

Remuneration Taskforce Report to Council - 2025

PURPOSE

To provide Council with recommendations for changes to Council remuneration following a comprehensive review and analysis completed by the 2025 Council Remuneration Citizen Task Force.

DISCUSSION

Background:

At a regular Council meeting on November 13, 2018, Council directed Staff to form a task force with the mandate to conduct a comprehensive review of Council's remuneration and to propose recommendations for Council's consideration. The work of the Task Force included a review of Council remuneration in comparable municipalities, a review of Council Indemnity Bylaw No 2383, Council Policy C068 – Council Expenses, interviews with Members of Council, review of best practices, and careful analysis. This report was presented to Council on April 16th, 2019.

As was advised by the 2019 task force there is to be a review of this policy and remuneration at regular intervals. A second Remuneration Task Force was recruited from the municipalities' constituents in the summer of 2025 and began meeting in October of 2025. The members of the 2025 task force are Heather Anderson, Breanne Biagini, Danny Kok, Tomoka Sweet and Cameron Waldbauer.

Analysis:

The Task Force reviewed the 2019 task force report, agreed with the methodology and objectives stated and reviewed current information to consider if the policy enacted was acting as intended. The Task Force has acknowledged that council members received remuneration from external committees that they were a part of but that was in addition to the work done for the City of Pitt Meadows. This review is informed by examining Current Council Remuneration, Council remuneration in comparable municipalities, a review of Council Indemnity Bylaw No 2383, Council Policy C068, Council Expenses, interviews with members of Council and review of remuneration best practices.

Objectives:

1. Remuneration reflects the responsibilities of Mayor and Council, including the qualifications, performance, and effort expected of public office;
2. Remuneration is sufficient to facilitate participation of individuals to public office from a broad range of economic and social backgrounds; and
3. Remuneration is affordable, reflecting a fiscally responsible allocation of City resources.

Evaluation :

Objective 1: Remuneration reflects the responsibilities of Mayor and Council, including the qualifications, performance, and effort expected of public office

As per S.115 of the Community Charter, every Council Member shall participate in Council and Committee meetings, and shall contribute to the development and evaluation of the policies and programs of the City. The Mayor is the head and chief executive officer of the municipality (S.116) and carries responsibilities that are in addition to those one holds as a Council Member. Among other responsibilities, the Mayor shall preside for council meetings, when in attendance, and provides, on behalf of the council, general direction to the Chief Administrative Officer. These duties are formally executed through the course of regular meetings.

Council members are also responsible for carrying out other duties assigned by Council, including meetings of other bodies to which the member is appointed (e.g. Metro Vancouver Board of Directors, TransLink, Fraser Valley Regional Library Board). The expected effort and remuneration varies among these positions, however they must be considered within the entire basket of qualifications, performance, and effort expected of Council Members.

Although meeting schedules are clearly defined, the public's expectation of Council Members is often one of unrestrained access with little consideration for meeting schedules. This has been amplified as access to elected officials, expected and realized, has increased via social media.

The qualifications, performance, and effort expected of the Pitt Meadows Mayor and Council is analogous to comparable municipalities with respect to meeting schedules, complexity of subject matter, and public engagement. As such, current remuneration reflects the responsibilities of Mayor and Council and is in line with comparable municipalities.

Objective 2: Remuneration is sufficient to facilitate participation by individuals from a broad range of economic and social backgrounds

The Task Force reviewed this objective and considered the value of the remuneration required to attract a diverse Council. Being a Council Member is a part time job and as such it is difficult to attract professionals that have current employment commitments that would require time that overlaps with council duties. The requirement of an individual to have flexible work arrangements is one that needs to be made with their current employer which limits the pool of available candidates. This is itself a hurdle that the city cannot overcome as the individual would need to make their own determination as to their time management and availability.

The Task Force agrees with the council members interviewed that remuneration for this part time job will, most likely, never be enough to draw people to run for this position based solely on the remuneration. Each Council member interviewed felt the current remuneration was fair and adequate for the work they do.

Objective 3: Remuneration is affordable, reflecting a fiscally responsible allocation of City resources

Remuneration must balance the need to compensate Council Members fairly with the need to compensate in a manner that is affordable to the City. The recommended approach is to link Council Members' base compensation to voter's employment income. This data is available from Statistics Canada, "Distribution of employment income of individuals by sex and work activity", and has data for the median income of individuals of both sexes aged 25 to 54 in the Vancouver Metropolitan Area which was used here.

The remuneration framework should be applied consistently and transparently with annual increases, if required, linked to constituents' median income and an objective

inflationary index as described in the recommendations. There should also be regular reviews of Council expense policy by staff, and a regular re-evaluation of Council remuneration and benefits.

Conclusion :

The Task Force's recommendations contained in this report are a culmination of analysis and deliberation that attempted to find a balance between the three objectives.

In summary, the recommended changes are:

1. Remuneration should be linked to the median employment income of full-year, full-time workers, and should be adjusted in future years by the same metric. The data used for this calculation is :
 - Median employment income of a full-year, full-time worker, both sexes, aged 25-54 in the Vancouver census metropolitan area for the most recently available year. This data is released in May and trails by 2 years.
 - Annualized Vancouver Consumer Price Index for the 2 years following the Median Income data. This data is released in January.

The Remuneration for Council Members will be 70% of the Median Income for the most current year with 2 years of compounding CPI. If the calculation results in a decrease in salary then no change shall be applied.

2026 Calc: 2023 Median * 70% * 2024 CPI * 2025 CPI = 2026 remuneration

2026 Calc: \$57,900 * 70% * 1.026 * 1.02(est CPI) = \$41,584

As this calculated value of \$41,584 is below the current remuneration of \$46,256 then no adjustment would be applied.

2. Given responsibilities of Mayor as the head and chief executive officer of the municipality in addition to being a Council Member, the mayoral rate should remain 2.5 times the Council Member base rate. This equates to Council Member compensation being 40% of the Mayor's compensation which aligns with municipal comparators.

2026 Calc: \$41,584 * 2.5 = \$103,960

As this calculated value of \$103,960 is below the current remuneration of \$115,627 then no adjustment would be applied.

3. As these calculated values are below the current remuneration for council the Task Force recommends that the councils remuneration be frozen until such time as the calculations from median income of the constituents dictates an increase is warranted. This ensures that the council's remuneration is fairly tied to the income of the voters as was intended in the 2019 Task Force's base numbers. The annual increase of CPI has resulted in the increased remuneration of council far exceeding the median income increase of the constituents.
4. The Task Force agrees that Acting Pay of 10% of the Mayor's remuneration with 2-month rotational coverage by each Council Member (6) is appropriate compensation.
5. The Task Force is not recommending any changes to the current benefit package. There was discussion around creating a pension plan for the Mayor position as it is a full time job. Most other municipalities do not have this in place so it was decided as a small community it was not fiscally prudent to add this cost until such time that there is a consensus among municipalities that it is required.
6. The Task Force reviewed the Council Expense Policy C068 to determine if the previous increased maximums were sufficient for council to conduct the required business on behalf of the city. The Task Force was deeply discouraged by the fact that Policy C068 - 5.0 had been ignored in favour of a less transparent system of the CAO approving these expenditures without the required resolution of council, and wondered if other important city policies were also being ignored. Having reviewed both the recommendations of the current council members during interviews and the expenses of comparable municipalities the Task Force finds that maximum annual expense limits of \$3750 for the Mayor and \$1500 for Council Members is sufficient for attending community functions. With this reduction to the current limits we would suggest that expenses for attending UBCM and LMLGA be removed from each members expense limit and be included in a separate budget. This allows the city to budget annually for the larger expense of these conferences so the variability of costs due to location do not necessitate a review of the maximum expense policy annually. The Task Force understands that from time to time there may need to be an increase to the expense limit as required to attend other important functions. Councilors wishing to attend additional functions should endeavor to budget accordingly throughout the year but in cases where increases to the maximums are required all current city policies should be strictly adhered to.

7. The Task Force recommends amending Policy C068 section 5 to read:

“Members of Council are pre-authorized to incur expenses as permitted by this policy up to the maximum amounts, per Member, established in this table. Exceeding these amounts requires a pre-approval by council resolution. A summary of the proposed expenditure, including a description of the type of expenses, the expense estimates, and the reason for the expense is required prior to pre-approval”.

8. In review of the current expense policy vs the previous policy the Task Force felt specific wording had been omitted and therefore recommends amending Policy C068 section 2 - 2.1 to include

“d) Ensure expenses by Members of Council are considered to have a direct relationship to municipal concerns or interests.”

9. The Task Force makes a recommendation to have a monthly expense report made publicly available to council, on the consent agenda, to assist them in knowing the balance in their expense accounts for their planning purposes. For clarity, this report for each council member should be separated into ‘expenses associated with their expense limits per Policy C068’ and ‘other expenses that will be included in the city’s SOFI report but are not included in the expense limits’. This would mean adding the following to section 5.2 Roles and Responsibilities to include :

“e) The Finance Department will provide council with monthly expense reports through a regular council meeting, on the consent agenda, to make councillors aware of their current expense balances.”

10. Continue forming a citizen Task Force every four years to review Council remuneration, and to make recommendations of any changes to Council Indemnity Bylaw No 2383 and Council Expense Policy C068. The need to form a citizen Task Force off-cycle to every four years may be initiated by either the Chief Administrative Officer or Council.