

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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

### Tuesday December 18, 2012

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 DAGENAIS, CLAUDIA DUBEAU, JACQUE GAUTHIER, CLAUDE PICHE, LÉON LANCE, VICTOR BISSON, all forming quorum under the chairmanship of the Mayor.

The Director General ANDREA LAFLEUR is also present.

The Mayor after establishing a quorum opens the session.

#### 163-12-2012

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

LÉON LANCE

**THAT** the agenda be adopted as written.

Carried

#### 164-12-2012

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

NANCY DAGENAIS

**THAT** the Municipality of Otter Lake accepts the 2013 Budget as presented.

Carried

**THE MUNICIPALITY OF OTTER LAKE**  
**BUDGET ESTIMATES**  
**OPERATING ACTIVITIES FOR FISCAL PURPOSES**  
**PERIOD ENDED DECEMBER 31, 2013**

**2012**

**2013**

# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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	BUDGET	BUDGET
<b><u>REVENUE</u></b>		
Tax Revenue	\$937 485	\$1 117 007
Water Services Revenue	\$43 050	\$44 100
Water Infrastructure Charge	\$67 883	\$59 711
Waste Management	\$125 300	\$122 600
Fire Services	\$66 250	\$69 300
Grants in lieu of taxes	\$61 808	\$61 521
Transfers	\$605 069	\$766 503
Services provided	\$13 000	\$146 000
Assessment of rights	\$40 290	\$55 500
Fines and penalties	\$2 000	\$1 200
Interest	\$10 000	\$12 500
Other Revenue	\$4 400	\$8 200
	<b>\$1 976 534</b>	<b>\$2 464 142</b>
<b><u>OPERATING EXPENSES</u></b>		
General administration	\$378 472	\$390 926
Public security	\$253 560	\$288 087
Transportation	\$586 231	\$623 825
Environmental Health	\$151 340	\$167 106
Urban Planning and regional development	\$135 209	\$168 659
Recreational and cultural activities	\$57 481	\$68 371
Costs of financing	\$50 784	\$46 910
	<b>\$1 613 077</b>	<b>\$1 753 884</b>
<b><u>Surplus (deficit) for the period before reconciliation</u></b>	<b>\$363 458</b>	<b>\$710 258</b>
<b>Reconciliation for fiscal purposes</b>		
<b>Financing</b>		
Payment of long term debt	-\$125 813	-\$131 215
<b><u>Appropriations</u></b>		
Investing activities	<b>-272 645</b>	<b>-579 043</b>
Unappropriated accumulated surplus	<b>\$35 000</b>	<b>\$0</b>

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	-\$237 645	-\$579 043
<b><u>Surplus (deficit) for the period for fiscal purposes</u></b>	<b>\$0</b>	<b>\$0</b>
<b><u>TAXES</u></b>		
<b>Based on assessment</b>		
General tax revenue (\$164,265,700*\$0.68/\$100)	<b>\$937 485</b>	<b>\$1 117 007</b>
<b><u>Municipal services</u></b>		
Water services - \$150	\$43 050	\$44 100
Waste management - \$100	\$125 300	\$122 600
Fire services - \$50	\$66 250	\$69 300
Water Infrastructure Charge (\$8 population, \$142 zone)	\$67 883	\$59 711
	<b>302 483</b>	<b>295 711</b>
	<b><u>\$1 239 968</u></b>	<b><u>\$1 412 718</u></b>
<b><u>GRANTS IN LIEU OF TAXES</u></b>		
<b>Government of Quebec</b>		
Quebec government property		
Public lands grant	\$57 300	\$57 317
Schools	\$4 508	\$4 204
	<b><u>\$61 808</u></b>	<b><u>\$61 521</u></b>
<b><u>Government of Canada</u></b>		
Federal government property	\$0	\$0
Federal government services	\$0	\$0
	<b>\$0</b>	<b>\$0</b>
	<b><u>\$61 808</u></b>	<b><u>\$61 521</u></b>
<b><u>TRANSFERS</u></b>		
<b><u>Unconditional transfers</u></b>		
Refund of the Québec sales tax	<b>\$31 100</b>	<b>\$63 300</b>
<b><u>Conditional Transfers</u></b>		

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### **Transportation**

Water infrastructure grant	\$76 568	\$76 811
Rural Pacte grant - RA Hall repairs	\$15 000	\$0
Road maintenance grant	\$231 849	\$231 849
Road improvement grant	\$50 000	\$40 000
PIQM-MADA	\$25 052	\$0
Family Policy	\$12 000	\$9 500
TECQ Excise tax monies	\$125 000	\$327 543
Grant - Picnic and signage RA	\$30 000	\$0
	<b><u>\$65 469</u></b>	<b><u>\$685 703</u></b>

### **Environmental Health**

Recyclage-Quebec	\$8 500	\$8 500
Green fund		\$9 000
	<b><u>605 069</u></b>	<b><u>\$766 503</u></b>

### **SERVICES PROVIDED**

#### **Public security**

Fire services provided

#### **Environmental Health**

Dumping fees	\$2 000	\$5 000
Sale of Scrap Metal	\$5 000	\$5 500
Water shut-off	\$1 000	\$1 000

#### **Recreational and cultural activities**

RA Hall rentals	\$5 000	\$4 500
Sale of lots Leslie Park	\$0	\$130 000
	<b><u>\$13 000</u></b>	<b><u>\$146 000</u></b>

### **ASSESSMENT OF RIGHTS**

Licenses and permits	\$4 500	\$7 000
Trailer fees	\$5 790	\$6 500
Mutations	\$30 000	\$42 000
	<b><u>\$40 290</u></b>	<b><u>\$55 500</u></b>

### **FINES AND PENALTIES**

Fines and penalties	<b><u>\$2 000</u></b>	<b><u>\$1 200</u></b>
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### **INTEREST**

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Interest on arrears	\$10 000	\$10 000
Bank Interest	\$0	\$2 500
Other interest and exchange	\$0	\$0
	<b><u>\$10 000</u></b>	<b><u>\$12 500</u></b>

### **OTHER REVENUE**

Photocopies	\$200	\$200
911 reimbursement centre d'urgence	\$1 200	\$4 000
911 Signage	\$2 000	\$3 500
Other revenue and recoveries	\$1 000	\$500
	<b><u>\$4 400</u></b>	<b><u>\$8 200</u></b>

### **GENERAL ADMINISTRATION**

#### **Legislation**

Council remuneration, allowance, benefits	\$47 360	\$50 585
Travel and convention	\$4 500	\$0
	<b><u>\$51 860</u></b>	<b><u>\$50 585</u></b>

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

Salaries, benefits, pension	\$105 732	\$112 992
Travel	\$0	\$1 000
Audit fee	\$15 000	\$15 000
Other professional services	\$5 000	\$10 000
Office supplies	\$4 250	\$5 500
Telephone and fax	\$6 500	\$6 700
Postage and flyers and public notices	\$4 000	\$4 500
Office equipment lease/rental	\$5 000	\$4 923
Computer and software maintenance contract	\$4 000	\$4 000
Office equipment maintenance	\$1 000	\$1 000
Association fees and bond	\$1 500	\$1 500
F.Q.M. Fees	\$900	\$1 100
Municipal hall - electricity (50%)	\$2 200	\$2 350
Municipal hall - heat (50%)	\$3 000	\$2 000
Municipal hall - maintenance/cleaning	\$4 200	\$3 000
Municipal hall - insurance - (50%)	\$750	\$775
Municipal hall - alarm system	\$365	\$450
CSST	\$1 800	\$2 000
Communication/Website	\$500	\$800

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Meeting expenses/coffee supplies/Christmas employee recognition	\$1 650	\$2 200
	<b><u>\$167 347</u></b>	<b><u>\$181 790</u></b>

### **GENERAL ADMINISTRATION - continued**

Election expense	\$0	\$10 000
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### **Assessment**

M.R.C. - share for assessment	\$61 620	\$52 757
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### **Other**

M.R.C. - share for general administration	\$69 145	\$72 044
Errors and omissions insurance	\$1 550	\$1 750
Liability insurance	\$5 450	\$5 500
Legal fees / and arrears legal fees	\$20 000	\$15 000
Donations	\$1 500	\$1 500
	<b><u>\$97 645</u></b>	<b><u>\$95 794</u></b>
	<b><u>\$378 472</u></b>	<b><u>\$390 926</u></b>

### **PUBLIC SECURITY**

#### **Police protection**

Government of Quebec	\$136 999	\$147 834
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#### **Fire protection**

M.R.C. - share for public security	\$10 391	\$15 355
Wages chief, firemen, training	\$46 923	\$56 129
Csst	\$300	\$300
Course fees and Travel	\$12 026	\$14 571
Communication licence/air time	\$900	\$900
Fire supplies and oxygen	\$5 000	\$2 818
Equipment and clothing maintenance	\$15 479	\$21 713
Fire vehicles - fuel	\$1 000	\$1 200
Fire vehicles - maintenance	\$2 000	\$2 000
Fire vehicles - insurance	\$1 800	\$2 000
Fire vehicles - licences	\$2 200	\$2 200
Fire hall - cleaning and supplies (50%)	\$750	\$750
Fire hall - maintenance	\$500	\$500
Fire hall - electricity (50%)	\$1 600	\$2 350
Fire hall - heating (50%)	\$1 500	\$2 000

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Fire hall - insurance (25%)	\$700	\$700
Fire hall - alarm	\$365	\$450
Insurance	\$2 200	\$2 300
	<b><u>\$105 634</u></b>	<b><u>\$128 236</u></b>

### **Civil protection**

Civic numbering service	<b>\$2 000</b>	<b>\$3 000</b>
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### **Other**

Beaver control	\$1 000	\$1 000
M.R.C. - share for animal control	\$7 927	\$8 017
	<b><u>\$8 927</u></b>	<b><u>\$9 017</u></b>

**\$253 560**      **\$288 087**

### **TRANSPORTATION**

#### **Municipal roads**

Wages, benefits, pension	\$152 486	\$167 552
Equipment rental, communication, tractor	\$48 036	\$26 200
Road tools and supplies/lawnmower gas/maintenance	\$4 350	\$4 500
Bridge maintenance	\$2 000	\$2 000
Gravel	\$63 000	\$92 645
Culverts	\$5 000	\$5 000
Dust suppressant	\$18 000	\$20 000
Vehicles and garage expense - page 10	\$78 825	\$82 300
	<b><u>\$371 697</u></b>	<b><u>\$400 197</u></b>

#### **Snow removal**

Snow removal contract	\$189 534	\$195 128
Salt and sand	\$3 000	\$3 500
	<b><u>\$192 534</u></b>	<b><u>\$198 628</u></b>

#### **Street lighting**

Electricity	<b>\$20 000</b>	<b>\$22 000</b>
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#### **Traffic**

Road signs	<b>\$2 000</b>	<b>\$3 000</b>
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	<u>\$586 231</u>	<u>\$623 825</u>
<b><u>ENVIRONMENTAL HEALTH</u></b>		
<b>Water purification</b>		
Analysis and water quality	\$4 500	\$3 500
Chemicals	\$6 000	\$8 500
	<b><u>\$10 500</u></b>	<b><u>\$12 000</u></b>
<b><u>Water distribution system</u></b>		
Electricity	\$22 000	\$15 000
Maintenance	\$4 000	\$6 000
Insurance	\$2 655	\$2 700
	<b><u>\$28 655</u></b>	<b><u>\$23 700</u></b>
<b><u>Garbage disposal</u></b>		
M.R.C. - share for waste management	\$7 181	\$8 892
Wages, benefits, pension	\$39 904	\$42 914
Dump project expenses	\$1 000	\$4 500
Electricity	\$1 000	\$1 000
Dump supplies	\$100	\$100
Recycling	\$18 000	\$21 000
Transportation	\$45 000	\$50 000
FREE garbage day - Clean-up		\$3 000
	<b><u>\$112 185</u></b>	<b><u>\$131 406</u></b>
	<b><u>\$151 340</u></b>	<b><u>\$167 106</u></b>
<b><u>URBAN PLANNING AND REGIONAL DEVELOPMENT</u></b>		
<b>Urban planning</b>		
M.R.C. - share for planning	\$92 330	\$98 333
Wages, benefits, pension	\$35 074	\$56 976
Inspector expenses	\$2 000	\$2 000
Membership fees	\$255	\$350
Urbanism supplies	\$300	\$2 000
Course fees	\$250	\$4 000
Urbanism master plan	\$5 000	\$5 000
	<b><u>\$135 209</u></b>	<b><u>\$168 659</u></b>



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### **RECREATIONAL AND CULTURAL**

#### **R.A. Hall and ball field**

Electricity	\$6 200	\$5 000
Maintenance & Cleaning	\$10 500	\$11 500
Supplies	\$750	\$1 500
Insurance	\$2 100	\$1 900
Heating	\$4 500	\$4 500
Other/phone	\$1 200	\$1 500
	<b><u>\$25 250</u></b>	<b><u>\$25 900</u></b>

#### **Rink**

Rink contracts and supervision	\$4 500	\$3 500
Rink - maintenance	\$1 000	\$500
Rink -casual labour		\$1 000
	<b><u>\$5 500</u></b>	<b><u>\$5 000</u></b>

#### **Warf**

Warf - electricity	\$500	\$500
Warf - lease/maintenance	\$200	\$200
	<b><u>\$700</u></b>	<b><u>\$700</u></b>

#### **Other**

Membership	\$500	\$500
Leslie Park - Insurance	\$2 920	\$3 200
	<b><u>\$3 420</u></b>	<b><u>\$3 700</u></b>

#### **Library**

CRSBPO	\$5 000	\$6 000
Wages, benefits	\$4 569	\$5 076
Csst	\$75	\$100
Supplies/maintenance	\$2 479	\$1 500
Travel and convention	\$455	\$500
Telephone	\$1 200	\$1 200
Insurance	\$221	\$240
Contest	\$150	\$150
Books	\$270	\$400
	<b><u>\$14 419</u></b>	<b><u>\$15 166</u></b>

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

#### **Other cultural activities**

MRC- Sports and Leisure	\$3 977	\$4 940
Annual RA Contribution	\$2 500	\$2 500
Contributions Family Policy		\$9 500
Millenium park - maintenance	\$150	\$150
Millenium park - Herve Wolfe	\$1 000	\$0
Millenium park - electricity	\$500	\$750
Millenium park - insurance	\$65	\$65
	<b><u>\$8 192</u></b>	<b><u>\$17 905</u></b>
	<b><u>\$57 481</u></b>	<b><u>\$68 371</u></b>

### **COSTS OF FINANCING**

Interest on fire truck loan	\$9 192	\$6 654
Bank charges	\$300	\$750
Interest on Water Infrastructure Loan	\$41 292	\$39 506
	<b><u>\$50 784</u></b>	<b><u>\$46 910</u></b>

### **FINANCING**

Capital payments - water infrastructure	\$85 900	\$88 800
Capital payments - fire truck	\$39 913	\$42 415
	<b><u>\$125 813</u></b>	<b><u>\$131 215</u></b>

### **INVESTING ACTIVITIES**

Capital expenditures - Signage (Entrance to town, etc.)	\$0	\$7 500
Capital expenditures - office	\$5 000	\$2 000
Capital expenditures - public security	\$3 000	\$23 000
Capital expenditures - transportation	\$0	\$70 000
Capital expenditures - municipal garage	\$2 000	\$0
Capital expenditures - Lafleur Street TECQ monies	\$143 000	\$193 695
Capital expenditures - Picanoc road TECQ monies	\$0	\$133 848
Capital expenditures - Streetlights	\$0	\$4 000
Capital expenditures - R.A. Hall	\$89 645	\$12 000
Capital expenditures - Leslie Park	\$0	\$130 000

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Capital expenditures - Millenium Park (benches)	\$0	\$2 000
Capital expenditures - R.A. Park signage	\$30 000	\$1 000
	<b><u>\$272 645</u></b>	<b><u>\$579 043</u></b>

### **VEHICLES AND GARAGE EXPENSE**

Fuel	\$30 000	\$30 000
Equipment maintenance	\$30 000	\$30 000
Garage equipment insurance	\$5 260	\$4 400
Equipment Licences	\$2 800	\$3 800
Garage - maintenance and supplies and tools	\$5 500	\$6 000
Garage - electricity	\$4 000	\$6 700
Garage - insurance	\$900	\$950
Garage - alarm system	\$365	\$450
	<b><u>\$78 825</u></b>	<b><u>\$82 300</u></b>

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### **Notice of motion**

Notice of motion is given by Victor Bisson that at the January 2013 regular council meeting, that a By-Law will be introduced in order to determine the rates for the year 2013.

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### **Question Period**

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MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

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IT WAS MOVED BY COUNCILLOR  
AND UNANIMOUSLY RESOLVED

JACQUE GAUTHIER

**THAT** the meeting be adjourned at 7:16PM.

Carried

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GRAHAM HAWLEY, Mayor

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ANDREA LAFLEUR, Director General