



Legislative Assembly of Alberta

The 27th Legislature  
Second Session

Select Special  
Chief Electoral Officer  
Search Committee

Monday, May 25, 2009  
8:04 a.m.

Transcript No. 27-2-2

**Legislative Assembly of Alberta  
The 27th Legislature  
Second Session**

**Select Special Chief Electoral Officer  
Search Committee**

Mitzel, Len, Cypress-Medicine Hat (PC), Chair  
Lund, Ty, Rocky Mountain House (PC), Deputy Chair  
Bhullar, Manmeet Singh, Calgary-Montrose (PC)  
Blakeman, Laurie, Edmonton-Centre (AL)  
Campbell, Robin, West Yellowhead (PC)  
Horne, Fred, Edmonton-Rutherford (PC)  
Lukaszuk, Thomas A., Edmonton-Castle Downs (PC)  
MacDonald, Hugh, Edmonton-Gold Bar (AL)  
Marz, Richard, Olds-Didsbury-Three Hills (PC)  
Notley, Rachel, Edmonton-Strathcona (ND)  
Webber, Len, Calgary-Foothills (PC)

**Corporate Human Resources**

Trish Mills	Executive Search Assistant
Alayne Stewart	Director, Executive Search

**Support Staff**

W.J. David McNeil	Clerk
Louise J. Kamuchik	Clerk Assistant/Director of House Services
Robert H. Reynolds, QC	Senior Parliamentary Counsel
Shannon Dean	Senior Parliamentary Counsel
Karen Sawchuk	Committee Clerk
Rhonda Sorensen	Manager of Communications Services
Melanie Friesacher	Communications Consultant
Tracey Sales	Communications Consultant
Liz Sim	Managing Editor of <i>Alberta Hansard</i>

**8:04 a.m.****Monday, May 25, 2009**

[Mr. Mitzel in the chair]

**The Chair:** Good morning, everyone. I'd like to call the meeting of the Chief Electoral Officer Search Committee to order, and I'd like to thank all the members and the staff again for accommodating this meeting in their already heavy schedules. Due to the timelines that we have, it's imperative that we have this meeting. I trust that everyone has a copy of the meeting's agenda. Does anyone not have the meeting's agenda or the materials that were posted on the website? If not, I think Karen does have these.

Okay. I'd ask that we introduce ourselves for the record before we get started. I'm Len Mitzel. I chair the committee.

**Mrs. Sawchuk:** Karen Sawchuk, committee clerk.

**Ms Norton:** Erin Norton, committee clerk.

**Mr. Lukaszuk:** Good morning. Thomas Lukaszuk, Edmonton-Castle Downs.

**Mr. Webber:** Len Webber, Calgary-Foothills.

**Mr. Campbell:** Robin Campbell, West Yellowhead.

**Mr. Bhullar:** Manmeet Bhullar, Calgary-Montrose.

**Mr. MacDonald:** Hugh MacDonald, Edmonton-Gold Bar.

**Mrs. Scarlett:** Cheryl Scarlett.

**Mrs. Kamuchik:** Louise Kamuchik, Clerk Assistant, director of House services.

**Ms Sales:** Tracey Sales, communications consultant with the Legislative Assembly Office.

**Ms Friesacher:** Melanie Friesacher, communications consultant with the Legislative Assembly Office.

**Ms Stewart:** Good morning. Alayne Stewart, director of executive search, corporate human resources.

**Ms Mills:** Trish Mills, executive search assistant with corporate human resources.

**Mr. Horne:** Good morning. Fred Horne, Edmonton-Rutherford.

**Mr. Marz:** Richard Marz, Olds-Didsbury-Three Hills.

**Mr. Lund:** Ty Lund, Rocky Mountain House.

**The Chair:** Thank you. You have the agenda in front of you. Are there any additions or changes to the agenda? If not, would someone move that the agenda be adopted as circulated? Moved by Mr. Lukaszuk. All in favour? It's carried.

This takes us to item 3, the use of executive search of corporate human resources. For the past six officer searches the committee has utilized the services of executive search to assist with all aspects of the search process. The committee was advised at its organizational meeting that the services of executive search would be limited during this search process, and the committee directed the chair to investigate this matter further.

I'm pleased to welcome back Alayne Stewart, director of executive search, who will again be assisting our committee, and joining Alayne is Trish Mills, the executive search assistant. I'll turn it over to Alayne to provide an overview of the expertise provided through executive search.

**Ms Stewart:** Good morning. First of all, it's good to be back. One of the things that we did do was meet with the committee clerk to look at your agenda or your timetable. One of the main reasons why we weren't available at the onset is that we did not have the resources to assist during July and August, which appeared to be the major portion of the time that you were looking for our services. So we came back with a suggested timetable that could accommodate your availability as well as ours. Some of that information will be here today for us to review.

The services that we would provide would be similar to the other searches we have done. Some of you have worked with us before, so you know what we have done with you. For those of you who haven't worked with us before, we would be involved in receiving the applications that have come through the committee clerk. We would do a preliminary screening of the applications based on the advertisement and the position profile qualifications and present a binder of all of the applications and a preliminary screening report back to your committee.

I know the timetable will be discussed later, but we are going to be having a rather quick turnaround time in the month of June for you to accommodate schedules. I don't know if you want to review that later, the timing.

**The Chair:** A bit later, yes.

Are there any other questions from the committee? If not, we'll move on to item 4, and that's the revised draft recruitment strategy and the timeline that Alayne was talking about. The initial recruitment strategy and timeline document that was received by the committee at its April 20 meeting has been revised with input from executive search and now incorporates a revised timeline. Does everyone have a copy of that? Okay.

Karen, do you or Alayne wish to address this item? Just a note that with the amended timeline a meeting of the committee will be required toward the end of June and then not again until early September. Okay. Did you want to go over it?

**8:10**

**Mrs. Sawchuk:** Mr. Chair, thank you. The big difference, of course, is the timing. The committee would have to meet, as you mentioned, by the end of June and then not again until early September. Executive search would be required to do some work on the committee's behalf towards the end of August again, but it does free up the full summer, and that was one of the things that staff were directed to review to try and work around the summer months and members' availability.

There's reference to other documents. In this document it refers to the position profile, which has been revised, and the committee will be dealing with another item as well as the advertising plan and the advertising copy. So it does highlight where the revisions were made.

I think that's it, unless Alayne or Trish have something else they want to add.

**Ms Stewart:** In looking at it, you may think, well, we've advertised in May – or I guess it's June. Hang on here. We advertised in May, and then we're not interviewing until August, which may seem a bit difficult for candidates or applicants, who may wonder what is happening. What we have done on the revision on the position profile is we've given a bit of a time schedule so that when candi-

dates apply, they have an idea of when they can expect to hear back from us, what our schedule is. We have done that before on other files when we know that there is going to be a delay, and that seems to handle any concerns that the applicants would have.

**The Chair:** Okay. We don't have to go through the dates you're talking about. Everyone has them in front of them, I think, right? That does mean that we will have to consider a meeting at the end of June, and the dates suggested in the revised schedule here are June 29 or 30. I think that was sent out to everyone by Karen to poll everyone. I don't have the results of that.

**Mrs. Sawchuk:** Mr. Chair, we actually haven't polled yet. The document has to be adopted, and then we'll be doing that.

**The Chair:** Okay. All right.

**Mr. Lund:** I know that I can't be available on the 29th or the 30th. I could be available on the 2nd or 3rd of July. I think that's a Thursday and Friday. I don't have my calendar in front of me.

**The Chair:** Mr. Webber.

**Mr. Webber:** Yeah. Likewise with Ty. The 29th and 30th are difficult for me, but in July – I'm just looking at my calendar, here, right now. Boy, early July is Stampede time in Calgary as well. I can't miss the Stampede.

**The Chair:** Okay. Well, let's go into a full discussion on this later on. I just wanted to make everyone aware that we're going to have to consider this.

Other than that, now I need a motion to

approve the revised recruitment strategy and timelines document.

Moved by Mr. Campbell. All in favour? Opposed? That motion is carried.

Okay. This takes us to item 5, the revised advertising plan and advertising copy. Melanie Friesacher, communications consultant, will outline the revisions made to the advertising plan in conjunction with the input from executive search. Alayne, do you have anything you want to add?

**Ms Stewart:** Not at this point, unless you wanted me to talk about the shortened version.

**Ms Friesacher:** Yeah. I'll bring that up and give you a copy at the end.

What we're handing out is the actual size of the advertisement. Working with executive search, we've been able to pick out some of the key phrases, and it greatly shortens the advertisement. In doing so, actually, we've reduced our costs substantially. With this new shortened version, the advertising copy will cost \$32,000 for a national campaign. Your first page is the long version. The second page is the pared-down version.

Did you want to add anything to that, Alayne?

**Ms Stewart:** One of the, I guess, initiatives we've been working towards is having a shorter version in our external media, and part of it is looking at the current economic situation and, you know, wanting to make sure that we are looking after our various clients' budgets.

The other factor is that we are a bit concerned about the public perception in seeing rather large ads in the media during this time of restraint and have had some comments that have come back, you know: we've seen your new ad profile, and we still are interested in your jobs. So that's an area that we've been looking at.

**Mr. Marz:** Well, my take on this is that anybody who is interested in this job and sees it in the paper, as soon as they see the headline, Chief Electoral Officer, is going to search out the details of it on the website. We don't have to have all the details listed in the paper if we can save that kind of money. I think the shortened version is more than enough basic information for anybody of the calibre of person that's going to apply for this job to seek out any other details he or she may wish to on the website afterwards.

I'd be prepared to make a motion if you're prepared to take it.

**The Chair:** Mr. Lund.

**Mr. Lund:** Thanks. And thanks for taking a second look at the ad. I agree with the comments Richard made, that this is a very important thing. Of course, when you see the Chief Electoral Officer position, you can search and find out what it's all about.

I am concerned about the salary range, \$144,060 to \$200,604 dependent on qualifications. I thought that under our new schedule there was a starting point for new officers that changed with years of service, and then, of course, the other thing that could affect it is something like across-the-board raises for everybody. I don't like "qualifications." I don't know what that means.

**Mrs. Scarlett:** That is a standard phrase that you will see in a lot of ads. The range that's quoted there is the one that is the range for the senior official C. Once a successful candidate has been selected, then you would sit and determine the amount of directly related experience and set it within that range. And, yes, pursuant to previous meetings we do have a structure in place now that on a year-by-year basis the remuneration is reviewed, and there is an opportunity to progress throughout that scale until you hit the top of the scale.

**The Chair:** Any other comments?

Melanie, you may want to talk about that extra external site.

**Ms Friesacher:** Right. In response to a question regarding electronic resources, we have discovered a further site with help from executive search; that is, posting the advertisement and the profile on the internal website for the Canadian Election Resource Library. It's an Internet site accessed by all jurisdictions. We arrange the posting through the Deputy Chief Electoral Officer of Elections Alberta.

**The Chair:** Okay. Any other comments?

Seeing none, is someone prepared to move that the Select Special Chief Electoral Officer Search Committee approve the revised advertising plan and advertising copy as presented?

Mr. Marz moved that. All in favour? Opposed? The motion is carried.

8:20

This takes us to item 6, the revised draft position profile. If you take a look at that, you'll see some highlighted changes. The revised draft profile before the committee includes a number of amendments highlighted for ease of reference. These amendments were made as a result of the committee's discussions at the last meeting. I understand that Alayne Stewart has completed the revisions. It appears that the issues raised by the committee have been addressed. Do members have any comments in this respect?

If you take a look at page 4, you'll see that under Organization there are points A and B that were revised. Also, on page 5, number VIII, Issues/Challenges, there's a reference there to the Electoral Boundaries Commission Amendment Act. That is also on the floor

right now, so that'll be added as well. Also, on page 6 you see two highlighted points in the Knowledge/Experience Requirements and also Remuneration.

Alayne, do you want to speak to those?

**Ms Stewart:** Sure. I noticed from your transcript that under Organization on page 4 there were some questions on whether it was easy to read and people would understand it, so I went in, reviewed both of the acts, and hopefully was able to highlight some of the areas. If you'd like other adjustments on that, I'd be more than pleased to have another look at that.

**The Chair:** Any comments?

**Ms Stewart:** Then under Issues/Challenges on page 5 I just added the upcoming review with the commission, the Electoral Boundaries Commission. Now, I know that when we drafted the profile, it was pending, so there may be some adjustments on there. But we'll make sure that the date is on the profile so that if there are any changes that may come up, people would understand the date that it was actually printed.

Then under Knowledge/Experience Requirements, I know that there was an area about general knowledge of Alberta's geography and population distribution patterns. I hope we were able to capture your interest there.

Then with the other I know that the human resources group made sure that we put the correct information on the salary schedule there.

I think that was it.

**The Chair:** Are there any questions on those?

**Ms Stewart:** Sorry. We added the last section under the Search Schedule. That wasn't in the original that you received.

**The Chair:** Okay. Yes. Preliminary interviews are tentatively scheduled to take place in late August.

If there are no questions on that – oh, Mr. Lund.

**Mr. Lund:** It may be in here, but are we going to do the same with this position as in the past, where it comes up for renewal after the first election, so that that would be in there?

**Mrs. Kamuchik:** If I may, Mr. Chair. That's in the legislation, so one year after.

**Mr. Lund:** Oh, I'm sorry. Okay.

**Ms Stewart:** It is also covered on page 6, Term of Office.

**Mr. Lund:** I just didn't see it.

**Ms Stewart:** It's hiding under a heading. You might not have noticed it.

**Mr. Marz:** I'm looking at the last document, Chief Electoral Officer, as well as the revised one. The salary ranges on page 7 of the last document aren't compatible with the advertisement. It says remuneration of \$94,488 to \$131,000, and that's not even right there because the comma is in the wrong place. You have a comma after three digits, not four. In the ad it's from one forty something.

**The Chair:** From \$144,000 to \$200,000, yeah. That's because the old one was prior to the compensation strategy that was put in, so that's no longer relevant.

**Mr. Marz:** Okay. I'm just wondering what it's doing in here, then.

**Mr. Campbell:** Just to confuse you.

**Mr. Marz:** And it did.

**The Chair:** Are there any other questions?

Would someone move that

the Select Special Chief Electoral Officer Search Committee adopt the position profile as revised?

Mr. Campbell. All in favour? Opposed? That's carried.

Are there any other items for discussion before we move on to future meeting dates?

Seeing none, we'll then move on to future meeting dates. As set out in the recruitment strategy and timelines document that we went through, the suggestion is that the committee hold a meeting on June 29 or 30 to review the application summaries prepared by executive search with a view to determining a short list of candidates for preliminary interview. Depending on the number of applications received, approximately two hours will be required for this meeting. Further meetings are not anticipated until early September. Once the preliminary interviews are complete and executive search is ready to report to the committee in that respect, we'll do the usual polling of members for dates at that time.

The one we have to discuss now is June 29 or 30. When you look at the timelines – perhaps, Alayne, you may comment on how critical those two dates are and if there's any possibility of changing those.

**Ms Stewart:** You certainly have some options on changing those, but the options wouldn't go beyond that first week in July probably. Now, I know that we have had screening discussions, where the members have had the screening binder, have had the opportunity to go through it ahead of time, and have been available through conference call. That certainly was an option that we looked at in the past.

**Mr. Webber:** We've got the capability of a conference call, then, do we? We have the technology here?

**The Chair:** Yes, we do.

**Mr. Webber:** Great. Well, then, I can certainly call in.

**The Chair:** Yeah. Any other comments?

**Mr. Lund:** I'm going to be out of the country, so I don't think a conference call is going to work for me.

**The Chair:** Alayne, if you could. If the screening binders were available, would there be the option as well to send in some comments? I know how rudimentary they'll be. You'll be saying: I like this one; I'm not sure about this one. You know, make your comments with regard to those and either e-mail those or fax them in, and we could have your comments on the record. Would that work?

**Mr. Lund:** I don't know just how it's going to work to get the information when you're out of the country and not in one location. We'll be moving around. I'm back on the 1st of July. That was why I said the 2nd or 3rd would work for me but not the 29th or 30th.

**The Chair:** Mr. Marz has a comment, and then I'll ask you to respond.

**Mr. Marz:** Maybe a show of hands of how many July 2 and 3 wouldn't be good for.

**Mr. Webber:** I can't even call in on the 3rd. When I mentioned earlier that I could not make it because of the Calgary Stampede, it's because I have to work at the Calgary Stampede, not party at the Calgary Stampede. I just want to make that clear, okay?

**The Chair:** Oh. You aren't in the stands.

**Mr. Webber:** I'm not in the stands, no. The 3rd is a day I just certainly cannot even call in.

**The Chair:** Okay.

8:30

**Mr. Horne:** The 2nd works equally well for me.

**The Chair:** Does that work for you, Mr. Marz?

**Mr. Marz:** I can make any of them work.

**The Chair:** Okay. Alayne, would you like to respond to those comments?

**Ms Stewart:** I think July 2 works for us, also. We can certainly arrange for that.

**The Chair:** What day of the week is the 2nd?

**Ms Stewart:** It's Thursday.

**The Chair:** Thursday. Okay. So it's not part of a long weekend or anything yet, is it?

**Ms Stewart:** One of the questions that I would have, then, if we send out the information, like the screening binder, to all the members, on the availability of you to receive it: will we need to make some other arrangements through Karen?

**Mr. Lund:** I'd have to get it as soon as I get back.

**Ms Stewart:** Sure. Okay.

**Mr. Lund:** If I have to stay up all night studying it, I will do that. Ha ha.

**Mr. Marz:** Mr. Chairman, I can make any of them work, but July 29 works the best.

**The Chair:** June 29.

**Mr. Marz:** June 29 works the best. Yeah.

**The Chair:** How many can make July 2? How many cannot make July 2?  
What date would work best for you?

**Mr. MacDonald:** June.

**The Chair:** June. Would you have the ability to call in?

**Mr. MacDonald:** No.

**The Chair:** Mr. MacDonald, would you have the ability to send in comments?

**Mr. MacDonald:** Possibly.

**The Chair:** Is somebody prepared to make a motion on the date? Mr. Lukaszuk.

**Mr. Lukaszuk:** By a preponderance of members July 2 seems to be working for everybody, so I move that it be July 2.

**The Chair:** All in favour of July 2 for our next meeting? Opposed? There are two opposed. It will be July 2, and I certainly hope that the members who cannot make it on July 2 have the opportunity to either call in or to send in their comments.

Mr. Campbell.

**Mr. Campbell:** I was just going to ask: at what time and where?

**Mrs. Sawchuk:** Mr. Chair, I'd suggest, say, 9 to 11. I was going on earlier searches where we've used a couple of hours when we've gotten to the point of going through the application summaries, but it all depends on the number of applications that are received. So if we say the morning and we actually need a bit more time, then we can move it up to 8 a.m. to 11 or, you know, something to that effect if we could just have members commit to the morning.

**Mr. Campbell:** The reason I ask is that I'd like to have it later in the day if possible because on July 1 we're all going to events. I mean, I've got fireworks in Jasper at midnight on the 1st.

**The Chair:** Is there anything wrong with something like 1 till 3?

**Mr. Marz:** Well, what's the date?

**Some Hon. Members:** July 2.

**Mr. Campbell:** Even if it was 10 o'clock. Just so that we can leave at a reasonable hour to get here. If it's 10 till noon and we have to go past that, I'm fine with that. I just don't want to start at 8 in the morning and have to drive at, like, 4 in the morning to get here.

**The Chair:** Does that sound reasonable? Mr. Horne, you had a comment you wanted to make?

**Mr. Horne:** We can come back to it, Mr. Chairman.

**The Chair:** All right. Ten till noon. Okay?

**Mr. Horne:** I just want to inquire, Mr. Chair: do the substitution provisions in the standing orders apply to this committee as well? Members would have the opportunity, then, with, I believe, 24 hours' notice to name a substitute to represent them at the committee.

**The Chair:** That's correct.

**Mr. Horne:** Thank you.

**The Chair:** Any other items?

Motion to adjourn? Mr. Webber. All in favour? We are adjourned.

Thank you.

[The committee adjourned at 8:35 a.m.]



