



MUNICIPALITE DU VILLAGE DE OTTER-LAKE  
Réunion extraordinaire / Extra ordinary meeting  
Procès verbal / Minutes

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**Tuesday December 14, 2010**

At an Extraordinary session of the Council of the Municipality of Otter Lake, held at the above mentioned date at 7:00 p.m., at 15 Palmer Avenue (Municipal Office), and which were present His Worship the Mayor Mr GRAHAM HAWLEY, and Lady Councillors, NANCY DAGENAIS and CLAUDIA DUBEAU and gentlemen Councillors LEON LANCE, JACQUES GAUTHIER, VICTOR BISSON and CLAUDE PICHÉ, all forming quorum under the chairmanship of the Mayor.

The Acting Director General / Secretary-Treasurer Mr. PIERRE VAILLANCOURT is also present.

**246-12-2010**

The Mayor after establishing a quorum opens the session.

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**247-12-2010**

IT WAS MOVED BY COUNCILOR Claudia Dubeau  
AND UNANIMOUSLY RESOLVED

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

Carried

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**248-12-2010**

IT WAS MOVED BY COUNCILOR Nancy Dagenais  
AND UNANIMOUSLY RESOLVED

**THAT** the 2011 Budget be accepted as presented.

Carried

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**THE MUNICIPALITY OF OTTER LAKE  
BUDGET ESTIMATES  
OPERATING ACTIVITIES FOR FISCAL PURPOSES  
PERIOD ENDED DECEMBER 31, 2010**

	<b>2010 BUDGET</b>	<b>2011 BUDGET</b>
<b>1 REVENUE</b>		
2 Tax Revenue	891 824	\$903 785



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3	Water Services Revenue	42 450	\$42 450
4	Water Infrastructure Charge		\$67 893
5	Waste Management	270 000	\$120 000
6	Fire Services	66 400	\$66 300
7	Trailers		\$6 060
8	Grants in lieu of taxes	64 109	\$63 195
9	Transfers	300 149	\$297 449
10	Services provided	10 000	\$9 750
11	Assessment of rights	25 500	\$39 560
12	Fines and penalties	500	\$300
13	Interest	17 000	\$10 000
14	Other Revenue	5 200	\$8 993
15		<b>1 693 132</b>	<b>\$1 635 736</b>
16			
17			
18	<b>OPERATING EXPENSES</b>		
19	General administration	296 736	\$353 491
20	Public security	187 174	\$185 345
21	Transportation	595 317	\$605 906
22	Environmental Health	352 177	\$134 798
23	Urban Planning and regional development	124 836	\$136 645
24	Recreational and cultural activities	50 774	\$54 817
25	Costs of financing	16 594	\$82 736
26			
27		<b>1 623 609</b>	<b>\$1 553 738</b>
28			
29			
30	<b>Surplus (deficit) for the period before reconciliation</b>	<b>69 523</b>	<b>\$81 998</b>
31			
32	<b>Reconciliation for fiscal purposes</b>		
33	<b>Financing</b>		
34	Payment of long term debt	-48 023	-\$41 324
35			
36	<b>Appropriations</b>		
37	Investing activities	-24 000	-40 673
38	Unappropriated accumulated surplus		
39			
40		<b>-24 000</b>	<b>-\$40 673</b>
41			
42			
43			
44	<b>Surplus (deficit) for the period for fiscal purposes</b>	<b>-2 500</b>	<b>\$0</b>
45	<b>TAXES</b>		
46	<b>Based on assessment</b>		



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47	General tax revenue (\$139,043,900*\$0.65/\$100)	<b>891 824</b>	<b>\$903 785</b>
48			
49	<b>Municipal services</b>		
50	Water services (Distribution Charge) - \$150	42 450	\$42 450
51	Waste management - \$100	270 000	\$120 000
52	Fire services - \$50	66 400	\$66 300
53	Water Infrastructure Charge (\$9.00 everybody and \$160.00 in the zone)		
54		<b>378 850</b>	<b>296 643</b>
55		<b><u>1 270 674</u></b>	<b><u>\$1 200 429</u></b>
56			
57	<b>GRANTS IN LIEU OF TAXES</b>		
58	<b>Government of Quebec</b>		
59	Quebec government property		
60	Public lands grant	57 345	\$57 345
61	Schools	5 850	\$5 850
62		<b>63 195</b>	<b>\$63 195</b>
63			
64	<b>Government of Canada</b>		
65	Federal government property	576	
66	Federal government services	338	
67		<b>914</b>	<b>\$0</b>
68			
69		<b><u>64 109</u></b>	<b><u>\$63 195</u></b>
70			
71	<b>TRANSFERS</b>		
72	<b>Unconditional transfers</b>		
73	Refund of the quebec sales tax	<b>22 300</b>	<b>\$23 200</b>
74			
75	<b>Conditional Transfers</b>		
76	<b>Transportation</b>		
77	excise tax grant		
78	compensation -TVQ		
79	Road maintenance grant	231 849	\$228 249
80	Road improvement grant	45 000	\$45 000
81	Job creation grants		
82		<b>276 849</b>	<b>273 249</b>
83			
84	<b>Environmental Health</b>		
85	Recyclage-Quebec	1 000	\$1 000
86			
87		<b><u>300 149</u></b>	<b><u>297 449</u></b>
88			
89	<b>SERVICES PROVIDED</b>		
90	<b>Public security</b>		



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91	Fire services provided		
92			
93	<b>Environmental Health</b>		
94	Dumping fees	5 000	\$1 500
95	Sale of Scrap Metal		\$5 000
96	Water shut-off	500	\$250
97			
98	<b>Recreational and cultural activities</b>		
99	RA Hall rentals	4 500	\$3 000
100			
101		<b><u>10 000</u></b>	<b><u>\$9 750</u></b>
102			
103	<b>ASSESSMENT OF RIGHTS</b>		
104	Licenses and permits	5 000	\$5 000
105	Trailer fees	500	\$4 560
106	Mutations	20 000	\$30 000
107		<b><u>25 500</u></b>	<b><u>\$39 560</u></b>
108			
109	<b>FINES AND PENALTIES</b>		
110	Fines and penalties	<b><u>500</u></b>	<b><u>\$300</u></b>
111			
112	<b>INTEREST</b>		
113	Ineterest on arrears	16 000	\$10 000
114	Bank Interest	500	\$0
115	Other interest and exchange	500	\$0
116		<b><u>17 000</u></b>	<b><u>\$10 000</u></b>
117			
118	<b>OTHER REVENUE</b>		
119	Photocopies	200	\$200
120	911 reimbursement centre d'urgence		\$4 793
121	911 Signage		\$2 000
122	Other revenue and recoveries	5 000	\$2 000
123		<b><u>5 200</u></b>	<b><u>\$8 993</u></b>
124			
125			
126	<b>GENERAL ADMINISTRATION</b>		
127	<b>Legislation</b>		
128	Council remuneration	28 800	\$30 240
129	Council allowance	14 400	\$15 120
130	Employee Benefits	1 850	\$1 943
131	Csst	723	\$871
132	Travel and convention	4 000	\$4 000
133	Code book updatings	1 500	\$0
134		<b><u>51 273</u></b>	<b><u>\$52 173</u></b>



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<b>135 Financial and administrative management</b>		
136 Director General - salary	42 410	\$52 000
137 Director General - pension plan/insurance	5 000	\$5 000
138 Director General - employee benefits	4 860	\$6 042
139 Director General - Csst	1 065	\$1 123
140 Director General- travel and convention	1 500	\$1 500
141 Director General - course fees	500	\$0
142 Assistant - salary	13 400	\$22 277
143 Assistant - benefits	1 300	\$2 589
144 Assistant - pension		\$446
145 Assistant - Csst	300	\$428
146 Audit fee	12 000	\$15 000
147 Other professional services	1 000	\$4 000
148 Office supplies	2 000	\$3 000
149 Mutations	400	\$400
150 Tax billing supplies	1 000	\$1 000
151 Computer programs	200	\$250
152 Telephone and fax	5 000	\$6 437
153 Postage and flyers	3 000	\$2 500
154 Public notices	1 200	\$1 000
155 Office equipment lease/rental	3 200	\$3 000
156 Computer and software maintenance contract	1 650	\$3 863
157 Office equipment maintenance	1 000	\$1 000
158 Association fees and bond	600	\$1 000
159 F.Q.M. Fees	835	\$850
160 Municipal hall - electricity (50%)	2 000	\$2 000
161 Municipal hall - heat (50%)	3 000	\$3 000
162 Municipal hall - maintenance	2 500	\$2 500
163 Municipal hall - cleaning (50%)	800	\$900
164 Municipal hall - insurance - (50%)	1 000	\$1 000
165 Municipal hall - alarm system	600	\$800
166 Csst annual fee	65	\$250
167 Copier paper/letterhead/envelopes	2 000	
168 Communication/Website	2 500	\$1 000
169 Coffee Supplies / meeting expenses	100	\$450
170 Employee Christmas Recognition		\$1 000
171	<b>117 985</b>	<b>\$147 605</b>
172		
<b>173 GENERAL ADMINISTRATION - continued</b>		
<b>174 Election expense</b>		
175 Wages		
176 Ballots and supplies		
177 Public notices		
178	<b>0</b>	<b>\$0</b>
<b>179 Assessment</b>		



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180 M.R.C. - share for assessment	51 965	\$59 053
181		
182 <b>Other</b>		
183 M.R.C. - share for general administration	54 713	\$66 060
184 Errors and omissions insurance	1 800	\$1 800
185 Liability insurance	7 500	\$7 800
186 Legal fees	5 000	\$15 000
187 Donations	1 500	\$1 500
188 Legal fees - tax arrears	5 000	\$2 500
189	75 513	\$94 660
190		
191	<b>296 736</b>	<b>\$353 491</b>
192		
193 <b>PUBLIC SECURITY</b>		
194 <b>Police protection</b>		
195 Government of Quebec	104 020	\$108 385
196		
197 <b>Fire protection</b>		
198 M.R.C. - share for public security	2 535	\$6 869
199 Fire chief	1 114	\$1 145
200 Volunteers	10 800	\$15 000
201 Csst	298	\$288
202 Course fees	19 800	\$5 000
203 Telephone and beepers	4 500	\$900
204 Communication licence/air time	825	\$825
205 Fire supplies and oxygen	10 900	\$13 244
206 Equipment rental	500	\$0
207 Equipment and clothing maintenance	250	\$2 970
208 Fire vehicles - fuel	1 000	\$1 000
209 Fire vehicles - maintenance	1 500	\$1 000
210 Fire vehicles - insurance	2 500	\$2 000
211 Fire vehicles - licences	2 000	\$2 000
212 Fire hall - cleaning and supplies (50%)	750	\$750
213 Fire hall - maintenance	1 000	\$750
214 Fire hall - electricity (50%)	1 600	\$1 600
215 Fire hall - heating (50%)	2 000	\$2 200
216 Fire hall - insurance (25%)	500	\$500
217 Fire hall - alarm	500	\$500
218 Travel expense		\$200
219 Insurance	2 000	\$2 000
220	66 872	\$60 742
221		
222 <b>Civil protection</b>		
223 Services	5 000	\$5 245
224 Civic numbering service	2 000	\$2 000



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225	<b>7 000</b>	<b>\$7 245</b>
226		
227 <b>Other</b>		
228 Beaver control	2 000	\$1 500
229 M.R.C. - share for animal control	7 282	\$7 473
230	<b>9 282</b>	<b>\$8 973</b>
231		
232	<b><u>187 174</u></b>	<b><u>\$185 345</u></b>
233		
234		
235 <b>TRANSPORTATION</b>		
236 <b>Municipal roads</b>		
237 Wages	120 499	\$112 549
238 Employee Benefits	14 000	\$17 598
239 Pension plan		\$2 091
240 Csst	3 200	\$2 007
241 On call fees (50%)	2 600	\$2 600
242 Safety Equipment (work boot allowance)	1 000	\$750
243 Equipment rental	30 000	\$83 000
244 Road tools and supplies/lawnmower gas	1 500	\$1 500
245 Bridge maintenance	6 000	\$6 000
246 Gravel	65 000	\$65 000
247 Asphalt patching	34 000	\$0
248 Culverts	5 000	\$5 000
249 Dust suppressant	15 000	\$17 500
250 Communication equipment rentals	0	\$720
251 Lawn tractor/sweeper maintenance	1 500	\$1 500
252 Less wages and benefits distributed	-42 862	-\$43 583
253 Vehicles and garage expense - page 10	75 694	\$63 094
254	<b>332 130</b>	<b>\$337 327</b>
255		
256 <b>Snow removal</b>		
257 Wages - distributed	28 800	\$28 800
258 Employee benefits - distributed	3 629	\$4 501
259 Csst - distributed	827	\$513
260 Snow removal contract	180 000	\$189 534
261 Salt and sand	1 500	\$1 500
262 Snow plow maintenance	1 500	\$1 500
263 Vehicles and garage expense - page 10	25 231	\$21 031
264 Snowplow equipment - insurance	200	\$200
265	<b>241 687</b>	<b>\$247 579</b>
266		
267 <b>Street lighting</b>		
268 Electricity	<b>20 000</b>	<b>\$18 000</b>
269		



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270	<b>Traffic</b>		
271	Road signs	<b>1 500</b>	<b>\$3 000</b>
272			
273		<b><u>595 317</u></b>	<b><u>\$605 906</u></b>
274			
275			
276	<b>ENVIRONMENTAL HEALTH</b>		
277	<b>Water purification</b>		
278	Analysis	4 500	\$4 500
279	Chlorine	2 500	\$2 500
280	On call fees (50%)	2 600	\$2 600
281	Water quality	2 000	\$1 500
282		<b>11 600</b>	<b>\$11 100</b>
283			
284	<b>Water distribution system</b>		
285	Electricity	20 000	\$18 000
286	Maintenance	3 000	\$3 000
287	Fuel	150	
288	Insurance	400	\$400
289	Wages - distributed	8 320	\$8 320
290	Employee benefits - distributed	1 048	\$1 300
291	Csst - distributed	239	\$148
292		<b>33 157</b>	<b>\$31 169</b>
293			
294	<b>Garbage disposal</b>		
295	M.R.C. - share for waste management	6 857	\$6 170
296	Wages	26 255	\$23 640
297	Employee benefits	3 407	\$2 747
298	Pension plan		\$471
299	Csst	776	\$452
300	Dump project expenses	5 000	\$0
301	Letter of guarantee	625	\$0
302	Electricity	500	\$800
303	Equipment rental	0	\$0
304	Dump supplies	1 500	\$250
305	Recycling	15 000	\$18 000
306	Dump - casual wages/attendant	5 000	
307	Landfill closure costs	40 000	\$0
308	Transportation	202 500	\$40 000
309		<b>307 420</b>	<b>\$92 530</b>
310			
311		<b><u>352 177</u></b>	<b><u>\$134 798</u></b>
312			
313	<b>URBAN PLANNING AND REGIONAL DEVELOPMENT</b>		
314	<b>Urban planning</b>		





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315 M.R.C. - share for planning	76 052	\$81 511
316 Building inspector	33 453	\$40 941
317 Employee benefits	3 708	\$1 784
318 Pension plan		\$819
319 Csst	823	\$786
320 Inspector expenses	2 500	\$2 500
321 Membership fees	250	\$255
322 Urbanism supplies	300	\$300
323 Course fees	250	\$250
324 Urbanism master plan	7 500	\$7 500
325	<b><u>124 836</u></b>	<b><u>\$136 645</u></b>
326		
327 <b>RECREATIONAL AND CULTURAL</b>		
328 <b>R.A. Hall and ball field</b>		
329 Electricity	6 000	\$6 000
330 Maintenance	5 000	\$3 500
331 Cleaning	7 000	\$5 000
332 Supplies	1 000	\$750
333 Insurance	2 500	\$3 000
334 Heating	3 000	\$2 500
335 Other	1 000	\$1 200
336	<b>25 500</b>	<b>\$21 950</b>
337		
338 <b>Rink</b>		
339 Rink - electricity	1 000	\$1 000
340 Rink contracts and supervision	7 200	\$4 000
341 Rink - maintenance	1 500	\$1 500
342 Rink - municipal employee		\$2 837
343	<b>9 700</b>	<b>\$9 337</b>
344		
345 <b>Warf</b>		
346 Warf - electricity	500	\$500
347 Warf - lease/maintenance	200	\$200
348	<b>700</b>	<b>\$700</b>
349		
350 <b>Other</b>		
351 Membership		\$500
352 Leslie Park - Insurance	0	\$3 600
353	<b>0</b>	<b>\$4 100</b>
354		
355		
356 <b>Library</b>		
357 CRSBPO	5 000	\$5 000
358 Librarian	3 799	\$3 875
359 Employee benefits	275	\$275



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360 Csst	96	\$100
361 Supplies/maintenance	1 000	\$1 200
362 Travel and convention	100	\$300
363 Telephone	1 000	\$800
364 Insurance	280	\$300
365 Contest	100	\$150
366 Books	0	\$250
367	<b>11 649</b>	<b>\$12 250</b>
368		
369 <b>RECREATION AND CULTURAL - continued</b>		
370 <b>Other cultural activities</b>		
371 MRC- Sports and Leisure		\$1 755
372 Canada Day/Carnival	2 000	\$2 500
373 Millenium park - maintenance	250	\$250
374 Millenium park - electricity	750	\$750
375 Millenium park - Herves property		\$1 000
376 Millenium park - insurance	225	\$225
377	<b>3 225</b>	<b>\$6 480</b>
378		
379	<b><u>50 774</u></b>	<b><u>\$54 817</u></b>
380		
381		
382 <b>COSTS OF FINANCING</b>		
383 Interest on truck loan	182	\$2
384 Interest on fire truck loan	14 912	\$12 491
385 Bank charges	500	\$100
386 Other finance charges	750	\$2 000
387 Interest on Water Infrastructure Loan		\$67 893
388 Interest on temporary loans	250	\$250
389	<b><u>16 594</u></b>	<b><u>\$82 736</u></b>
390		
391		
392 <b>FINANCING</b>		
393 Capital payments - truck	9 963	\$843
394 Capital payments - fire truck	38 060	\$40 481
395	<b><u>48 023</u></b>	<b><u>\$41 324</u></b>
396 <b>INVESTING ACTIVITIES</b>		
397 Capital expenditures - administration		\$8 500
398 Capital expenditures - office		\$12 000
399 Capital expenditures - public security		\$5 000
400 Capital expenditures - transportation		
401 Capital expenditures - municipal garage	11 000	
402 Capital expenditures - water system		
403 Capital expenditures - water project		\$4 000



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404 Capital expenditures - recycling		
405 Capital expenditures - R.A. Hall		
406 Capital expenditures - Leslie Park		
407 Capital expenditures - Transfer Station	10 000	\$5 000
408 Capital expenditures - R.A. Park	3 000	\$6 173
409	<b><u>24 000</u></b>	<b><u>\$40 673</u></b>
410		
411 <b>VEHICLES AND GARAGE EXPENSE</b>		
412 Fuel	25 000	\$20 000
413 Grader maintenance	35 000	\$20 000
414 Grader insurance	1 450	\$1 500
415 Grader licence	800	\$800
416 1 ton truck - maintenance	6 000	\$6 000
417 1 ton truck - insurance	1 600	\$1 600
418 1 ton truck - licence	750	\$750
419 Backhoe - maintenance	12 000	\$12 000
420 Backhoe - insurance	550	\$575
421 Backhoe - licence	500	\$500
422 1/2 ton - fuel	4 000	\$4 000
423 1/2 ton - maintenance	1 000	\$2 000
424 1/2 ton - insurance	950	\$900
425 1/2 ton - licence	500	\$500
426 Tractor - rental		\$4 000
427 Tractor - maintenance	2 500	
428 Tractor - insurance	150	\$0
429 Tractor - licence	700	\$0
430 Garage - maintenance and supplies	1 500	\$1 500
431 Garage - electricity	3 000	\$4 000
432 Garage - insurance	1 000	\$1 300
433 Garage - alarm system	475	\$400
434 Garage - tools and supplies	1 500	\$1 800
435 Wages		
436 Employment insurance to distribute		
437 Quebec pension plan to distribute		
438 Quebec Health Ins to distribute		
439 QPIP to distribute		
440 Vacation pay		
441	<b>100 925</b>	<b>\$84 125</b>
442		
443		
444 <b>Distributed to:</b>		
445		
446 Municipal roads - 75%	75 694	\$63 094
447		
448 Snow removal - 25%	25 231	\$21 031



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449

450

100 925

\$84 125

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**Notice of motion**

Notice of motion is given by councilor Victor Bisson that at the January 2011 regular council meeting, that a By-Law will be introduced in order to determine the rates for the year 2011.

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**Question Period**

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**249-12-2010**

IT WAS MOVED BY COUNCILLOR Jacque Gauthier  
AND UNANIMOUSLY RESOLVED

**THAT** the meeting be adjourned at 8:30 p.m.

Carried

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GRAHAM HAWLEY, Mayor

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PIERRE VAILLANCOURT, Acting Director General /  
Secretary-Treasurer