



MUNICIPALITÉ D'OTTER-LAKE MUNICIPALITY

Procès-verbal / Minutes

Tuesday March 11, 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, PENNY DUBEAU, DARREN KNOX, SERGE SABOURIN, DANIEL LAMARCHE 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.

18-03-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

PENNY DUBEAU

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:
5. Seat #4 Mme Penny Dubeau:
6. Seat #5: M Serge Sabourin :

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7. Seat #6 M Robin Zacharias:

Director General Andrea Lafleur :

19-03-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

SERGE SABOURIN

THAT the Minutes of the regular council meeting February 11th, 2025 be accepted as written.

Carried

20-03-2025

ADOPTION OF THE 2024 ANNUAL REPORT – REVISED FIRE SAFETY COVER PLAN

WHEREAS section 35 of the Fire Safety Act requires that an activity report for the previous fiscal year be prepared, adopted by resolution, and submitted to the Minister annually;

WHEREAS the MRC is responsible for collecting this information in order to produce a regional activity report;

It is moved by DANIEL LAMARCHE and resolved to adopt the annual report of the revised Fire Safety Cover Plan for 2024 and to transmit it to the MRC of Pontiac.

Carried

21-03-2025

AWARDING OF A MANDATE FOR LEGAL SERVICES TO DEVEAU DUFOUR MOTTET AVOCATS S.E.N.C.R.L. - OUTAOUAIS

WHEREAS in anticipation of its upcoming budget year, the Municipality of Otter Lake has accepted the offer of legal services from the firm Deveau Dufour Mottet Avocats s.e.n.c.r.l. - Outaouais to meet its needs in this matter;

WHEREAS the offer of services dated January 22, 2025 prepared for this purpose by Deveau Dufour Mottet Avocats s.e.n.c.r.l. - Outaouais;

CONSEQUENTLY:

Moved by ROBIN ZACHARIAS

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Seconded by DANIEL LAMARCHE

And resolved that Council retain the offer of legal services submitted by Deveau Dufour Mottet Avocats s.e.n.c.r.l. - Outaouais, described as follows:

Service offered: Telephone consultation, unlimited hours;

Persons authorized to consult: The mayor, the Director General, the building and environment inspector;

Contract duration: 1 year, from January 1 to December 31, 2025;

Fixed price: \$1,000 per year, plus taxes;

For all other mandates requested: Hourly rate of \$275 per hour.

Carried

Varia

Mayor Mme Jennifer Quaile:

Seat #1 M Darren Knox:

Seat #2 : VACANT

Seat #3: M Daniel Lamarche:

Seat #4 Mme Penny Dubeau:

Seat #5 M Serge Sabourin:

Seat #6 M Robin Zacharias:

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Information for Council Members

☒ Building Inspector report

☒ Mayor's report

First meeting of the 150th Anniversary Committee a success

Participatory Budget

SPCA and new regulations

☒ Firechief's report

☒ Road Foreman's Report

☒ Leslie Park report

2024 Financials to be received in March 2025

Annual General Meeting April 16th

☒ Waste Management Committee

☒ Invasive Species Committee

Correspondence

- | | | |
|-----|--------------------|-----------------------|
| 1. | CJE Pontiac | Job Fair |
| 2. | Denis Chaussé | Samantha Renaud |
| 3. | Julie Gagnon | Snow removal hydrants |
| 4. | Call2Recycle | Battery recycling |
| 5. | Jane Toller | Radon detectors |
| 6. | Club Quad Pontiac | Meeting |
| 7. | Lory Beaudoin | Milfoil & Meeting |
| 8. | Alan Dombroskie | Schema |
| 9. | Nina Digioacchino | Training |
| 10. | Virginie Gargano | Camping |
| 11. | Service Canada | GIS |
| 12. | CLSC Pontiac | Fundraiser |
| 13. | Enviro Educ-Action | Trees |

22-03-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DANIEL LAMARCHE

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 \$61,148.10 have been proposed.

Signed in Otter Lake, Quebec
This 11th day of March 2025.

Andrea Lafleur, Director General

Accounts payables :	61,148.10 \$
Prepaid Invoices:	57,691.94 \$
Elected and Employees Salary:	53,169.93 \$
Total:	172,009.97 \$

QUESTION PERIOD

23-03-2025

IT WAS MOVED BY COUNCILOR
AND UNANIMOUSLY RESOLVED

DARREN KNOX

THAT the meeting be adjourned at 7:55PM.

Carried

JENNIFER QUAILE, Mayor

ANDREA LAFLEUR, Director General