

*Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.*



## Minutes of the Council Remuneration Citizen Task Force Meeting

October 15, 2025, 6:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: H. Anderson  
B. Biagini  
D. Kok  
T. Sweet  
C. Waldbauer

Staff: M. Lueg, Manager of Human Resources  
S. St. Jean, Director of Corporate Services (Chair)

Recording Clerk: T. McCaw, Administrative Services Supervisor

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### 1. CALL TO ORDER

S. St. Jean, Director of Corporate Services (the Chair), acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of  (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 6:00 PM.

### 2. LATE ITEMS

None.

### 3. APPROVAL OF AGENDA

By unanimous consent, the agenda of the October 15, 2025 meeting of the Council Remuneration Citizen Task Force was approved.

#### **4. NEW BUSINESS**

##### **4.1 Roundtable of Introductions**

Staff and Task Force members participated in a roundtable of introductions.

##### **4.2 Roles & Responsibilities of a City Committee Member**

T. McCaw, Administrative Services Supervisor, provided an overview of the roles and responsibilities of a committee member.

##### **4.3 Provide Mandate & Review Reference Materials**

###### **4.3.1 Terms of Reference**

The Chair provided a verbal overview of the Terms of Reference, highlighting the Task Force's mandate, goals, next steps, and term requirements.

Staff noted the goal is to have the Task Force provide their recommendations during the first Engagement and Priorities Committee Meeting in January.

There was general consensus that the Task Force would prepare and gather all data required to provide an informative recommendation to Council in early 2026.

###### **4.3.2 Council Indemnity Bylaw**

The Chair provided a verbal overview of the Council Indemnity Bylaw.

###### **4.3.3 Council Policy C068 - Council Expenses**

The Chair gave a brief overview of the Council Expenses Policy.

###### **4.3.4 Council Liaison Appointments [Internal & External Boards]**

The Chair introduced the agenda item and spoke to Council members' various appointments to internal and external boards and committees.

**Action Item:** Staff to gather data on how much time Councillors spend on internal boards versus external boards, which ones are optional, and how members are appointed.

**Action Item:** Staff to gather data on which board/committee appointments are compensated, which ones are not, and how much time is spent on each board appointment.

**Action Item:** Staff to confirm how many boards each Council member participates on, internally and externally, as well as the boards/committee where council members are appointed as alternates.

#### 4.3.5 Council Remuneration - Regional Comparators

the Chair gave an overview of regional comparisons and welcomed an open discussion.

**Action Item:** Staff to provide a revised list of regional comparators which include the removal of the City of Burnaby, New West and the Township of Langley and to add Cranbrook, Port Alberni, Chilliwack, and Delta.

#### 4.4 Task Force Meeting Calendar

There was general consensus that the Task Force will confirm their meeting schedule at or after their October 29, 2025 meeting.

#### 4.5 Identify and Develop Guiding Principles

The Chair presented the guiding principles established by the 2019 Task Force, which the current Task Force agreed to adopt as their own. The guiding principles are as follows:

- Transparency;
- Fairness;
- Accountability; and
- Objectivity.

#### 4.6 Task Force's Process to Achieve Mandate

The Chair introduced the topic and facilitated a discussion on how the Task Force will carry out their mandate.

**Action Item:** Staff to gather additional regional comparators for chosen municipalities, including geographical size, scope of services, growth rate, operating budget, tax base, economic makeup of the municipality, and wages.

**Action Item:** Staff to arrange interviews for the Task Force with the following members of Council during the first week of November: Mayor MacDonald, Councillor Manion, Councillor Meachen, and Councillor O'Connell.

**Action Item:** Task Force to prepare interview questions for Staff to distribute to relevant Council members prior to the interviews.

5. **ROUNDTABLE**

The Council Remuneration Citizen Task Force participated in a roundtable discussion; no motions or recommendations were put forward.

6. **ADJOURNMENT**

The meeting was adjourned at 7:24 PM.

The next **Council Remuneration Citizen Task Force** meeting is tentatively scheduled for  
October 29, 2025 at 6:00 PM.

**Certified as correct:**

*Tatiana McCaw*

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Tatiana McCaw,

Administrative Services Supervisor