



Terms of Reference

Mayor & Council Remuneration Task Force

penticton.ca

1. Role of the Task Force

The **Mayor & Council Remuneration Task Force** will participate in the recommendation of Council Remuneration for Elected Officials serving the term of 2027-2030. The Task Force will investigate, review, and provide a recommendation for Council remuneration.

The Task Force will not participate in operational matters respecting the City of Penticton.

2. Membership

The Task Force shall consist of FIVE (5) volunteer voting members selected by City Staff. The members will be from the community who have experience in business leadership, remuneration development or other similar experience and skills.

3. Qualifications

The following are considered minimum qualifications to serve on the Task Force:

- Experience in business leadership, remuneration development or other similar experience and skills
- Available to attend most Task Force meetings (electronic or in-person);
- Access to a computer and an e-mail address in order to participate electronically in meetings and to receive and respond to communications and information including task force meeting agenda packages.

4. Selection and Term

The Task Force term will be the duration of the remuneration review that is anticipated to be completed by the end of April 2026 at the latest. Members will be selected by City Staff to ensure members are at an arms length and independence is maintained from Council. A majority of selected voting members shall constitute a quorum. Members must make a reasonable effort to notify staff at least two days before the meeting if they are unable to attend.

5. Meeting Procedures

The Task Force will recognize that each meeting requires a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address. The Task Force shall meet as required over a period of 1-2 months which may require meetings either weekly or bi-weekly. For certainty, the rules and procedures of Council Procedure Bylaw and all amendments thereto shall be observed as far as may be applicable.

The City's Chief Financial Officer and the Manager of Human Resources will be the staff liaisons, will Chair and provide technical support for the Task Force. The Legislative Services Department will provide meeting management and recording support for the Task Force.

6. Conflict of Interest and Confidentiality

All Task Force members are expected to review and sign a Confidentiality and Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

If a Task Force member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Task Force member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.