

160-12-2011

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED NANCY DAGENAI

THAT the Municipality of Otter Lake accepts the 2012 Budget as presented.

Carried

**THE MUNICIPALITY OF OTTER LAKE
BUDGET ESTIMATES
OPERATING ACTIVITIES FOR FISCAL PURPOSES
PERIOD ENDED DECEMBER 31, 2012**

line #	2011 BUDGET	2012 BUDGET
1		

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

2	REVENUE		
3	Tax Revenue	\$903 785	\$937 485
4	Water Services Revenue	\$42 450	\$43 050
5	Water Infrastructure Charge	\$67 893	\$67 883
6	Waste Management	\$120 000	\$125 300
7	Fire Services	\$66 300	\$66 250
8	Grants in lieu of taxes	\$63 195	\$61 808
9	Transfers	\$297 449	\$605 069
10	Services provided	\$9 750	\$13 000
11	Assessment of rights	\$39 560	\$40 290
12	Fines and penalties	\$300	\$2 000
13	Interest	\$10 000	\$10 000
14	Other Revenue	\$8 993	\$4 400
15		\$1 629 676	\$1 976 534
16			
17			
18	OPERATING EXPENSES		
19	General administration	\$352 175	\$378 472
20	Public security	\$185 345	\$253 560
21	Transportation	\$610 604	\$586 231
22	Environmental Health	\$119 231	\$151 340
23	Urban Planning and regional development	\$135 040	\$135 209
24	Recreational and cultural activities	\$54 817	\$57 481
25	Costs of financing	\$82 484	\$50 784
26			
27		\$1 539 695	\$1 613 076
28			
29			
30	Surplus (deficit) for the period before reconciliation	\$89 981	\$363 458
31			
32	Reconciliation for fiscal purposes		
33	Financing		
34	Payment of long term debt	-\$41 324	-\$125 813
35			
36	Appropriations		
37	Investing activities	-44 500	-272 645
38	Unappropriated accumulated surplus		\$35 000
39			
40		-\$44 500	-\$237 645

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

41			
42			
43			
44	Surplus (deficit) for the period for fiscal purposes	\$4 156	\$0
45			
46	TAXES		
47	Based on assessment		
48	General tax revenue (\$139,923,100*\$0.67/\$100)	\$903 785	\$937 485
49			
50	Municipal services		
51	Water services - \$150	\$42 450	\$43 050
52	Waste management - \$100	\$120 000	\$125 300
53	Fire services - \$50	\$66 300	\$66 250
54	Water Infrastructure Charge (\$9 population, \$175 zone)	\$67 893	\$67 883
55		296 643	302 483
56		<u>\$1 200 429</u>	<u>\$1 239 968</u>
57			
58	GRANTS IN LIEU OF TAXES		
59	Government of Quebec		
60	Quebec government property		
61	Public lands grant	\$57 345	\$57 300
62	Schools	\$5 850	\$4 508
63		\$63 195	\$61 808
64			
65	Government of Canada		
66	Federal government property		
67	Federal government services		
68		\$0	\$0
69			
70		<u>\$63 195</u>	<u>\$61 808</u>
71			
72	TRANSFERS		
73	Unconditional transfers		
74	Refund of the quebec sales tax	\$23 200	\$31 100
75			
76	Conditional Transfers		
77	Transportation		

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

78	Water infrastructure grant		\$76 568
79	Rural Pacte grant - RA Hall repairs		\$15 000
80	Road maintenance grant	\$228 249	\$231 849
81	Road improvement grant	\$45 000	\$50 000
82	PIQM-MADA		\$25 052
83	Family Policy		\$12 000
	TECQ Excise tax monies		\$125 000
84	Grant - Picnic and signage RA		\$30 000
85		273 249	565 469
86			
87	Environmental Health		
88	Recyclage-Quebec	\$1 000	\$8 500
89			
90		<u>297 449</u>	<u>605 069</u>
91			
92	SERVICES PROVIDED		
93	Public security		
94	Fire services provided		
95			
96	Environmental Health		
97	Dumping fees	\$1 500	\$2 000
98	Sale of Scrap Metal	\$5 000	\$5 000
99	Water shut-off	\$250	\$1 000
100			
101	Recreational and cultural activities		
102	RA Hall rentals	\$3 000	\$5 000
103			
104		<u>\$9 750</u>	<u>\$13 000</u>
105			
106	ASSESSMENT OF RIGHTS		
107	Licenses and permits	\$5 000	\$4 500
108	Trailer fees	\$4 560	\$5 790
109	Mutations	\$30 000	\$30 000
110		<u>\$39 560</u>	<u>\$40 290</u>
111			
112	FINES AND PENALTIES		
113	Fines and penalties	<u>\$300</u>	<u>\$2 000</u>
114			

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

115	INTEREST		
116	Interest on arrears	\$10 000	\$10 000
117	Bank Interest	\$0	\$0
118	Other interest and exchange	\$0	\$0
119		<u>\$10 000</u>	<u>\$10 000</u>
120			
121	OTHER REVENUE		
122	Photocopies	\$200	\$200
123	911 reimbursement centre d'urgence	\$4 793	\$1 200
124	911 Signage	\$2 000	\$2 000
125	Other revenue and recoveries	\$2 000	\$1 000
126		<u>\$8 993</u>	<u>\$4 400</u>
127			
128			
129	GENERAL ADMINISTRATION		
130	Legislation		
131	Council remuneration	\$30 240	\$30 240
132	Council allowance	\$15 120	\$15 120
133	Employee Benefits	\$1 943	\$2 000
134	Travel and convention	\$4 000	\$4 500
135	Code book updatings	\$0	
136		<u>\$51 303</u>	<u>\$51 860</u>
137			
138	Financial and administrative management		
139	Salaries	\$52 000	\$88 754
140	Pension plan	\$5 000	\$2 663
141	RRQ		\$3 700
142	UI		\$1 610
143	Health care		\$3 781
144	CSST		\$1 615
145	QPIP		\$700
146	Life Insurance		\$400
147	Salary Insurance		\$1 005
148	Medical Dental		\$1 504
149	Audit fee	\$15 000	\$15 000
150	Other professional services	\$4 000	\$5 000
151	Office supplies	\$4 250	\$4 250

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

152	Telephone and fax	\$6 437	\$6 500
153	Postage and flyers and public notices	\$3 500	\$4 000
154	Office equipment lease/rental	\$3 000	\$5 000
155	Computer and software maintenance contract	\$3 863	\$4 000
156	Office equipment maintenance	\$1 000	\$1 000
157	Association fees and bond	\$1 000	\$1 500
158	F.Q.M. Fees	\$850	\$900
159	Municipal hall - electricity (50%)	\$2 000	\$2 200
160	Municipal hall - heat (50%)	\$3 000	\$3 000
161	Municipal hall - maintenance/cleaning	\$3 400	\$4 200
162	Municipal hall - insurance - (50%)	\$1 000	\$750
163	Municipal hall - alarm system	\$800	\$365
164	CSST	\$1 801	\$1 800
165	Communication/Website	\$1 000	\$500
166	Coffee Supplies / meeting expenses	\$450	\$450
167	Employee Christmas Recognition	\$1 000	\$1 200
168		\$32 808	
169		\$147 159	\$167 347
170			
171	GENERAL ADMINISTRATION - continued		
172	Election expense		
173	Wages		
174	Ballots and supplies		
175	Public notices		
176		\$0	\$0
177	Assessment		
178	M.R.C. - share for assessment	\$59 053	\$61 620
180	Other		
181	M.R.C. - share for general administration	\$66 060	\$69 145
182	Errors and omissions insurance	\$1 800	\$1 550
183	Liability insurance	\$7 800	\$5 450
184	Legal fees / and arrears legal fees	\$15 000	\$20 000
185	Donations	\$1 500	\$1 500
186		\$2 500	
187		\$94 660	\$97 645
188			
189		<u>\$352 175</u>	<u>\$378 472</u>
191	PUBLIC SECURITY		
192	Police protection		

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

193	Government of Quebec	\$108 385	\$136 999
194			
195	Fire protection		
196	M.R.C. - share for public security	\$6 869	\$10 391
197	Fire chief and wages	\$1 145	\$6 171
198	Volunteer Wages fire and emergency calls	\$15 000	\$18 000
199	Volunteer Wages Training		\$22 752
200	Csst	\$288	\$300
201	Course fees and Travel	\$5 000	\$12 026
202	Telephone and beepers	\$900	
203	Communication licence/air time	\$825	\$900
204	Fire supplies and oxygen	\$13 244	\$5 000
205	Equipment and clothing maintenance	\$2 970	\$15 479
206	Fire vehicles - fuel	\$1 000	\$1 000
207	Fire vehicles - maintenance	\$1 000	\$2 000
208	Fire vehicles - insurance	\$2 000	\$1 800
209	Fire vehicles - licences	\$2 000	\$2 200
210	Fire hall - cleaning and supplies (50%)	\$750	\$750
211	Fire hall - maintenance	\$750	\$500
212	Fire hall - electricity (50%)	\$1 600	\$1 600
213	Fire hall - heating (50%)	\$2 200	\$1 500
214	Fire hall - insurance (25%)	\$500	\$700
215	Fire hall - alarm	\$500	\$365
216	Insurance	\$2 000	\$2 200
217		\$200	
218		\$60 742	\$105 634
220	Civil protection		
221	Services	\$5 245	
222	Civic numbering service	\$2 000	\$2 000
223		\$7 245	\$2 000
224			
225	Other		
226	Beaver control	\$1 500	\$1 000
227	M.R.C. - share for animal control	\$7 473	\$7 927
228		\$8 973	\$8 927
229			
230		<u>\$185 345</u>	<u>\$253 560</u>
231			
232			
233	TRANSPORTATION		

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

234	Municipal roads		
235	Wages	\$112 549	\$120 650
236	Employee Benefits	\$17 598	
237	RRQ		\$6 063
238	UI		\$2 413
239	Health care		\$5 140
240	CSST	\$2 007	\$2 196
241	QPIP		\$943
242	Life Insurance		\$613
243	Salary Insurance		\$1 284
244	Medical Dental		\$3 465
245	Pension plan	\$2 091	\$3 619
246	On call fees	\$2 600	\$5 200
247	Safety Equipment (work boot allowance)	\$750	\$900
248	Equipment rental, communication, tractor	\$83 000	\$48 036
249	Road tools and supplies/lawnmower gas/maintenance	\$4 350	\$4 350
250	Bridge maintenance	\$6 000	\$2 000
251	Gravel	\$65 000	\$63 000
252	Asphalt patching	\$0	
253	Culverts	\$5 000	\$5 000
254	Dust suppressant	\$17 500	\$18 000
255	Vehicles and garage expense - page 10	\$80 125	\$78 825
256		\$398 570	\$371 697
257			
258	Snow removal		
259	Snow removal contract	\$189 534	\$189 534
260	Salt and sand	\$1 500	\$3 000
261		\$191 034	\$192 534
263	Street lighting		
264	Electricity	\$18 000	\$20 000
266	Traffic		
267	Road signs	\$3 000	\$2 000
268			
269		\$610 604	\$586 231
272	ENVIRONMENTAL HEALTH		
273	Water purification		
274	Analysis and water quality	\$6 000	\$4 500
275	Chemicals	\$2 500	\$6 000

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

276		\$8 500	\$10 500
278	Water distribution system		
279	Electricity	\$18 000	\$22 000
280	Maintenance	\$3 000	\$4 000
281	Insurance	\$400	\$2 655
283			
284	Garbage disposal		
285	M.R.C. - share for waste management	\$6 170	\$7 181
286	Wages	\$23 640	\$33 758
287	RRQ		\$1 696
288	UI		\$675
289	Health care		\$1 438
290	CSST		\$614
291	QPIP		\$264
292	Life Insurance		\$135
293	Salary Insurance		\$311
294	Medical Dental		\$0
295	Pension plan	\$471	\$1 013
296	Dump project expenses	\$0	\$1 000
297	Electricity	\$800	\$1 000
298	Dump supplies	\$250	\$100
299	Recycling	\$18 000	\$18 000
300	Transportation	\$40 000	\$45 000
301		\$89 331	\$112 185
302			
303		<u>\$119 231</u>	<u>\$151 340</u>
305	URBAN PLANNING AND REGIONAL DEVELOPMENT		
306	Urban planning		
307	M.R.C. - share for planning	\$81 511	\$92 330
308	Building inspector	\$40 941	\$28 117
309	Employee benefits	\$1 784	
310	RRQ		\$1 413
311	UI		\$562
312	Health care		\$1 198
313	CSST		\$512
314	QPIP		\$220
315	Life Insurance		\$248
316	Salary Insurance		\$485
317	Medical Dental		\$1 475
318	Pension plan	\$819	\$844

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

319	Inspector expenses	\$2 500	\$2 000
320	Membership fees	\$255	\$255
321	Urbanism supplies	\$300	\$300
322	Course fees	\$250	\$250
323	Urbanism master plan	\$7 500	\$5 000
324		-\$819	
325		<u>\$135 040</u>	<u>\$135 209</u>
326			
327	RECREATIONAL AND CULTURAL		
328	R.A. Hall and ball field		
329	Electricity	\$7 000	\$6 200
330	Maintenance & Cleaning	\$8 500	\$10 500
331	Supplies	\$750	\$750
332	Insurance	\$3 000	\$2 100
333	Heating	\$2 500	\$4 500
334	Other/phone	\$1 200	\$1 200
335		\$22 950	\$25 250
336			
337	Rink		
338	Rink contracts and supervision	\$4 000	\$4 500
339	Rink - maintenance	\$1 500	\$1 000
340	Rink -casual labour	\$2 837	\$0
341		\$8 337	\$5 500
342			
343	Warf		
344	Warf - electricity	\$500	\$500
345	Warf - lease/maintenance	\$200	\$200
346		\$700	\$700
347			
348	Other		
349	Membership	\$500	\$500
350	Leslie Park - Insurance	\$3 600	\$2 920
351		\$4 100	\$3 420
352			
354	Library		
355	CRSBPO	\$5 000	\$5 000
356	Librarian	\$3 875	\$4 152
357	Employee benefits	\$275	\$417

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

358	Csst	\$100	\$75
359	Supplies/maintenance	\$1 200	\$2 479
360	Travel and convention	\$300	\$455
361	Telephone	\$800	\$1 200
362	Insurance	\$300	\$221
363	Contest	\$150	\$150
364	Books	\$250	\$270
365		\$12 250	\$14 419
366			
367	RECREATION AND CULTURAL - continued		
368	Other cultural activities		
369	MRC- Sports and Leisure	\$1 755	\$3 977
370	Annual RA Contribution	\$2 500	\$2 500
371	Millenium park - maintenance	\$250	\$150
372	Millenium park - electricity	\$750	\$500
373	Millenium park - Herves property	\$1 000	\$1 000
374	Millenium park - insurance	\$225	\$65
375		\$6 480	\$8 192
376			
377		<u>\$54 817</u>	<u>\$57 481</u>
380	COSTS OF FINANCING		
381	Interest on fire truck loan	\$12 491	\$9 192
382	Bank charges	\$100	\$300
383	Other finance charges	\$2 000	
384	Interest on Water Infrastructure Loan	\$67 893	\$41 292
385		<u>\$82 484</u>	<u>\$50 784</u>
388	FINANCING		
389	Capital payments - water infrastructure	\$843	\$85 900
390	Capital payments - fire truck	\$40 481	\$39 913
391		<u>\$41 324</u>	<u>\$125 813</u>
392	INVESTING ACTIVITIES		
393	Capital expenditures - administration	\$8 500	
394	Capital expenditures - office	\$12 000	\$5 000
395	Capital expenditures - public security	\$5 000	\$3 000
396	Capital expenditures - transportation		
397	Capital expenditures - municipal garage		\$2 000
398	Capital expenditures - water system		\$143 000
399	Capital expenditures - water project	\$4 000	
400	Capital expenditures - recycling		
401	Capital expenditures - R.A. Hall		\$89 645

MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

402	Capital expenditures - Leslie Park		
403	Capital expenditures - Transfer Station	\$5 000	
404	Capital expenditures - R.A. Park	\$10 000	\$30 000
405		\$44 500	\$272 645
406			
407	VEHICLES AND GARAGE EXPENSE		
408	Fuel	\$24 000	\$30 000
409	Equipment maintenance	\$40 000	\$30 000
410	Garage equipment insurance	\$4 575	\$5 260
411	Equipment Licences	\$2 550	\$2 800
412	Garage - maintenance and supplies and tools	\$3 300	\$5 500
413	Garage - electricity	\$4 000	\$4 000
414	Garage - insurance	\$1 300	\$900
415	Garage - alarm system	\$400	\$365
		\$80 125	\$78 825

Notice of motion

Notice of motion is given by councilor CLAUDE PICHÉ that at the January 2012 regular council meeting, that a By-Law will be introduced in order to determine the rates for the year 2012.

Question Period

161-12-2011

IT WAS MOVED BY COUNCILLOR
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

THAT the meeting be adjourned at 8:00PM.

Carried

GRAHAM HAWLEY, Mayor

ANDREA LAFLEUR, Director General