



# MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

## Procès-verbal / Minutes

### **Tuesday July 6th, 2021**

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 KIM CARTIER-VILLENEUVE, Councilors KATHLEEN GAUTHIER, CARLEN LAFLEUR, VICKY DUBEAU, ROBIN ZACHARIAS 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

### **Accept letters of resignation from Councilor Ivan Leblanc and Councilor Desiree Tremblay**

#### **71-07-2021**

IT WAS MOVED BY COUNCILOR ROBIN ZACHARIAS  
AND UNANIMOUSLY RESOLVED

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

1. Mayor Mme Kim Cartier-Villeneuve:
2. Seat #1 Mme Carlen Lafleur:
3. Seat #2: Vacant / Vacant
4. Seat #3 Mme Kathleen Gauthier:
5. Seat #4 Mme Vicky Dubeau:
6. Seat #5: Vacant / Vacant
7. Seat #6 M Robin Zacharias: OUI / YES

Director General Andrea Lafleur :

#### **72-07-2021**

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IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

KATHLEEN GAUTHIER

**THAT** the Municipality of Otter Lake accepts Councillor Ivan Leblanc and Councillor Desiree Tremblay's letters of resignation.

Carried

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### 73-07-2021

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

CARLEN LAFLEUR

**THAT** the Minutes of the regular council meeting June 1st, 2021 be accepted as written.

Carried

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### 74-07-2021

It was moved by CARLEN LAFLEUR and resolved that ROBIN ZACHARIAS be named as the new Pro-Mayor and in the absence of the Mayor, Councillor ROBIN ZACHARIAS may represent the municipality at any sitting of the TNO Council or of the Regional Council of Mayors of the Pontiac MRC.

Carried

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### 75-07-2021

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

CARLEN LAFLEUR

**THAT** the Municipality of Otter Lake adds Mr. Robin Zacharias to the signature card for the Royal Bank. The four signatures on the account will be Mrs. Kim Cartier Villeneuve, Mrs.  
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Andrea Lafleur, Mrs. Sarah Kluge and Mr. Robin Zacharias. Mr. Ivan Leblanc will be removed from the list.

Carried

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### 76-07-2021

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

KATHLEEN GAUTHIER

**THAT** the Municipality of Otter Lake purchases culverts from Dale's Home Building Centre at a cost of \$5,733.62 tax included replenishing our inventory on hand.

Carried

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### 77-07-2021

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

VICKY DUBEAU

**THAT** the Municipality of Otter Lake adopts **BY-LAW NO 02-05-2021 REGARDING TRUCK AND HEAVY VEHICLE TRAFFIC.** (Notice of motion and project by-law presentation May 4th, 2021) **ANNEX A**

Carried

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### 78-07-2021

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

**THAT** the Municipality of Otter Lake hires two summer students, Kendra Vadneau as Recreational Co-ordinator and Noah Coté as Recreational Park Attendant. Students will complete weekly timesheets to track their activities. (Canada Summer Jobs)

Carried

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**79-07-2021**

### **Service Agreement with Formarisk SENC Management of the fire simulator training**

- Whereas the MRC Pontiac received an offer of service from Formarisk SENC to receive training on fire behavior using a fire simulator for MRC firefighters;
- Whereas this type of training must be managed at the regional level because the training will be offered to all fire departments of the MRC of Pontiac;
- Whereas each fire department will be able to register approximately 6 firefighters for this training;
- Whereas the training will be given at the training site situated in Shawville, which is approved by l'École nationale des pompiers du Québec;
- Whereas the training will last 4 hours per group of 8 firefighters;
- Whereas this training is reimbursable by the financial assistance program for the training of part-time firefighters of the MSP (volet 3);
- Whereas only the costs of remuneration and/or travel will be charged to the municipality, and this, according to the municipal policy in force;

IT WAS MOVED BY COUNCILOR CARLEN LAFLEUR  
AND UNANIMOUSLY RESOLVED

- authorizes the signing of the offer of service by the director general of the Pontiac MRC for this fire simulator training;
- authorizes the public and civil safety coordinator of the Pontiac MRC to coordinate training with the municipal fire departments.

In the event that the Minister of Public Security refuses to reimburse this training through its financial assistance program, the municipality agrees to defray the costs of training to the MRC in proportion to its candidates registered for this training.

Carried

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**80-07-2021**

IT WAS MOVED BY COUNCILOR ROBIN ZACHARIAS  
AND UNANIMOUSLY RESOLVED

**THAT** the Municipality of Otter Lake appoints Councillor Kathleen Gauthier to represent our municipality at sittings of the BIBLIO network.

Carried

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### 81-07-2021

IT WAS MOVED BY COUNCILOR  
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ROBIN ZACHARIAS

**THAT** the Municipality of Otter Lake appoints Noah Cote, Jean-Paul Lafleur and Andrea Lafleur as Boat Wash Controllers.

Carried

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### 82-07-2021

**WHEREAS** the Municipality of Otter Lake advertised for a fulltime Building Inspector and accepted applications until June 8<sup>th</sup> 2021

**WHEREAS** two individuals were selected for interviews which were held June 21<sup>st</sup>, 2021

**WHEREAS** the position was offered to Mrs. Ginger Finan and her acceptance of the position was received

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

CARLEN LAFLEUR

**THAT** the Municipality of Otter Lake names Mrs. Ginger Finan as Municipal Building Inspector starting full-time (30 hours per week) on September 1st. Part-time until September 1, minimum of 12 hours per week which will be documented on her weekly timesheets. Mrs. Finan will have to complete a 6 month probationary period.

Carried

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### 83-07-2021

**WHEREAS** the Municipality of Otter Lake sold a property located at 185 Route 301 to Mr. Keith Harrison in 2013 with two special conditions

**WHEREAS** Mr. Harrison sold the property to Mr. Robbie Lafleur and Mrs. Nathalie Gagnon in 2020 and omitted to inform them of the special conditions of the previous sale

**WHEREAS** the 2013 deed included 2 servitudes, one personal and one real

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**WHEREAS** the real servitude can be upheld against the current property owners which states: No trailer shall be permitted to park on the property, nor shall any principal or accessory building be erected, and this shall be irrevocable and perpetual, regardless of the owner.

**WHEREAS** the council must decide whether they wish to uphold the real servitude attached to 185 route 301 or whether they are willing to allow the new owners to proceed with any project that is in accordance with the municipal by-laws of the Municipality of Otter Lake

IT WAS MOVED BY COUNCILOR ROBIN ZACHARIAS  
AND UNANIMOUSLY RESOLVED

**THAT** the Municipality of Otter Lake will allow the owners of 185 route 301 to proceed with any project on their property as long as it complies with our municipal by-laws.

Carried

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### 84-07-2021

#### MANDATE OF MR JULIEN GAGNON FOR THE PRODUCTION OF A STUDY OF SITUATIONS CONCERNING THE OTTER LAKE FIRE SAFETY SERVICE

IT IS PROPOSED BY COUNCILOR CARLEN LAFLEUR  
AND UNANIMOUSLY RESOLVED

**THAT** Council asks the MRC Pontiac to allow Mr. Gagnon to offer his services in order to draw up a global portrait of our fire service.

**THAT** the council mandate Mr. Julien Gagnon with the help of the fire chief, Denis Chaussé, to produce a study concerning the human, material and financial resource situation of the fire department of the Municipality of Otter Lake.

Carried

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### Varia

Mayor Mme Kim Cartier Villeneuve:

Seat #1 Mme Carlen Lafleur:

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Seat #3 Mme Kathleen Gauthier:

Seat #4 Mme Vicky Dubeau:

Seat #6 M Robin Zacharias: Website statistics

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### **Information for Council Members**

Building Inspector report

Mayor's report

New employees MRC Evaluation Department

MAMH Extra monies received for Covid 19, day camps and libraries.

Grant for electric vehicle charging station

Firechief's report

Road Foreman's Report

Leslie Park report

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### **Correspondence**

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|----------------------|------------------------|
| 1. Guy Blanchette    | By-Law                 |
| 2. Janet Lafleur     | Ra Center              |
| 3. Thierry Raimbault | Mask recycling         |
| 4. Ivan Leblanc      | Resignation            |
| 5. Terry Richard     | Building at dump       |
| 6. Ollisha Herault   | Thank you              |
| 7. Emilie Ladouceur  | Thank you              |
| 8. Alain Poirier     | Bellemore road         |
| 9. Michel Vallières  | Seniors in the Pontiac |
| 10. Charles Beaudet  | Internet               |
| 11. Sabrina Ayres    | Grant                  |
| 12. Cyndy Phillips   | Grant                  |
| 13. Sureté Québec    | Illegal activities     |
| 14. Gouv. Québec     | Grant                  |
| 15. Sylvie Thibault  | Library                |
| 16. Andrée Laforest  | Defibrillator          |
| 17. Chakib Ahmimed   | Goodbye                |
| 18. Sabrina Ayres    | Movie night            |
| 19. Johanna Echlin   | Chalk River            |
| 20. MAMH             | PRABAM Program         |
| 21. Pontiac High     | Thank you              |

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22. Brianna Gauthier

Thank you

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### **85-07-2021**

IT WAS MOVED BY COUNCILOR  
AND UNANIMOUSLY RESOLVED

KATHLEEN GAUTHIER

**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 \$226,119.89 have been proposed.

Signed in Otter Lake, Quebec  
This 6th day of July 2021.

Andrea Lafleur, Director General

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Accounts payables :	226,119.89 \$
Prepaid Invoices :	24,894.05 \$
Elected and Employees Salary :	35,765.18 \$
<b>Total :</b>	<b>286,779.12 \$</b>

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### **86-07-2021**

IT WAS MOVED BY COUNCILOR  
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KATHLEEN GAUTHIER

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**THAT** the meeting be adjourned at 8:25PM.

Carried

\_\_\_\_\_  
KIM CARTIER VILLENEUVE, Mayor

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ANDREA LAFLEUR, Director General