

Interview Guide for Councillor Meetings

Notice of Motion C2018-0935

Introduction

“Thank you for meeting with us today, Councillor XX. The purpose of the meeting is to fulfill the request in Notice of Motion C2018-0935. Specifically, the Notice of Motion states, “...be it resolved that Human Resources meet with each member of Council to gather their observations, experiences and suggestions relating to the Council pension plans, including plan governance.” Our role today is to facilitate data gathering by recording your comments. Your comments will be held in strict confidence – only aggregated data will be included in the report.”

Interview Questions

1. How well-informed do you feel you are about your pension plan? If not well-informed, what other information and/or methods of communication do you think would be helpful?
2. When asked questions by constituents, interest groups or the media about the Council pension plan, do you feel you have sufficient knowledge to be able to answer their questions? If not, what would be helpful to improve your communication with stakeholders and constituents?
3. What does good pension governance look like to you?
4. How much do you know about the Pension Governance Committee (PGC) – its mandate, terms of reference, committee membership, etc.?
5. To what extent do you believe that the PGC is meeting your expectations of good governance? What would you keep, what would you change?
6. What are some ways to assess whether your pension plan is fair and reasonable?
7. Are there any other experiences, comments or suggestions relating to the Council pension plan you wish to share?

Confirmation

“To conclude the interview, we’d like to review what we have recorded. <scribe paraphrase what was written>. Did we capture what you said?”

Meeting Wind-Down

“Thank you for your time, Councillor XX. In accordance with the Notice of Motion, after interviewing all elected officials, Administration will be determining which mandate the comments fall within – the Pension Governance Committee, the Council Compensation Review Committee, another committee of Council, etc. and a review of the findings and recommendations will be delivered to council by the end of 2018.”