

**TOWN OF ALTONA  
BY-LAW 1770/2019**

---

Being a by-law to provide for remuneration and reimbursement of expenses for members of Council, committee members and employees of the Town of Altona.

---

**WHEREAS** subsection 124(2) of The Municipal Act of Manitoba, provides as follows:

124(2) Council may by by-law set the types, rates and conditions of payments to be made to or on behalf of members of the council and council committees, other than the committee of a local urban district,

- (a) as compensation for attending to municipal business;
- (b) for expenses incurred while attending to municipal business; and
- (c) for any other purpose relating to municipal business that the council considers appropriate.

**AND WHEREAS** it is deemed expedient to review the indemnities of Council and the traveling expenses of members of Council, committee members and Town of Altona employees;

**NOW THEREFORE**, the Council of the Town of Altona, in open meeting, duly assembled, hereby enacts as follows:

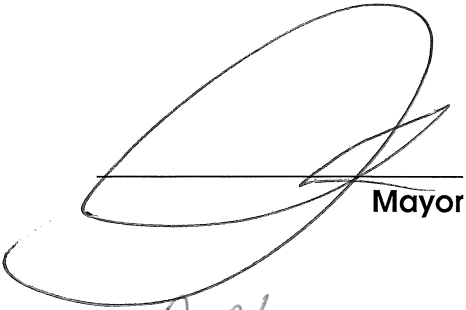
1. **THAT** effective January 1, 2019, the total annual compensation for members of Council for their attendance at all meetings (i.e. regular, special and public hearings) involving all of Council and performing their regular duties in connection with the carrying on of the business and affairs of the Town within the corporate boundaries of Altona be as follows:
  - a) for the Mayor - \$16,500;
  - b) for the Deputy Mayor - \$13,400; and
  - c) for all other Councillors - \$12,000.
2. **THAT** the remuneration referred to in Section (1) above and (5) below shall be increased annually by the same percentage rate as the annual increase in the Manitoba-adjusted Consumer Price Index based on the 12-month period ending October 31<sup>st</sup> of each year.
3. **THAT** the remuneration referred to in Section (1) above and (5) below shall be reviewed every 2 years by comparing remuneration to the average remuneration rates for Council members of a peer group of like-sized Manitoba municipalities as determined by Council in consultation with Administration.

**TOWN OF ALTONA**  
**BY-LAW 1770/2019**

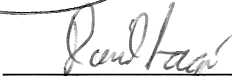
4. **THAT** the remuneration referred to in Section (1) above shall be paid to such members of Council in equal monthly instalments immediately following the first meeting of Council in each month.
5. **THAT** all members of Council and other persons (citizen members) who have been appointed to Boards/Committees as representatives of the Town of Altona (this includes Standing Committees of Council) shall be paid for attending meetings of such Boards/Committees at a rate of \$21.70 per hour (pro-rata). The maximum amount to be paid per diem shall be \$162.75 per day. For members of Council, such hourly rate shall be paid in addition to the regular monthly remuneration referred to in Section 1 above, but shall not include those meetings involving all of Council (i.e., regular, special and public hearings). This said hourly rate and daily maximum rate shall be increased as indicated in Section (2) above.
6. **THAT** all members of Council and other persons (citizen members) who have been appointed to Boards/Committees as representatives of the Town of Altona shall be paid for attending a conference, convention or any other event of that Board/Committee if approval has been given by Council for attendance at such conferences, conventions or events at the same rate as set out in Section 5 above.
7. **THAT** all members of Council and other persons (citizen members) who have been appointed to Boards/Committees as representatives of the Town of Altona shall deduct from their expense claim any amounts received from the respective Board/Committee they are serving.
8. **THAT** all members of Council will not be eligible for other forms of remuneration or benefits such as long service awards, communication allowances or travel allowances.
9. **THAT** members of Council, Officers and Employees of the Town of Altona shall be entitled to re-imbusement of expenses when attending to Town business or conventions as per the "Town of Altona Travel Policy" (see attached Schedule "A").
10. **THAT** the "Town of Altona Travel Policy" in Schedule "A" attached hereto, may be amended from time to time by a resolution of Council.
11. **THAT** this By-law shall come into full force and effect on final passing thereof.
12. **THAT** Bylaw No. 1756/2017 of the Town of Altona, and any revisions thereto be hereby repealed with the passage of this by-law.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**DONE AND PASSED** by Council of the Town of Altona, in open meeting, duly assembled,  
this 26th day of February, 2019 A.D.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

**Mayor**

A smaller, more legible handwritten signature in black ink, appearing to read "Paul Hays".

**CAO**

Read a first time this 12<sup>th</sup> day of February, 2019 A.D.  
Read a second time this 26<sup>th</sup> day of February, 2019 A.D.  
Read a third time this 26<sup>th</sup> day of February, 2019 A.D.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**Schedule "A" – Town of Altona Travel Policy**

**PURPOSE**

This establishes a policy for expenses incurred on Town business travel. The objectives of the policy are to ensure that:

- Travel is properly authorized.
- Care is exercised to control and minimize costs.
- Council and employees are fairly reimbursed for out-of-pocket expenses.
- Reasonable expenses and reimbursements are properly authorized.
- Risk to the Town and the traveler is minimized by ensuring appropriate insurance coverage, itineraries are known in case of emergency and access to 24-hour support services in the event of travel disruptions.
- Process for reimbursement is efficient and easy to administer.

**SCOPE**

This policy applies to the Mayor, Council and all Town employees.

**PRINCIPLES**

The Town of Altona recognizes the value of knowledge and of learning new and developing techniques and of networking with others in the municipal government field. Studies have proven the significant role learning and training creates in organizations.

It is essential the Town's employees, management and elected officials have access to the information and training to sufficiently carry out their duties and often travel to out-of-town seminars, conferences and workshops is an effective method by which to acquire this knowledge.

In the evolving field of delivering public sector services it is critically important to be informed of the latest developments, opportunities and techniques. The Town of Altona recognizes that attendance at conferences and workshops can be an invaluable method of acquiring this knowledge firsthand and of meeting with others engaged in similar activities.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**POLICY STATEMENTS**

**1.0 Authorization**

**1.1.1 Council**

Council travel authorization is subject to approval of Council prior to departure, and all expenditures must be within approved budget funding. It is expected that the Mayor will have first right of refusal to attend conferences.

**1.1.2 Staff**

All travel requires the approval of the Chief Administrative Officer prior to departure, and all expenditures must be within approved budget funding.

**1.2.1 Exceptions/Non-compliance**

All noted exceptions to the Town's Travel Policy should be approved and reported by the Chief Administrative Officer.

**1.3 Appropriate Representation**

**1.3.1 Representing the Town**

At all times, those travelers attending conferences and traveling on behalf of the Town should take care to represent the Town in an appropriately fitting manner and make efficient use of funds.

**1.4 Attendance at Federation of Canadian Municipalities (FCM) Conference**

- The Head of Council may attend annually.
- Other Members of Council – A rotation should be set up so that during each four year term of office, each member of Council may attend one conference.
- During a year when the FCM Conference is held in Winnipeg, all Council members may attend.

**1.5 Auto Allowance**

An auto allowance will be paid to Council and employees of the Town of Altona at the prevailing rate in accordance with the ***National Joint Council***. This rate is adjusted quarterly to account for changes in inflation. A more detailed review of these rates is undertaken from time to time.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**2.0 Travel Arrangements**

**2.1 Reservations**

All travel reservations for (and subsequent changes to) airfare, hotel and car rentals should be arranged by the Town's Administration office. Travelers may make their own arrangements to suit their own needs (regarding arrival and departure times) and claim the expense for reimbursement but should consult with the Town's Administration to ensure costs are in line with the Town's budgeted expenditures. Administration may use a designated travel agency to make travel arrangements.

**3.0 Eligible Expenditures and Receipts**

**3.1 Approval**

a) Reimbursement of actual travel expenditures shall be approved as follows:

- Mayor and Council Members – by the Chief Administrative Officer.
- Department Managers – by the Chief Administrative Officer.
- Chief Administrative Officer – by the Finance Manager in consultation with the Mayor or Chair of Finance and Administration.
- Staff – by the Manager of the respective department.

b) This policy sets out the maximum claimable eligible expenses. The traveler and approval authority may agree in advance of any travel to negotiate reimbursements which are less than provided for in this policy.

**3.2 Receipts**

Original receipts must be submitted for all eligible expenditures. When expenses have been charged to a Town (corporate) purchase card, copies of the receipts should be submitted (as original receipts are required to be attached to the purchase card monthly statement).

**3.3 Missing Receipts**

No reimbursements will be made for expenditures without original receipts. If a receipt has been lost and a duplicate cannot be obtained, the traveler must provide a written explanation, noted and signed by the Chief Administrative Officer.

**3.4 Eligible Expenditures**

Expenditures for transportation, ground transportation, accommodations and insurance are eligible including the following:

- Business telephone calls (and voice and data long distance charges).
- Conference registration fees – does not include social events unless they are an integral part of the registration fee.
- Advance seat selection and eligible (reasonable) baggage costs.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

- Where travel necessitates additional time to arrive and/or depart from the conference, seminar or other event as many as two extra days of accommodations, per diems and meal allowances may be allowed. Prior approval is required.

**4.0 Transportation**

**4.1 Means of Transportation**

Traveler may choose their means of transportation – air, train or car. Per diems will be paid on the same basis as travel by air, unless an alternative means of transportation is more convenient.

**4.2 Air**

- The traveler is expected to obtain the most economical fare available for a direct, return flight to/from the destination.
- Flights should be booked at least 14 days prior to departure to obtain the most economical fare.
- If an excursion fare requires the traveler to extend the trip by a day or two (usually on a weekend), the Town will pay the additional per diem and hotel expenses, provided the additional cost (including per diems, meals and accommodations) does not exceed the fare savings.
- Council and employees - All travel must be economy class except in emergencies where other options are not available.
- Frequent Flyer Points – Travelers may accumulate frequent flyer points for booking business travel, provided the lowest airfare for a direct flight to and from the destination is chosen.
- For air travel, a boarding pass or baggage receipt is required to show travel was taken.

**4.3 Car**

**4.3.1 Traveler's Own Car**

A traveler who chooses to travel using their own car may claim the lesser of excursion airfare as defined above under 4.2 above plus applicable ground transportation expenses. In this instance, mileage will be claimed at the Town's prevailing rate under 1.5 above plus parking expenses, tolls, ferries and other reasonable expenses related to transportation.

**4.3.2 Town Vehicle**

A traveler who has been assigned a Town leased vehicle may claim the lesser of excursion airfare under 4.2 above plus applicable ground transportation expenses. In this instance, actual out of pocket operating expenses (parking, tolls, ferries) incurred (supported by receipts) during the period traveled may be claimed.

**TOWN OF ALTONA**  
**BY-LAW 1770/2019**

**4.3.3 Travelling as a Group**

Where two or more travelers are travelling in the same vehicle, only the traveler who incurs the expenses of operating the vehicle may claim the mileage, or in the case of a leased vehicle, the actual out of pocket expenses.

**4.3.4 Rental Cars**

There may be situations where it is necessary to provide a rental car. Car rentals must be approved in advance by the approval authority under section 1.1, and booked through the designated travel agency who will ensure that insurance requirements meet Town standards.

- Economy or compact cars must be used unless there are three or more Town travelers travelling together, in which case, an upgrade to a full size car is permitted.
- Rentals for luxury vehicles will not be reimbursed.
- Car rental, insurance, parking and fuel expenses (supported by receipts) will be reimbursed.



**TOWN OF ALTONA  
BY-LAW 1770/2019**

**5.0 Ground Transportation**

**5.1 To and From Local Airport**

Traveler will be reimbursed either:

- Airport shuttles / taxi fares from home or office, or
- Mileage from home or office (at the prevailing rate under 1.5 above) and parking (this may include parking for the duration of the trip if the traveler wishes to park their car at the terminal, using economy long term parking or the equivalent). Loss or damage to the vehicle while parked is not the responsibility of the Town.

Receipts are required for reimbursement of taxi, shuttles and parking.

**5.2 To and From Hotel**

Traveler will be reimbursed for taxi or transit fares for travel to and from hotel and the airport, and to/from business functions. Generally, for conferences, hotels are in close proximity to the conference site and/or shuttle services may be provided as part of the conference. For taxi, shuttles and parking, receipts are required.

**5.3 Travelling in a Group**

Where one or more travelers are sharing a taxi, only the traveler with an original receipt will be reimbursed.

**6.0 Accommodations**

**6.1 Class of Room**

Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate (preferred, government, special conference) available. Upgrades will not be reimbursed.

**6.2 Location**

Travel accommodation should be booked as close as possible to the business function/conference.

**6.3 Registration**

Travel accommodation should be booked in the traveler's name.

**TOWN OF ALTONA**  
**BY-LAW 1770/2019**

**6.4 Hotel bills**

Detailed hotel bills must be submitted to support a reimbursement claim. The following items will **not** be reimbursed:

- Room service meals and mini bar charges
- Movies or game rentals
- Laundry, cleaning expenses
- Personal telephone calls
- Other incidental expenses not explicitly covered in this travel policy

**6.5 Private Accommodation**

A traveler staying in private accommodation (i.e., with friends or relatives) may claim an allowance of \$30 per night. No receipts are required.

**7.0 Meals and Incidentals**

**7.1 Rates**

The maximum daily (per diem) rates for meals and incidentals will be paid to Council members or employees of the Town of Altona at the prevailing rate in accordance with the National Joint Council. These rates are adjusted quarterly to account for changes in inflation. A more detailed review of these rates is undertaken from time to time. For travel in the United States, the rates will be paid in US dollars.

These rates will apply when Council or employees have been traveling on Town of Altona business and are away from their normal place of work and outside the Town of Altona area which would cause them to disrupt their normal meal arrangements. The daily rate is prorated by 50% if travel starts after or concludes before noon.

**7.2 Reductions**

Receipts must accompany all expense submissions. The daily rate must be reduced for any meals included in the cost of or provided as part of the function, event or conference. The reduction of the traveler's claim will be based on the National Joint Council rate for the respective meal.

**7.3 Alcohol**

Any alcohol purchased by Council members or employees while conducting business on behalf of the Town is their own expense and will not be reimbursed by the Town of Altona. An exception to the alcohol beverages policy would be for business/client meetings, or official functions, where it may be expected.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**8.0 Insurance**

**8.1 Cancellation**

The Town will not pay for cancellation insurance.

**8.2 Medical**

For travel outside of Canada, the Town will pay for additional medical insurance, based on a standard package provided by the Town's travel agent.

**8.3 Insurance for Rental Vehicle**

When travelling on Town business within Canada, United States or overseas, if a Council member or employee is authorized to rent a vehicle for transportation purposes, the Council member or employee should rent the vehicle in his or her own name. For the protection of the traveler they should purchase Collision and Comprehensive Automobile Insurance coverage that are usually offered by the rental agency. The applicable deductible must not exceed \$500 CDN. Third Party Liability insurance is provided through the Town's non-owned automobile liability insurance; therefore no liability insurance is required for the operation of the rental vehicle.

The Town will reimburse the traveler for the rental of the vehicle including the insurance premium cost. In the event of an accident where the traveler is responsible for the loss or damage to the rental vehicle, the Town will also reimburse the employee for the applicable deductible up to a maximum \$500 CDN.

**8.4 Council or Staff owned Vehicle**

Council members and employees are responsible for adequate insurance coverage when using their own vehicle for Town business purposes.

**TOWN OF ALTONA  
BY-LAW 1770/2019**

**9.0 Personal and Partner Travel**

**9.1 Travel Extensions and Stopovers**

Travelers wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay for any additional accommodation and living expenses that are not related to the business travel. For airfare, the Town will pay for the lower of:

- The actual combined fare, or;
- The cost of a direct return flight to/from the business destination based on the lowest economy excursion fare available for the "business" travel dates.

**9.2 Partner Travel**

Partner travel will not be paid by the Town. In the event that a Council member or employee takes his/her spouse along to a conference, it is expected that costs for the spouse, other than costs of meals, shall not be paid for by the Town of Altona.

**10.0 Travel Advances and Expense Claims**

**10.1 Travel Advances**

Travelers may request a travel advance no more than 7 business days prior to departure and the amount must not exceed estimated expenses.

**10.2 Travel Expense Claims**

Travel expense claims must be approved by the approval authority and submitted for reimbursement within 10 business days of return from travel. Claims must be for eligible expenditures as per this policy and supported by receipts. Any unapproved exceptions will not be reimbursed.

**10.3 Forms**

Both travel advances and expense claims are to be submitted on the travel claim form. The form, along with detailed instructions, is available from the Town Administration Office.

Forms along with receipts should be approved by the approval authority and submitted to the Town Administration Office.

**10.4 Form of payment**

Reimbursements will be paid by cheque in Canadian dollars.