

# ATTACHMENT A



## City of Pitt Meadows Terms of Reference Council Remuneration Citizen Task Force

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

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### 1) Establishment & Quorum

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- a) The Task Force was established initially by Council resolution on November 13, 2018. The Task Force will operate in accordance with the City of Pitt Meadows Council Procedure Bylaw (Bylaw No 2939, 2023), the City Committees Policy (C102), Council Indemnity Bylaw 2383, 2008, Council Expense Policy C068, the Respectful Workplace Policy (C101), and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- b) **Quorum** is established as 50% + 1 voting members.

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### 2) Mandate

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- a) The mandate of the Council Remuneration Citizen Task Force (the “Task Force”) is to conduct an independent review of the current remuneration, benefits, and expense allowances provided to the City of Pitt Meadows Mayor and members of Council, and to provide recommendations for a remuneration structure to be implemented effective November 2026.
- b) The Task Force was established following Council’s decision to undertake a comprehensive periodic review of the remuneration and benefits provided to elected officials. This initiative is part of the City’s commitment to transparency, fairness, and alignment with comparable municipalities.
- c) To achieve this mandate, the Task Force will:
  - i. Benchmark Council remuneration against similar-sized municipalities and best practices.
  - ii. Provide recommendations to ensure fair and equitable compensation reflecting the scope of responsibilities of elected officials.
  - iii. Make specific recommendations on:
    - o Annual remuneration;
    - o Allowances and expenses;
    - o Annual adjustment calculations;
    - o Health and welfare benefits;
    - o Options for making periodic adjustments to established compensation; and
    - o Meeting schedules.
- d) The Task Force will present a report with their agreed-upon recommendations to the Chief Administrative Officer by January 30, 2026. These

recommendations will be presented to Council at a regular Council meeting as soon as possible following staff's receipt of the Task Force's report.

### 3) Membership

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#### a) Voting Members

- i. The Task Force will be comprised of up to seven (7) voting members selected from the community and appointed by the Chief Administrative Officer (CAO) on the basis of their experience and/or credentials in one or more of the following areas:
  - (1) Financial services;
  - (2) Business and economics;
  - (3) Human resources, labour, and employment relations;
  - (4) Community service or other related disciplines affording the applicant expertise pertinent to the development of appropriate public sector compensation packages.
- ii. Commitment to Diversity: The CAO will endeavor to appoint members who reflect the diversity of the City of Pitt Meadows, including but not limited to diversity in gender, age, cultural backgrounds, professional expertise, and lived experiences. This approach aims to ensure a broad spectrum of perspectives and insights in the Task Force's deliberations.
- iii. To qualify for appointment, applicants must be a resident, operate a business, or be a taxpayer in the City of Pitt Meadows.

#### b) Non-Voting Members

- i. The Task Force will include two (2) non-voting members, including:
  - (1) One (1) Staff Liaison: An employee of the City, appointed by the CAO, who will be the Staff Liaison and Chair for the Task Force and will attend all meetings to provide technical advice and staff assistance.
  - (2) One (1) Committee Clerk: An employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Task Force and will be responsible for agenda preparation, minute taking, and meeting preparations.
  - (3) Additional staff support may be appointed by the Chief Administrative Officer to attend meetings and provide support, which may include research and analysis, facilitation, HR advice, financial expertise, procedural advice, agenda production, minute

taking, and any other support service the designated staff support person deems necessary. Staff members are non-voting.

- (4) The CAO may remove or replace any member of the Task Force at any given time.

#### **4) Meeting Procedures**

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- a) Meeting Schedule: The Task Force will meet as established at their first meeting and shall schedule a minimum of three meetings; additional meetings shall be scheduled at the discretion of the chair.
- b) Open Meetings: Meetings of the Task Force are open to the public unless the subject matter being considered warrants a closed meeting, as per sections 90(1) and (2) of the Community Charter.

#### **5) Term**

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- a) Task Force members are appointed for the duration of the project.
- b) The Task Force will be dissolved upon submission of its final report to the Chief Administrative Officer unless Council or the Chief Administrative Officer requests any follow-up or supplemental work, at which time the Task Force will then be dissolved upon completion of that work.

#### **6) Budget & Task Force Remuneration**

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- a) There is no budget assigned to the Task Force.
- b) Members of the Task Force shall serve without remuneration but with approval of the Chief Administrative officer, will be entitled to reimbursement of reasonable expenses.

#### **7) Reporting Relationship**

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- a) The Task Force will report to City Council through the Chief Administrative Officer ("CAO"). The Chair of the Task Force, as delegated by the CAO, will coordinate all communications with the CAO and Council.

#### **8) Technical Recommendations**

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- a) The voting members of the Task Force have the following responsibilities:
  - i. Review background materials, including benchmarking data and reports, as provided by staff.

- ii. Conduct a TF review of current Council remuneration, benefits, and expense allowances.
- iii. Make recommendations on:
  - o Annual remuneration for Mayor and Council;
  - o Allowances and expense reimbursement policies;
  - o Annual adjustment mechanisms;
  - o Health and welfare benefits;
  - o Periodic review processes for future adjustments; and
  - o Meeting schedules to support elected officials' responsibilities.
- iv. Ensure that recommendations are evidence-based, drawing from benchmarking data, best practices, and expertise of Task Force members.
- v. Collaborate with designated staff support for research, analysis, and logistical assistance.
- vi. Prepare and finalize a report outlining the recommendations for submission to the Chief Administrative Officer by January 30, 2026.
- vii. A member of the Task Force will be designated by the Chair of the Task Force, as delegated by the CAO, subject to the member's agreement, to present the report and recommendations to Council at an Open Council meeting.

b) The Staff Liaison has the following responsibilities:

- i. Determine agenda items for each Task Force meeting and relay to the Committee Clerk for agenda production purposes;
- ii. Chair all Task Force meetings;
- iii. Set timeline for Task Force deliverables, including:
  - Initial meeting
  - Presentation to Council of Task Force decisions
- iv. Compile information to the Task Force for review;
- v. Coordinate Task Force delegation to a closed Council meeting for presentation of Task Force results; and
- vi. Ensure bylaws and policies are adhered to.