



MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Procès-verbal / Minutes

Tuesday June 7, 2022

At the regular 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 the Mayor TERRY LAFLEUR, Councilors ROBIN ZACHARIAS, SERGE SABOURIN, DARREN KNOX, PENNY DUBEAU, JENNIFER QUAILE all forming quorum under the chairmanship of the Mayor.

The Director General ANDREA LAFLEUR is also present.

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

Declaration of any conflict of interest with the agenda.

Penny Dubeau – Conflict with the resolution for 60 route 303.

68-06-2022

IT WAS MOVED BY COUNCILOR ROBIN ZACHARIAS
AND UNANIMOUSLY RESOLVED

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

1. Mayor M Terry Lafleur:
2. Seat #1 M Darren Knox:
3. Seat #2: Mme Jennifer Quaile :
4. Seat #3: VACANT
5. Seat #4 Mme Penny Dubeau:
6. Seat #5: M Serge Sabourin :
7. Seat #6 M Robin Zacharias: YES

Director General Andrea Lafleur :

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69-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

THAT the Minutes of the regular council meeting May 3rd, 2022 be accepted as written.

Carried

70-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

SERGE SABOURIN

THAT the Minutes of the extra ordinary council meeting May 12th, 2022 be accepted as written.

Carried

71-06-2022

Major road improvements – MTQ announcement

WHEREAS the MTQ made an announcement in 2017 promising the asphaltting of Highway 301 between Highway 366 and Stephens road;

WHEREAS the Municipality has received several complaints from citizens about the condition of this section of Highway 301;

WHEREAS the MTQ has delayed the work for many years now;

CONSEQUENTLY, it is moved by PENNY DUBEAU and resolved that the Municipality express its disappointment that the section of Highway 301 between HWY 366 and Stephens road, on their territory, continue to be neglected and remind the MTQ that the current state of disrepair is a significant problem for public safety: in particular due to the poor state of the asphalt and to send this resolution to the MNA for Pontiac André Fortin, to the Minister of Transport François Bonnardel and to the MNA responsible for Outaouais Mathieu Lacombe.

Carried

72-06-2022

La version française est la version officielle - The French version is the official version

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IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

SERGE SABOURIN

THAT the Municipality of Otter Lake authorizes an additional 5 hours per week to the Building Inspector current 30 hours per week. The job will now be fulltime at 35 hours per week due to the increased demand for permits and requests from citizens as the municipality continues to grow at an incredible rate.

Carried

73-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JENNIFER QUAILE

THAT the Municipality of Otter Lake authorizes the hiring of Jessica Nilsson, potable water technician, 13 hours per week to work in conjunction with our employees on the potable water system, grant applications and any other tasks agreed upon with the Director General. The Municipality of Campbells Bay will invoice us monthly for our portion of her salary, she will work 22 hours per week for Campbells Bay and 13 hours for Otter Lake.

Carried

74-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DARREN KNOX

THAT the Municipality of Otter Lake authorizes the purchase of a vehicle diagnostic scanner for the garage. The scanner will be purchased from Bois-Fort at a cost of \$5358.82 plus tax.

Carried

75-06-2022

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IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

PENNY DUBEAU

THAT the Municipality of Otter Lake increases the rate paid per kilometre for mileage when an employee utilizes their personal vehicle for municipal business from .45 per km to .55 per km.

Carried

76-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

SERGE SABOURIN

THAT the Municipality of Otter Lake authorizes Mayor Terry Lafleur and Director General Andrea Lafleur to sign the financial assistance agreement under the Maintenance Component of the Local Roads Assistance Program (PAVL) between the Municipality of Otter Lake and the Minister of Transport, Government of Quebec.

Carried

77-06-2022

WHEREAS the Transport Québec has paid compensation of \$424,852.00 for the maintenance of local roads for the calendar year 2022;

WHEREAS compensation distributed to the municipality is for routine and preventive maintenance of local roads 1 and 2 and the bridge elements located on these roads, for which municipalities are responsible;

FOR THESE REASONS,

it is proposed by ROBIN ZACHARIAS, seconded by SERGE SABOURIN, and was unanimously resolved and agreed that the Municipality of Otter Lake informs Transport Québec that compensation was used for routine and preventive maintenance of local roads 1 and 2 and the bridge elements located on these roads, for which the Municipality is responsible, in accordance with the objectives of the Aid Program for the maintenance of local roads.

Carried

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78-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

THAT the Municipality of Otter Lake accepts the Building Inspectors recommendation to tolerate the encroachment of 1.59 m towards Route 303 for Mr. & Mrs. Wilfred Dubeau's property located at 60 route 303. Encroachment will be tolerated as long as it stays in place, should the structure be demolished it would need to be relocated in conformity with the municipal by-laws in effect.

Councilor PENNY DUBEAU abstains from voting

Carried

79-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

JENNIFER QUAILE

THAT the Municipality of Otter Lake adopts BY-LAW N ° 03-04-2022 CODE OF ETHICS AND DEONTOLOGY OF ELECTED OFFICERS OF THE MUNICIPALITY OF OTTER LAKE. (Notice of motion and presentation of the draft by-law on May 3, 2022) ANNEX A

Carried

80-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

THAT the Municipality of Otter Lake adopts BY-LAW N ° 04-04-2022 CODE OF ETHICS AND DEONTOLOGY FOR EMPLOYEES OF THE MUNICIPALITY OF OTTER LAKE. (Notice of motion and presentation of the draft by-law on May 3, 2022) ANNEX B

Carried

81-06-2022

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IT WAS MOVED BY COUNCILOR
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SERGE SABOURIN

THAT the Municipality of Otter Lake accepts the Employee Phone and Computer Policy for the Municipality of Otter Lake. Each employee will be given a copy and a signed copy will be placed in their permanent file. (Annex C)

Carried

82-06-2022

WHEREAS Mr. Doug Gauthier approached council about issues arising after the cadastral reform that resulted in sections of road being taken out of his name and put into the Municipality of Otter Lakes name;

WHEREAS the situation is causing problems for Mr. Gauthier as he develops and sells property along said road;

WHEREAS Mr. Gauthier met with the municipal council to discuss the situation and possible solutions;

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

PENNY DUBEAU

THAT the Municipality of Otter Lake agrees to sell for the sum of \$1 lot number: 5515904 to Mr. Doug Gauthier, with the following conditions:

1. Access via the lot sold (described by cadastral number) shall continue unimpeded in perpetuity to any lot granted with such right of access;
2. Lot 5515904 shall be transferred immediately to the owner of the respective adjoining lot.
3. Mr. Doug Gauthier agrees to assume all legal fees related to the sale, there will be no cost to the municipality.

Carried

83-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DARREN KNOX

THAT the Municipality of Otter Lake purchases culverts from Dale's Home Building Centre at a cost of \$5,619.79 plus tax replenishing our inventory on hand.

Carried

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84-06-2022

IT WAS MOVED BY COUNCILOR
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PENNY DUBEAU

THAT the Municipality of Otter Lake authorizes Mr. Denis Chaussé, Fire Chief, to take on Mrs. Nancy Roy, Mrs. Tammy Richard, Mrs. Katrina Soroka and Mrs. Julia Kiska to the Otter Lake Fire Department as First Responders. The new members will be on probation for 6 months.

Carried

Varia

Mayor M Terry Lafleur:

Seat #1 M Darren Knox:

Seat #2 Mme Jennifer Quaile:

Seat #3: VACANT

Seat #4 Mme Penny Dubeau:

Seat #5 M Serge Sabourin:

Seat #6 M Robin Zacharias: CTM costs for the repeater

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Information for Council Members

- Building Inspector report
- Mayor's report
- Firechief's report
- Road Foreman's Report
- Leslie Park report
- Waste Management Committee

Correspondence

- | | |
|------------------------------|--------------------------|
| 1. MRC Pontiac | Departure Cyndy Phillips |
| 2. Jadwiga Dunin-Borkowska | Misc. |
| 3. Sabrina Ayres | MIPS |
| 4. Sophie Chatel | High speed internet |
| 5. Julien Gagnon | Grant |
| 6. Jason Brown | Murray Lake road |
| 7. Sylvie Thibault | Biblio AGM |
| 8. Sabrina Ayres | Park evaluation |
| 9. Mathieu Laroche - MRC | Camping By-law |
| 10. Christian Bérubé | MIPS |
| 11. Annie Noel | Calcium |
| 12. Kira and Ernesto Caceres | Damage |
| 13. Monique Lavigne | 61 Mitchell |
| 14. Mary Ann Laviolette | Dump hours |
| 15. Chantal Villeneuve | Hughes Lake Access |
| 16. Tim Ferrigan | Fundraiser |
| 17. Denis Chaussé | Firefighters and cancer |
| 18. Michele Gagnon | Thank you |

85-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DARREN KNOX

That the accounts be paid

Carried

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CERTIFICATES OF FUNDS AVAILABLE FOR ACCOUNTS:

I, Andrea Lafleur, Director General, hereby certify that there are funds available for the purposes for which expenditures to total \$187,744.15 have been proposed.

Signed in Otter Lake, Quebec
This 7th day of June 2022.

Andrea Lafleur, Director General

Accounts payables :	187,744.15 \$
Prepaid Invoices:	10,483.89 \$
Elected and Employees Salary:	36,087.44 \$
Total:	234,315.48 \$

QUESTION PERIOD

86-06-2022

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

THAT the meeting be adjourned at 8:00PM.

Carried

TERRY LAFLEUR, Mayor

ANDREA LAFLEUR, Director General