



MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Procès-verbal / Minutes

Tuesday July 8, 2025

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 JENNIFER QUAILE, Councilors ROBIN ZACHARIAS, DARREN KNOX, SERGE SABOURIN, DANIEL LAMARCHE, PENNY DUBEAU all forming quorum under the chairmanship of the Mayor.

Director General ANDREA LAFLEUR is also present.

DECLARATION – USE OF THE LANGUAGE OF YOUR CHOICE

I'd like to reiterate the importance for Municipal Council members and other participants in the sitting to express themselves freely in the language of their choice. If necessary, a resource of the Municipality will be available to ensure translation.

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

Declaration of any conflict of interest with the agenda.

50-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

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

1. Mayor Jennifer Quaile :
2. Seat #1 M Darren Knox:
3. Seat #2: Vacant
4. Seat #3: M Daniel Lamarche: YES
5. Seat #4 Mme Penny Dubeau:

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6. Seat #5: M Serge Sabourin :

7. Seat #6 M Robin Zacharias: YES

Director General Andrea Lafleur :

51-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DANIEL LAMARCHE

THAT the Minutes of the extra ordinary council meeting June 4th, 2025 be accepted as written.
(2025 Land Tax Sale)

Carried

52-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

SERGE SABOURIN

THAT the Minutes of the regular council meeting June 10th, 2025 be accepted as written.

Carried

53-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

THAT the Municipality of Otter Lake hires four summer students, Tyler Beaudoin as full-time Municipal Labourer, Emma Charette as part-time Recreational Co-ordinator, Mélodie Roy as Administration Clerk and Chad Quevillon to work part-time on a project with the Fire Department. Students will complete weekly timesheets to track their activities. A portion of the fulltime student wages will be covered by Canada Summer Jobs grant.

Carried

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54-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

PENNY DUBEAU

THAT the Municipality of Otter Lake makes a donation of \$1,000.00 to the Leslie Park Foundation to help with the costs of their 2025 summer activities. The donation will also grant free beach access every Wednesday in August to Otter Lake citizens/taxpayers.

Carried

Varia

Mayor Mme Jennifer Quaille:

Seat #1 M Darren Knox:

Seat #2 : VACANT

Seat #3: M Daniel Lamarche:

Boat wash information for AIRBNB's

Seat #4 Mme Penny Dubeau:

Seat #5 M Serge Sabourin:

Fleury road

Seat #6 M Robin Zacharias:

Participatory Budget – 2 Projects selected

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Approval of Participatory Budget Projects and Allocation of Funds

WHEREAS the Municipality of Otter Lake has committed to engaging residents in the budgeting process through the Participatory Budget Program;

WHEREAS community members submitted project proposals during the 2025 Participatory Budget cycle;

WHEREAS the Participatory Budget Committee has reviewed and recommended the top two projects based on feasibility, impact, and community support;

IT WAS MOVED BY COUNCILOR ROBIN ZACHARIAS
AND UNANIMOUSLY RESOLVED

THAT the Municipality of Otter Lake approves the following projects:

Project 1: Invasive Species

Description: Educational signs and buoys to make boaters and residents aware of locations to avoid so they limit the spread of the invasive species Eurasian Milfoil.

Approved Funding project 1: \$7,050

Project 2: Otter Lake 150 celebrations

Description: Yearlong celebration of Otter Lakes 150th anniversary in 2026 including a series of events and activities that engages community members & ensure activities and events for all ages.

Approved Funding project 2: \$12,950

The total amount of \$20,000 shall be allocated from the Participatory Budget Fund for fiscal year 2025 to support the implementation of the above projects.

Carried

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IT WAS MOVED BY COUNCILOR
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DARREN KNOX

THAT the Municipality of Otter Lake confirms that our Fire Chief, Mr. Denis Chaussé, uses his personal vehicle as an emergency vehicle. The vehicle is used primarily for emergency travel to the scene of a fire.

Details of the vehicle: NIV 5N1AN0NW4FN666501
2015 Nissan Xterra, plate number FPJ6581

Carried

Information for Council Members

☒ Building Inspector report
☒ Mayor's report
MRC Environment Committee meeting
Agreement for Municipal Court in Campbell's Bay
Long term plan for Fire Services
Meeting with the MRC September 4th RE: Schema
Canada Day a big success - Congrats
☒ Firechief's report
☒ Road Foreman's Report
☒ Leslie Park report
Emergency exit road completed
Banking procedures
No meeting in July
☒ Waste Management Committee
No black bags after September 1st
☒ Invasive Species Committee
Farm Lake boat launch open one more weekend

Correspondence

1.	Jaime-Christie Stewart	Pontiac Bursaries
2.	Éric Rochon	Gold Tournament
3.	Virginie Gargano	Thank you
4.	Équipe d'accès Pontiac	Accessible housing
5.	Marc Lauzon	AIRBNB
6.	Alan Dombroskie	Updates
7.	Rachel Flandé	PAFFSR
8.	Julien Gagnon	Dry hydrants

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9.	Peter Grandmaison	Hughes road
10.	Colin Lachance	Lake Dumont
11.	Linda Lafortune	MRC Codes of conduct
12.	Cody Silliker	Boat launch
13.	Rachel Flandé	Renewable energy
14.	John Affleck	Leslie Lake
15.	Rachel Flandé	Immigration
16.	Me Marc Tremblay	Brisebois road

57-07-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

ROBIN ZACHARIAS

That the accounts be paid

Carried

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 \$751,082.66 have been proposed.

Signed in Otter Lake, Quebec
This 8th day of July 2025.

Andrea Lafleur, Director General

Accounts payables :	751,082.66 \$
Prepaid Invoices:	42,566.07 \$
Elected and Employees Salary:	59,266.14 \$
Total:	852,914.87 \$

QUESTION PERIOD

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DARREN KNOX

THAT the meeting be adjourned at 8:13PM.

Carried

JENNIFER QUAILE, Mayor

ANDREA LAFLEUR, Director General