

2026 Candidate Information Session

Welcome! The meeting will begin shortly

We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of q̓íčəy' (Katzie) First Nation who have been stewards of this land since time immemorial.

Agenda

Mark Roberts

Chief Administrative Officer

- Local Government in BC
- Pitt Meadows – Overview
- Recent Accomplishments
- Fundamental Plans / Key Projects
- Financial Considerations
- Continuous Improvement

Kate Barchard

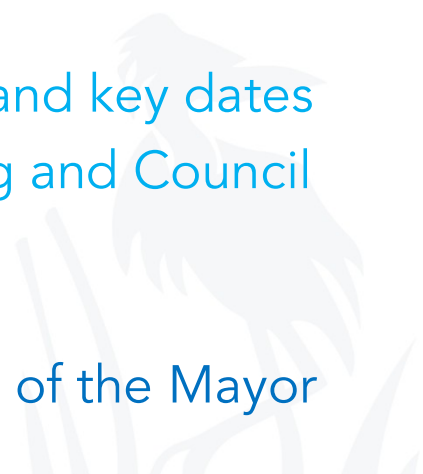
Chief Election Officer

- Roles and responsibilities of City Council
- Election process and key dates
- Inaugural meeting and Council orientation

Nicole MacDonald

Mayor

- A Week in the Life of the Mayor



Local Government in BC

27 regional districts | 161 municipalities

Role of Regional Districts:

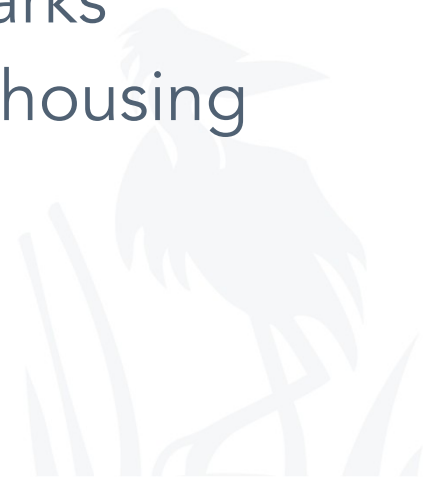
- Regional scale services
- Inter-municipal services
- Local government for unincorporated areas



Metro Vancouver Regional District

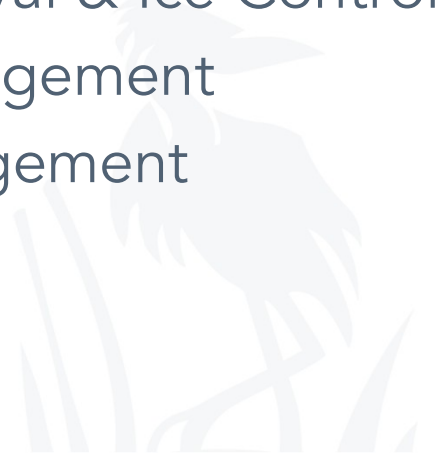
21 municipalities | 1 electoral area | 1 treaty first nation

- Drinking water
- Waste water treatment
- Solid waste management
- Air quality
- Urban growth planning
- Regional parks
- Affordable housing



Municipal Services

- Policing
- Fire and Rescue
- Emergency Planning
- Library
- Parks & Sports Amenities
- Cemeteries
- Recreational Programming
- Waste Collection
- Licensing
- Bylaws & Enforcement
- Sewer, Water & Roads
- Planning & Land Use Regulation
- Access to Information
- Snow Removal & Ice Control
- Citizen Engagement
- Asset Management
- And more!



Municipal Governance

Council sets the mission, vision, strategic plan, priorities, policy direction, service levels and budget

Staff provide policy recommendations to Council and services to residents in accordance with service levels and policies established by Council

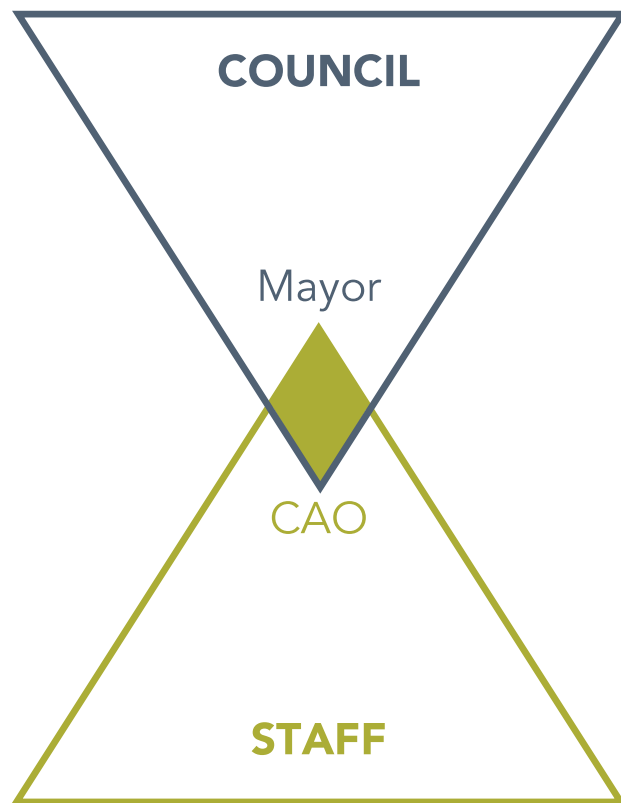


Strategic Priorities 2022 - 2026

- Principled Governance (Election Planning; Harris Rd/Rail Grade Separation)
- Balanced Economic Prosperity (NLAP; Irrigation Study)
- Community Spirit & Wellbeing (Heron's Nest Non-market Housing; Community Events)
- Infrastructure (ERP Replacement; PMAP)
- Corporate Pride (FOI Management System; Equity, Diversity & Inclusion)
- Public Safety (RCMP Autonomous Detachment; Business Continuity Planning)



One Employee Model



Chief Administrative Officer:

- Sole employee of Council
- Works closely with Mayor
- Operationalizes Council's priorities
- Responsible for all staff
- Conduit between Council and Staff



Pitt Meadows

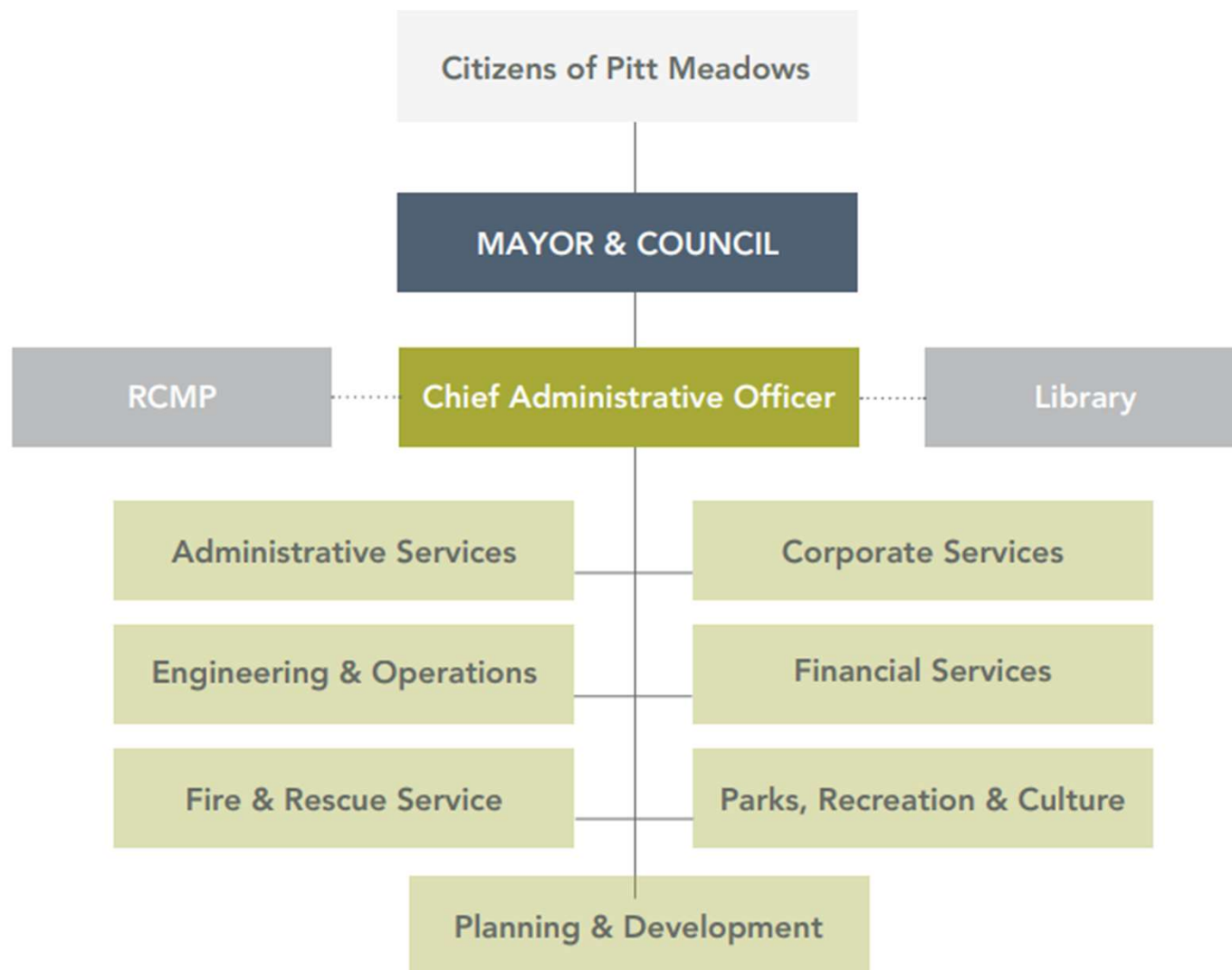
- Incorporated in 1914 with 250 people
- Became a City in 2014 with 18,673 residents
- 21,703 residents today (estimate)
- 7,650 tax folios
- Median age of 43 yrs
- Anticipated growth of another 4,371 residents by 2050



Stats & Facts

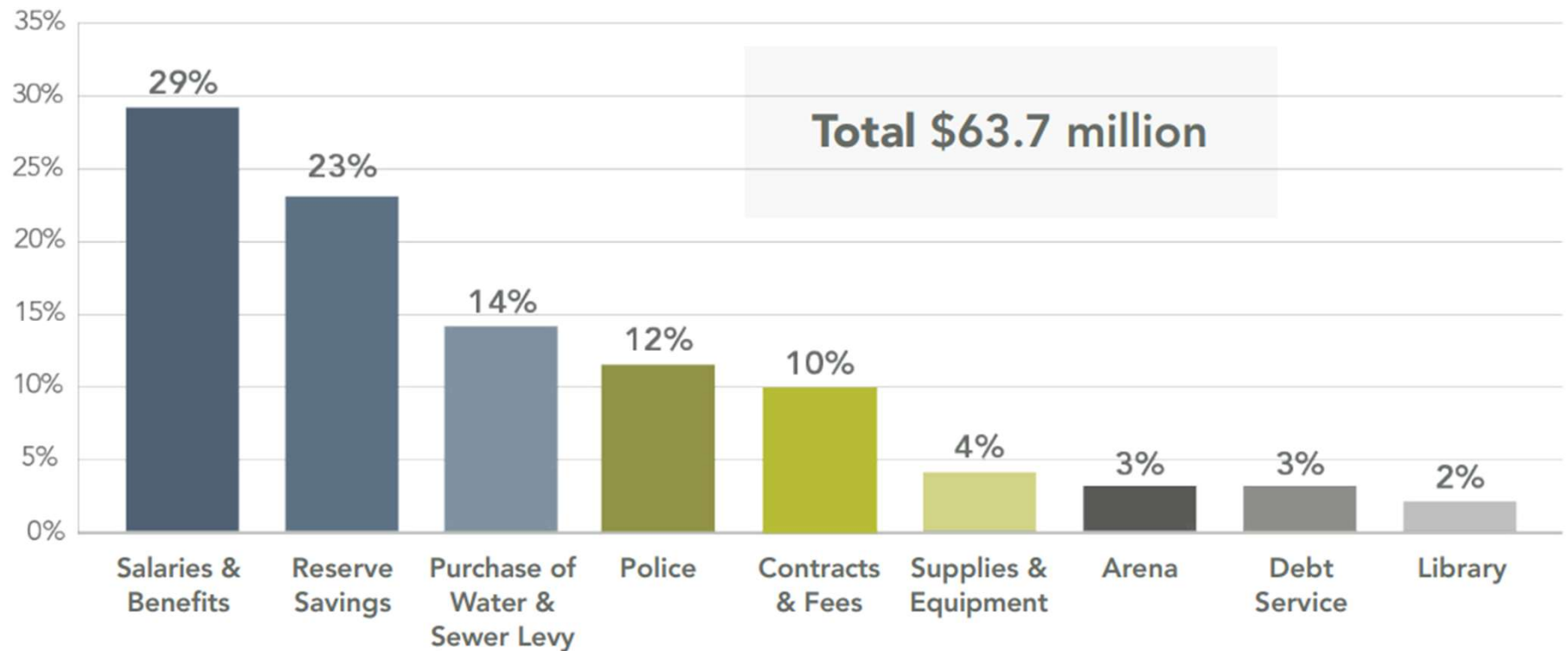
- **85²** km area
- **78%** ALR
- **85%** land in floodplain
- **27%** parks and conservation areas
- **61** km of dikes | **6** pump stations | **11** floodgates
- **6th** amongst BC's municipalities for agriculture production





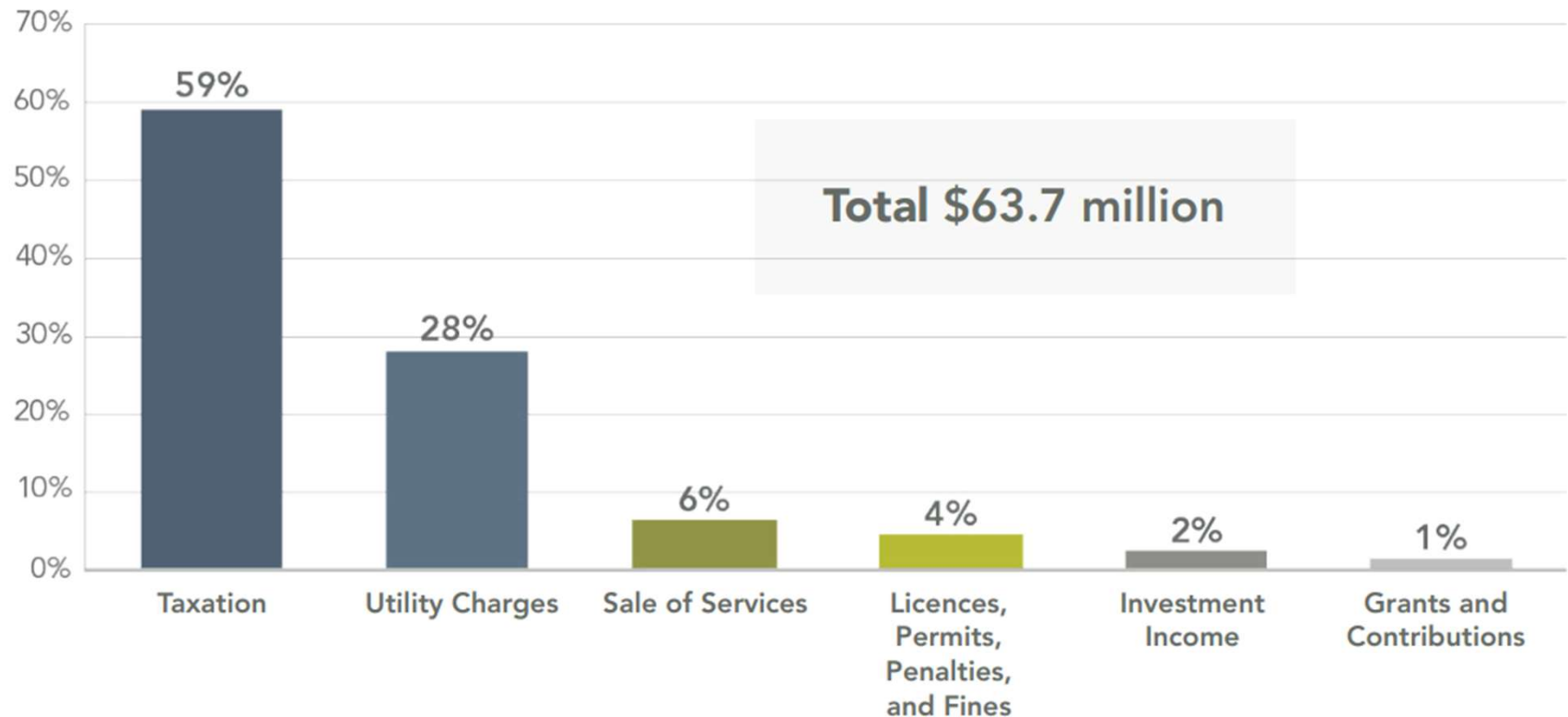
2026 Operating Budget

Expenditures (where the money goes)

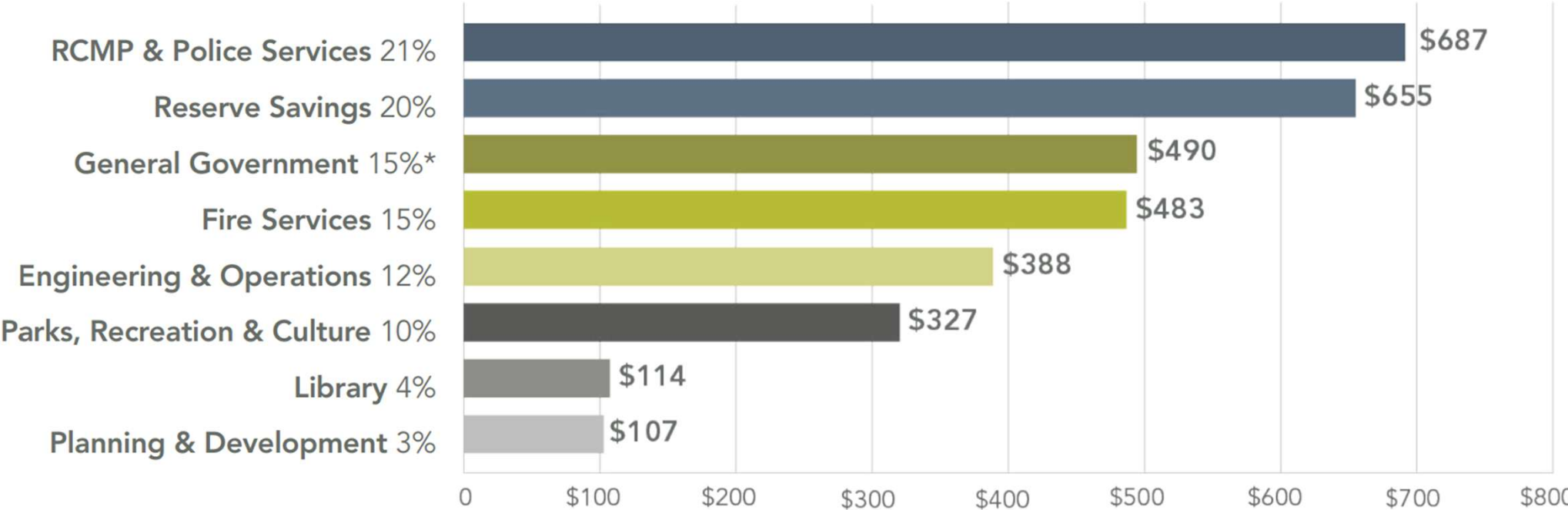


2026 Operating Budget

Revenues (where the money comes from)



Average Single-Family Dwelling Assessed at \$1,184,000
Proposed Property Tax Annual Costs Total \$3,250



Recent Accomplishments

- Autonomous RCMP Detachment
- Grabenhorst Garden
- Airport
- Drainage Improvements and Dikes
- Active Transportation and Road Safety Projects



Foundational Strategies & Plans

- Climate Action Strategy
- Economic Development Strategy
- Housing Action Plan
- Urban Forestry Strategy
- Accessibility Plan
- Agricultural Viability Strategy
- Complete Communities Assessment



Key Projects on the Horizon

- Harris Road Rail Grade Separation
- Pitt Meadows Athletic Park
- Heron's Nest Non-Market Housing Project
- CPKC Logistics Park Opposition
- North Lougheed Area Plan
- Eagle Meadows Business Park



Financial Considerations

- Asset Management
- Growth
- Provincial Housing Legislation
- Service Partners
- Cost Escalation
- Agricultural Land Reserve
- Climate Change



Continuous Improvement Initiatives

- Efficiencies Identification
- Leverage Artificial Intelligence
- ERP System Replacement
- Service Reviews



Questions?



Council Roles

Council Orientation

Election Process

Role of Council

- Good government
- Services, laws and other matters for community benefit
- Asset management
- economic, social and environmental well-being of its community



Role of Council

- Represent needs and interests of its community
- Set vision and priorities for the community
- Set service levels and establishes bylaws/policies
- Determine best governance approach (committees, engaging citizens, etc.)
- Approve annual financial and business plan



Role of Each Council Member:

- Prepare for and attend Council and committee meetings
- Learn and utilize proper procedures for influencing Council decisions (Procedure Bylaw, Code of Conduct, Roberts Rules)
- Actively engage in meeting conversations, debates and voting
- Stay engaged with the community and advocate at Council meetings for their needs and interests
- Develop strong working relationship with the CAO
- Ask clarifying questions of CAO/Staff in advance of meetings



Role of Mayor:

- Spokesperson for the City (along with CAO)
- Provide leadership to Council
- Recommend bylaws and policies to support good governance
- Provide direction to CAO on behalf of Council
- Chair all public Council meetings when in attendance
- May compel Council to reconsider a vote
- Create standing committees



A Week in the Life of a Councillor:

10 – 20 hours per week

- Read agenda materials and prepare for meetings
- Ask CAO/Staff clarifying questions in advance of meeting
- Attend Council meetings
- Attend City committee meetings
- Attend community events
- Check and respond to emails
- Some months busier than others



A Week in the Life of the Mayor:

Full Time (40+ hours)

- All the responsibilities of a councillor PLUS...
- Agenda prep meetings
- Chair preparations for council meetings
- Recommending bylaws, policies and resolutions
- Building consensus
- Metro meetings
- Speaking engagements
- Hosting visitors at City Hall
- Daily connection/troubleshooting/brainstorming with CAO



Council Term & Benefits

- 4 years (Nov 3, 2026 – Nov 4, 2030)
- Salary – set by Council Compensation Bylaw
 - Mayor - \$120,534.05 per year*
 - Councillor - \$48,219.54 per year*
 - Acting Mayor - \$1,004.45 per month x 2 months/yr.
(10% of Mayor's monthly salary)

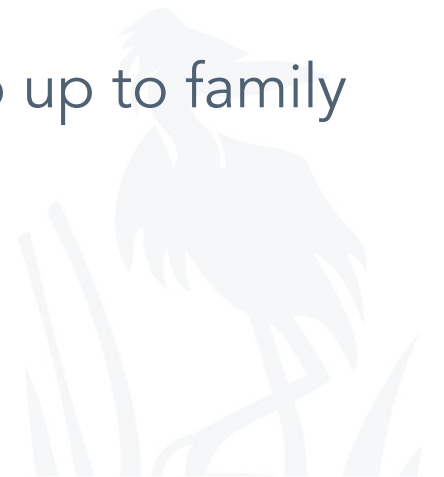
**Annual increase(s) as per Council Compensation Bylaw*



Council Term & Benefits

- AD&D (2 x basic annual income)*
- Life Insurance (\$25,000)*
- Benefits beginning Dec 1, 2026 – extended health, dental and EAP
 - Mayor – family coverage
 - Councillors – single coverage (with option to top up to family coverage at own expense)

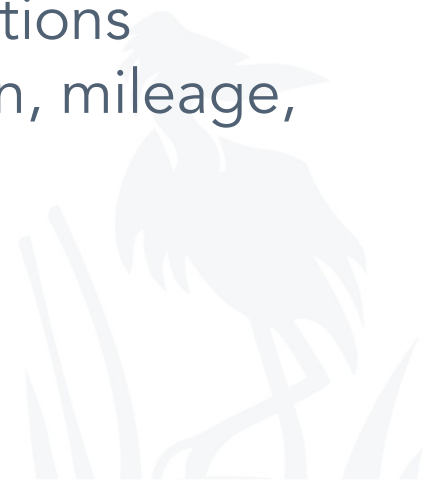
**Amounts reduce by 50% @ 65yrs*



Training and Other Expenses

Council Expenses Policy

- Annual budget for eligible expenses (event tickets, citizen engagement, courses, books, seminars, etc.)
 - Mayor \$3,750
 - Councillors \$1,500
- Pre-approval for annual conferences and conventions (LMLGA, UBCM, FCM, LGLA) – hotel, registration, mileage, food per diem
- Cell phone
- iPad



Public Council Meetings

Tuesday evenings, 7pm (1 – 3 hours), Council Chamber

- 2 regular council meetings/month
- 1 EPC meeting/month
- Extra (special) meetings held on occasion
- Try to avoid Tuesdays following a long weekend
- Spring break, August, and end of December off



Closed Council Meetings

Tuesday afternoons, 3pm (1 – 2.5 hours)

- Usually held electronically, sometimes in Meadows Room
- Scheduled as needed
- Limited topics as per *Community Charter*



Other Meetings

- Joint council meetings (KFN, Maple Ridge, SD42, etc.)
- Information sessions / workshops



Other Appointments

- Metro Vancouver Board and Committees
- Mayor's Council on Regional Transportation (TransLink)
- Fraser Valley Regional Library Board
- E-Comm Board (shared with Maple Ridge)
- Council Liaison appointments (appointed by Mayor) –
City Committees, Alouette River Management Society,
Chamber of Commerce, Flood Hazard Management,
Pitt Meadows Museum, etc.



Council Orientation

Council Orientation Policy C062

- Municipal governance
- Roles & responsibilities of Council and Staff
- Legal matters & statutory obligations
- Council meetings & agenda process
- Initial priorities for Council's first year
- Business & financial planning
- City planning, development, and zoning
- Indigenous relations / leadership considerations
- Communications, public engagement, use of social media
- Tour of City assets and facilities



Maintaining Office

- Understand election offences
 - *Local Government Act* s. 166 (vote buying/intimidation | *Local Elections Campaign Financing Act* s. 64 (failure to disclose)
- Understand disqualifications under the *Community Charter*
 - Failure to make an oath (s. 120) | conflict of interest (s. 100-108)
 - Unexcused absences from council meetings (s. 125)
 - Unauthorized expenses (s. 191)
- Criminal Charges
 - *Community Charter* s. 109.3 (mandatory leave of absence [paid])
 - *LGA* s. 82.1 [disqualification – indictable offence]



Questions?



Election Key Dates

EVENT	DATE(S)
Pre-Campaign Period (advertising rules begin)	Jul 20 - Sep 18
Nomination Period	Sep 1 (9am) - Sep 11 (4pm)
Declaration of candidates	Sep 11 (by 4:30 pm)
Deadline for challenging a candidate nomination	Sep 15 (4pm)
Deadline for withdrawal of candidates	Sep 18
Declaration of elections by either acclamation or voting	Sep 21
Campaign Period (advertising <u>and</u> expense limits apply)	Sep 19 - Oct 17

Election Key Dates

EVENT	DATE(S)
Statutory newspaper ads	Sep 18 & 25
Election signs can go up	Sep 19
Mail Ballots	Sep 28 - Oct 15
Advance voting dates	Oct 6, 7, 8, 9
General Voting Day	Oct 17, 8am-8pm
Preliminary Results	Oct 17 (after 8pm)
Official Results	Before Oct 21 4pm (most likely Oct 19)
Election signs must come down	Oct 22 (Oct 18 for signs on Loughheed)
Swearing In, Inaugural Meeting & Reception	Nov 3

Candidate Eligibility

To run for office, you must:

- be 18 years of age or older on GVD
- be a Canadian citizen;
- be a resident of BC for at least 6 months immediately prior to being nominated; and
- not be disqualified under a provincial act from voting or being elected to office.

**You do not need to be a resident of Pitt Meadows*



Nomination Process

- Forms must be submitted between Sep 1 (9am) and Sep 11 (4pm precisely)
- Tab 2 of Candidate Binder | 10 forms (3 optional)
- Book an appointment with CEO/DCEO
 - 20-30 mins
 - bring 2 pieces ID
- Sooner than later



10 Qualified Nominators

- 18 years of age or older;
- Canadian citizen;
- Lived in BC for at least the last 6 months;
- Either live in Pitt Meadows OR owned property in Pitt Meadows for at least the last 6 months;
- Not disqualified from voting in the election.



Campaign Financing/Advertising Rules

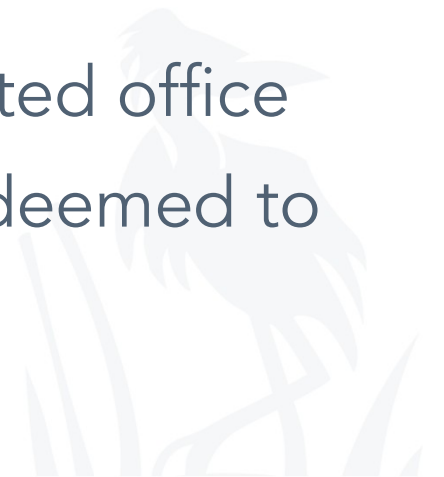
- *Local Election Campaign Financing Act [LECFA]*
- Campaign expense limits and advertising rules
Mayor \$22,479.31 | Councillor \$11,275.96
- Must appoint financial agent
- Must open separate campaign account
- Must submit financing disclosure statement within 90 days of GVD (Jan 15)

Elections BC is your main contact for all campaign financing and advertising questions



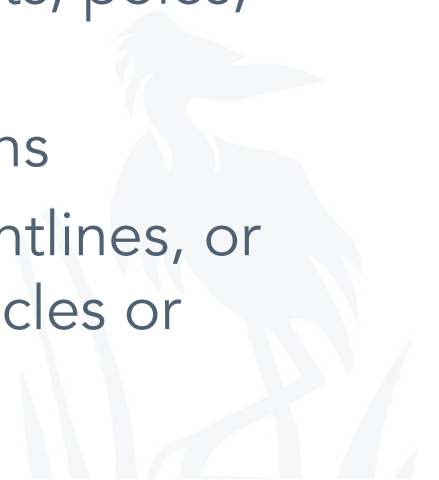
What's New for 2026

- 'Original' nomination documents no longer required
- Elector organizations no longer need to file separate paperwork
- Residential addresses of candidates must be redacted from online copies of nomination documents
- MLAs are disqualified from holding local elected office
- A Council Member who becomes an MLA is deemed to have resigned from local office



Election Signs

- Sep 19 – Oct 22 (Oct 18 for signs on Loughheed)
- Sign 'face' can not exceed 1.5 sq. m. (16.1 sq. ft.)
- Cannot be illuminated, animated, rotating, flashing, etc.
- Cannot be placed:
 - on bridges, overpasses, buildings, structures, posts, poles, fences or trees
 - in parks, medians, traffic circles, boulevard gardens
 - anywhere that obstructs vehicle or pedestrian sightlines, or obstructs the safe and efficient movement of vehicles or pedestrians



Election Signs

- Must include an authorization statement
- Signs and other election advertising cannot be within 100m of any voting place (advance polls and GVD)
- Bylaw complaints may result in phone calls and requests to adjust, move, or remove election signs
- Elections BC may call to request a compliance check
- City has authority to remove signs



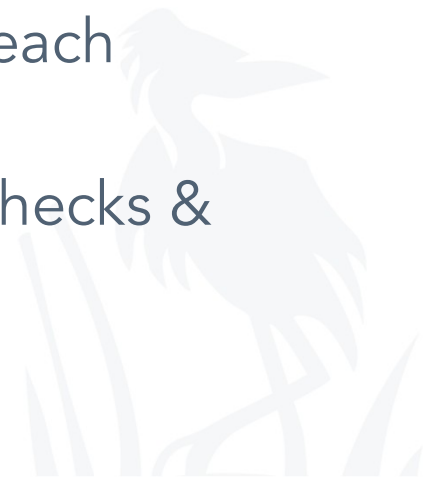
On Voting Days (Advance & GVD)

- Candidates cannot be on site (except to vote)
- Candidate reps (official agents and scrutineers) welcome
 - Must show appointment letter
 - Must sign secrecy declaration
- No election signs or candidate paraphernalia within 100m of any voting location



On Voting Days (Advance & GVD)

- Mail Ballot processing – Date TBD
 - Candidate reps will be invited
- At end of voting on GVD:
 - Meadows Room = Election HQ
 - Candidates and reps welcome to be present for final count
 - Preliminary results shared online and emailed to each candidate
 - Official results announced before Oct 21, after checks & balances are performed & results confirmed



Inaugural Meeting

Tues Nov 3, 4:00 pm onward

- Official photos
- Formal procession
- Swearing in ceremony
- Initial business
- Reception



Initial Meetings & Council Orientation

Date	Time	Meeting
Nov 2	As scheduled	New Council member orientation sessions with EA/IT
Nov 3	4pm onward	Inaugural Meeting
Nov 5 and 6	9am-4pm	Orientation Session: Effective Leadership & Good Governance
Nov 9	Afternoon	Orientation sessions
Nov 10	3:00pm-8:30pm	Orientation sessions
Nov 11	11am	Remembrance Day Ceremony (Spirit Square)
Nov 17	3pm – 5pm	Orientation session
Nov 17	7:00pm	Regular Council Meeting

Initial Meetings & Council Orientation

Date	Time	Meeting
Nov 23 and 24	3:30pm - 9:00pm	Business Planning Sessions
Dec 1	7pm - 9pm	Regular Council Meeting
Dec 7 and 8	5:30pm - 9:00pm	Budget Deliberations
Dec 9-11	3 days	LGLA Elected Officials Seminar (Richmond)
Dec 15	7pm - 9pm	Regular Council Meeting
City Hall closed Dec 24 (12noon) - Jan 1		
Jan 5	7pm - 9pm	Regular Council Meeting

Questions?



Thank You

