



MUNICIPALITÉ D' OTTER-LAKE MUNICIPALITY

Procès verbal – Minutes

Tuesday February 1, 2011

At the regular meeting of the Council of the Municipality of Otter Lake, held on the above date at 7:00, at 15 Palmer Avenue (Municipal Office), and which were present His Worship the Mayor Mr. GRAHAM HAWLEY, Councillors NANCY DAGENAI, CLAUDIA DUBEAU, LÉON LANCE, JACQUES GAUTHIER, CLAUDE PICHÉ and VICTOR BISSON, all forming quorum under the chairmanship of the Mayor.

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

13-02-2011

The Mayor welcomes those present, after establishing a quorum opens the session.

Visitor John Petty, presentation Relay for Life

Relay for life (cancer) will be held on June 4th, 2011, from 7:00 a.m. till 7:00 p.m. at the Shawville fair grounds.

14-02-2011

IT WAS MOVED BY COUNCILOR Léon Lance
AND UNANIMOUSLY RESOLVED

Adoption of the agenda with the additions to « **Varia** »

1. Mayor M. Graham Hawley :

2. Seat #1 M. Victor Bisson:

Senior Letter of support from Municipality of Otter Lake for Senior Citizen Residence on Richard Street. **(Rédigé – Written)**

3. Seat #2 Mme Nancy Dagenais:

Pacte Rurale – Resolution for Park improvement

Resolution posting of the Director General position

4. Seat #3 M. Léon Lance :

5. Seat #4 Mme Claudia Dubeau:

6. Seat #5 M. Claude Piché:

Resolution for the administration cost to be frozen

7. Seat #6 M. Jacque Gauthier:

8. D.G Pierre Vaillancourt:

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15-02-2011

IT WAS MOVED BY COUNCILOR Victor Bisson
AND UNANIMOUSLY RESOLVED

THAT the Minutes of the regular council meeting January 4, 2011 be accepted as written.

Carried

16-02-2011

IT WAS MOVED BY COUNCILOR Jacque Gauthier

AND UNANIMOUSLY RESOLVED

THAT Council accepts the nomination and hiring of Sarah Kluge as administrative assistant, beginning February 1, 2011, with the benefits that the Municipality will have in the employees policy.

Carried

17-02-2011

IT WAS MOVED BY COUNCILOR Claude Piché
AND UNANIMOUSLY RESOLVED

THAT Council renews for the year 2011, the insurance policy for accident and sickness # VFP 9129429 with the Chartis Insurance Company of Canada for the Otter Lake volunteer firefighters, at a cost of \$ 1,794.00 plus 9 % tax.

Carried

18-02-2011

IT WAS MOVED BY COUNCILOR Victor Bisson
AND UNANIMOUSLY RESOLVED

THAT Council renews for the period 2011-01-01 to 2012-01-01 the Municipal insurance policy with the Promutuel Valley Mutual # E2314447602-025 total cost of \$ 17 058.00 and to mandate the Acting Director General to sign the renewal.

Carried

19-02-2011

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IT WAS MOVED BY COUNCILOR Claudia Dubeau

AND UNANIMOUSLY RESOLVED

THAT Council approve a percentage of 2% from the employer and 2% from the employee in a pension fund for the simplified pension plan of the Municipality of Otter Lake, and authorize the Acting Director General and Mayor to sign the Plan application from Desjardins Financial Security.

Carried

20-02-2011

IT WAS MOVED BY COUNCILOR Claude Piché
AND UNANIMOUSLY RESOLVED.

That Council approves a donation to the Otter Lake Fire Department an amount of \$ 500 for the fishing derby taking place on February 5, 2011.

Carried

21-02-2011

IT WAS MOVED BY COUNCILOR Victor Bisson
AND UNANIMOUSLY RESOLVED

THAT Council appoints Lawyer Michel Lafrenière to represent the municipality in the file # M-421030-07-1010 (contest the decision rendered by the CSST) with the Commission des lésions professionnels du Québec.

Carried

22-02-2011

IT WAS MOVED BY COUNCILOR Nancy Dagenais
AND UNANIMOUSLY RESOLVED

THAT Council submit a grant application to the Pacte Rural, for developing the park at the Recreational grounds, and mandates the Acting Director General and Mayor to sign this application.

Carried

23-02-2011

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IT WAS MOVED BY COUNCILOR Victor Bisson
AND UNANIMOUSLY RESOLVED

THAT Council proceeds with the purchase of a buffer, Integra TX 175-320 RPM Dual Speed 17" including the drive pad at the cost of a \$ 1,498.50 (taxes included) from Boudreault Limited.

Carried

24-02-2011

IT WAS MOVED BY COUNCILOR Nancy Dagenais
AND UNANIMOUSLY RESOLVED

THAT Council renew the membership to the ADMQ for the year 2011 at a cost of \$ 360.00 tax not included and the optional insurance at a cost of \$ 175.

Carried

Notice of motion is given by councilor Jacques Gauthier to amend by-law # 01-01-2011 that provide for taxation for the year 2011 of the Municipality of Otter Lake, to include the tax rebate of \$ 80 for the residential waste.

Varia

25-02-2011

IT WAS MOVED BY COUNCILOR Nancy Dagenais
AND UNANIMOUSLY RESOLVED

THAT Council proceed to advertise the opening of the Director General position in the Journal Pontiac, The Equity, on the website of the Municipality and youth employment, the Post Office and FM CHIP Radio.

Carried

IT WAS MOVED BY COUNCILOR Claude Piché
AND UNANIMOUSLY RESOLVED

THAT Council freezes the administration costs for the year 2012 and 2013, due to an excessive increase for the year 2010 and 2011 (44%).

Vote is called : For : **0** Against: **7**

Rejected

Information for Council Members

Mayors Report

Correspondence

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Direct Deposit Dates for the employees and the elected. **(Information)**

Work sheet for the Dump closure expenses and expenditures **(For internal use only)**

17/01/2011 – Dump tax

19/01/2011 –Request for opening of road
(Not plowed in the winter)

28/01/2011 –invitation **(INTERESTED)**

28/01/2011 – Survey of women elected officials in the outaouais **(Claudia and Nancy)**

E-Mail : Interest on tax account – Joan Dubeau
(DECISION – No - Because of the time involved to report the incident, and to remove the mailbox outside)

Patro –winter activities

SADC –Breakfast

Damien Lafrenière - **To be answered by our lawyer – Done)**

E-Mail– offer of service / Kari Richardson (Recyc-Québec)
(not necessary, we report it)

Letter –Library **Councilor Léon Lance looks in to the situation)**

E-Mail – Réjean Bussière

E-Mail –Suirvey Septic Tanks (Charles Rodrigue)

E-Mail –Rurality Awards Invitation

26-02-2011

IT WAS MOVED BY COUNCILOR Victor Bisson
AND UNANIMOUSLY RESOLV

That the accounts be paid

Carried

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CERTIFICATES OF FUNDS AVAILABLE FOR ACCOUNTS:

I, Pierre Vaillancourt, Acting Director General / Secretary-Treasurer, hereby certify that there are funds available for the purposes for which expenditures to total \$ 88,390.90 have been proposed.

Signed in Otter Lake, Quebec
This 1st day of February 2011.

PIERRE VAILLANCOURT, Acting D.G. / Secretary-Treasurer

MUNICIPALITÉ D' OTTER-LAKE MUNICIPALITY

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Date 02/02/2011 10:58:03

Payables détaillés (DG)

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Imprimé le : 02/02/2011

Municipalité de Otter Lake

Période du 01/01/2011 Au 02/02/2011

<u>Nom</u>	<u>Type</u>	<u>Montant</u>	<u>Référence 1</u>	<u>Référence 2</u>
ADT SECURITY SERVICES CANADA, INC.	Chèque	301.11 (1)	45353854	SECURITY SYSTEM
ASSOCIATION TOURISME PONTIAC	Chèque	50.00 (1)	R 09-0102011	R 09-01-2011
BEAUCHAMP SERVICE W.O. STINSON	Chèque	508.22 (2)	43	PROPANE, GAS, D
BOUDREAU LTED	Chèque	1 498.50 (1)	PREPAID ORDER	CLEANING SUPPLI
C-FER OUTAOUAIS	Chèque	1 991.89 (1)	23295	LEVÉES DE CONTE
CRSBP DE L'OUTAOUAIS INC.	Chèque	5 208.40 (1)	105261	BIBLIOTHÈQUE
DESJARDINS SÉCURITÉ FINANCIÈRE	Chèque	1 987.42 (1)	JANUARY	ASSURANCES DES
DICOM EXPRESS	Chèque	3.56 (1)	05200870	
DOUG ZACHARIAS TRUCKING LTD.	Chèque	30 000.00 (2)	JANUARY 2011	SOUSSION NO.
DUBEAU BRADLEY	Chèque	25.00 (1)	JANUARY 2011	Entretien Patin
DUBEAU PENNY	Chèque	322.00 (1)	JANVIER 2011	ENTRETIENS SALL
EDUC EXPERT	Chèque	179.81 (1)	10-374	
GROUPE AST (1993) INC.	Chèque	71.21 (1)	264905	MUTUELLE DE PRÉ
HWB BRUCE SALES INC.	Chèque	189.43 (1)	213812B	
HYDRO QUÉBEC	Chèque	13 628.34 (4)	619000741648	GARAGE MUNICIPA
JERICOM	Chèque	27.33 (1)	8620	INFORMATIQUE
KERRY'S BOOKKEEPING SERVICES	Chèque	350.00 (1)	125	BOOK KEEPING SE
KLUKE PATRICIA	Chèque	1 500.00 (1)	JANUARY 2011	Contrat de Pati
LABORATOIRE MICROB	Chèque	342.60 (2)	55607	ANALYSE - ÉCHAN
LES EXTINCTEURS L & S 2006	Chèque	303.36 (1)	7892	PRODUITS DIVERS
M.R.C. PONTIAC	Chèque	327.00 (1)	5239	
MINISTÈRE DE L'AGRICULTURE,	Chèque	31.00 (1)	0407318-0001-1	ASSOC. RÉCRÉA.
MYSTICAL CREATIONS	Chèque	378.29 (1)	11012101	SIGNAGE AND PRO
OTTER LAKE FIRE DEPARTMENT	Chèque	414.69 (1)	08745	DÉPARTEMENT DE
PETRO PONTIAC	Chèque	3 112.76 (2)	97244	FURNACE OIL
PG SOLUTIONS	Chèque	8 629.82 (1)	1MLES50-100518-	
PIERRE VAILLANCOURT	Chèque	91.99 (1)	49634	
PITNEY WORKS	Chèque	305.93 (1)	21222930	TELE-RECHARGE -
PONTIAC MARINE	Chèque	969.54 (1)	18336	COMMUNICATION F
POSTE CANADA	Chèque	71.77 (1)	POSTE	
RODNEY VADNEAU	Chèque	206.88 (1)	316548	POUR SERVICE IN
RONA DALE'S HARDWARE	Chèque	182.53 (2)	060185-1	
SOCAN	Chèque	430.30 (1)	29	SOCIETY OF COM
TÉLÉBEC S.E.C.	Chèque	749.01 (1)	002180248701417	
TOM ORR CARTAGE CONST.O/A 3477835 CANADA	Chèque	2 187.85 (1)	9184	TRANSPORT MATIE
W.O. STINSON & SON LTD.	Chèque	859.66 (1)	2484491	DIESEL FUEL
WALTHAM FIRE DEPARTMENT	Chèque	12.00 (1)	10000	SCBA TANK
XEROX CANADA LTEE.	Chèque	42.67 (1)	F41858219	COMPTEUR
ZACHARIAS GARAGE	Chèque	13.55 (1)	1750	

Paiement : 77 505.42

Facture : 0.00

Total : 77 505.42

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Accounts payables	77 505.42 \$
# 0001 Employee Salary Deposit	3,480,15 \$
# 0002 Employee Salary Deposit	3,323,46 \$
# 0003 Elected and librarian Salary Deposit	3,974,42 \$
# 0004 Elected Salary Deposit	<u>107.45 \$</u>
Total	88 390.90 \$

Question Period 30 minutes

27-02-2011

IT WAS MOVED BY COUNCILOR Jacque Gauthier
AND UNANIMOUSLY RESOLVED

THAT the meeting be adjourned at 9:21 p.m.

Adopté / Carried

GRAHAM HAWLEY, Maire

PIERRE VAILLANCOURT, Directeur Général/Secrétaire-
Trésorier par Intérim

GRAHAM HAWLEY, Mayor

PIERRE VAILLANCOURT, Acting Director General /
Secretary-Treasurer
