

*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

November 26, 2025, 7:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

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

Staff: Kate Barchard, Corporate Officer  
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**

The meeting was called to order at 7:02 PM

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

### 2. **LATE ITEMS**

None.

### 3. **APPROVAL OF AGENDA**

By unanimous consent, the agenda of the November 26, 2025 meeting of the Council Remuneration Citizen Task Force was approved.

**4. ADOPTION OF MINUTES**

By unanimous consent, the minutes of the November 12, 2025 meeting of the Council Remuneration Citizen Task Force were approved.

**5. NEW BUSINESS**

**5.1 Review of Comparator Data Sets**

Task Force member C. Waldbauer provided a verbal overview and analysis of the comparator data sets .

The Task Force members engaged in a round table discussion regarding the comparative data, salaries, expense limits, convention attendance, and travel expenses.

**5.2 Expense Policies**

K. Barchard, Corporate Officer, provided a verbal overview of the summary of the expense policies gathered from the five selected municipalities.

Task Force members participated in a round table discussion regarding expense limits, municipal governance, city budgets, and financial reporting requirements.

**5.3 Presentation of Draft Recommendations by Task Force Members**

Task Force members participated in a roundtable discussion each providing their individual top three (3) – five (5) recommendations.

**5.4 Methodology Discussion**

The Chair introduced the topic and the Task Force participated in a roundtable discussion regarding proposed methodology for forming recommendations

Different considerations and options for a methodology were explored, and it was left with the task force to consider whether to use CPI, median income, or a revised methodology for recommendations in 2026.

**Action Item:** C. Waldbauer to review methodology used prior to 2019, identify current municipal practices, and determine whether using CPI is commonly used as a benchmark for wage increases.

**Action Item:** Staff to distribute Word version of Report to Council template for Task Force.

**Action Item:** Staff to distribute recommendations captured.

**5.5 Remuneration Recommendations**

**5.6 Expense Policy Amendments**

**5.7 Summary of Recommendations**

Items 5.5 -5.7 were discussed during item 5.3; no formal recommendations were made.

**5.8 Next Steps**

Action Item: Task Force member C. Waldbauer to prepare an initial draft of the recommendation report for circulation, with the intention of finalizing the document at the December 8, 2025 meeting.

The Chair distributed a copy of the Message from the CAO as requested at the November 12, 2025 Task Force meeting.

**6. ROUNDTABLE**

The Council Remuneration Citizen Task Force did not participate in a roundtable discussion.

**7. ADJOURNMENT**

The meeting was adjourned at 9:15 PM.

The next **Council Remuneration Citizen Task Force** meeting is tentatively scheduled for **December 8, 2025 at 6:30 PM.**

**Certified as correct:**

*Tatiana McCaw*

Tatiana McCaw,

Administrative Services Supervisor