



Legislative Assembly of Alberta

The 27th Legislature
Fourth Session

Select Special
Information and Privacy Commissioner
Search Committee

Tuesday, June 7, 2011
9 a.m.

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Select Special Information and Privacy Commissioner Search Committee

Mitzel, Len, Cypress-Medicine Hat (PC), Chair
Lund, Ty, Rocky Mountain House (PC), Deputy Chair

Blakeman, Laurie, Edmonton-Centre (AL)
Hinman, Paul, Calgary-Glenmore (W)
Lindsay, Fred, Stony Plain (PC)
Marz, Richard, Olds-Didsbury-Three Hills (PC)
Notley, Rachel, Edmonton-Strathcona (ND)
Quest, Dave, Strathcona (PC)
Rogers, George, Leduc-Beaumont-Devon (PC)

Corporate Human Resources Participants

Jean Easton	Consultant, Executive Search
Trish Mills	Director, Executive Search

Support Staff

W.J. David McNeil	Clerk
Shannon Dean	Senior Parliamentary Counsel/ Director of House Services
Robert H. Reynolds, QC	Law Clerk/Director of Interparliamentary Relations
Karen Sawchuk	Committee Clerk
Rhonda Sorensen	Manager of Corporate Communications and Broadcast Services
Tracey Sales	Communications Consultant
Liz Sim	Managing Editor of <i>Alberta Hansard</i>

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[Mr. Mitzel in the chair]

The Chair: Well, good morning, everyone. I'd like to call the first meeting of the Information and Privacy Commissioner Search Committee to order.

I trust that everyone has a copy of the meeting agenda and the other meeting materials, which were posted on the internal committee website.

I'd like to note that Mr. Hinman is joining us via teleconferencing, and we'll now go around the table and introduce ourselves for the record before we get started with our agenda. My name is Len Mitzel, Cypress-Medicine Hat, and I chair the committee.

Mr. Lund: Ty Lund, MLA for Rocky Mountain House.

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

Mr. Lindsay: Good morning. Fred Lindsay, MLA, Stony Plain.

Ms Sales: Good morning. Tracey Sales, communications services.

Mr. Rogers: George Rogers, MLA, Leduc-Beaumont-Devon.

Ms Easton: Jean Easton, executive search.

Ms Mills: Trish Mills, executive search.

Mrs. Sawchuk: Karen Sawchuk, committee clerk.

The Chair: Thank you very much. We'll note if any others are joining us very shortly.

You all have the meeting agenda. Would someone be prepared to move the motion to adopt the agenda as presented?

Mr. Rogers: I'll so move.

The Chair: Moved by Mr. Rogers. Are there any additions or deletions? Seeing none, all in favour? That is carried.

For the record Mr. Quest has joined the committee.

This takes us to item 3, the mandate of the search committee, the committee's mandate as set out in Government Motion 17, which was posted on the committee website. Really, members, this item is for information only unless a member has any questions in this respect.

Seeing none, we'll move on to item 4, the 2011-12 committee budget estimates. The budget estimates were approved by the Members' Services Committee at its December 8, 2010, meeting. Any questions from the committee with regard to the budget estimates? If not, this item is also for information purposes. Any questions can be asked and answered if you do have any questions.

Anything, Mr. Hinman?

Mr. Hinman: No.

The Chair: Okay. Thank you.

This takes us to item 5, the use of executive search, corporate human resources. As set out in item 3 of Government Motion 17, the committee will again be calling on executive search, corporate human resources, to assist with all aspects of the search process. Ms Trish Mills, director, and Ms Jean Easton, executive search consultant, will be assisting the committee. Welcome to the meeting.

Ms Mills, for the benefit of the committee and for the record could you provide a brief overview of the services your office will be providing for this committee?

Ms Mills: Okay. Thank you. To date we have been involved in preparing draft copies of the advertisement, the position profile, including meeting with the current Information and Privacy Commissioner in developing those drafts. We've provided input on the recruitment strategy, that will be discussed later in the agenda. We will assist in doing a preliminary screening of the applications we received on the file, based on the requirements set out in the advertisements and the position profile. We will prepare the resumés and summary information for the committee. If requested, we'll conduct preliminary interviews with candidates selected by the committee and prepare interview reports for the committee. We'll interact with the candidates throughout the process. We'll assist the committee clerk regarding written communication with the candidates, sit in on the final interviews if requested, do background checks on selected candidates, and maintain the official competition file for you.

The Chair: Any questions of Ms Mills? Thank you.

This will take us now to the Information and Privacy Commissioner position profile. The profile was recently updated by Mr. Frank Work, the Information and Privacy Commissioner, working in concert with executive search and with input from staff of the Legislative Assembly Office in preparation for the search process. I think that Trish or Jean can respond to any questions that the committee may have with respect to the profile. You've all had an opportunity, hopefully, to have a look at this. I believe it's been reworked two or three times, and it is up to date.

Mr. Marz: I would move that we would adopt that profile as it's stated.

The Chair: Moved by Mr. Marz that

the Select Special Information and Privacy Commissioner Search Committee adopt the position profile as distributed.

Any further comments with regard to this? Seeing none, all in favour of that motion? Opposed? That is carried.

This takes us, really, to the draft search timetable and the process. You've had an opportunity to just look at the draft timetable. The intent is to have the committee's mandate completed by the end of November. These search committees typically complete their mandates within five or six months of commencing the search. The term of office for the current Information and Privacy Commissioner expires on December 5, 2011.

Our committee clerk worked with executive search and the LAO staff in drafting the proposed timeline. Are there any questions related to the draft timeline and the process?

Just one point, I think, that I might note for you if you've got the timeline there. It says that the next meeting when this committee would sit is actually the week of August 29, and we're meeting on September 6 in another committee. All our members here plus the rest of the Legislative Offices Committee will be meeting on September 6. I would suggest that we consider adding that meeting after the September 6 meeting. The September 6 meeting goes from 10 till 2, and if we started this meeting at 2:15 till 4 o'clock, we could just have it all on the same day.

Mr. Hinman: Sounds like a good plan. I'd agree with that.

The Chair: Thank you, Mr. Hinman. You bet.

Mr. Lund: If you're looking for a motion, I would move that.

The Chair: It's not a long meeting. What we're doing at this meeting is that we'll be looking at the review of the summaries and shortlisting the candidates for preliminary interviews. That process on our last search was approximately two hours, an hour and 45 minutes, something like that.

Okay. Mr. Lund has moved that we adopt that.

Mr. Hinman: Could I ask one question first before we move it?

The Chair: Yes. Mr. Hinman.

Mr. Hinman: The 5th of December, 2011, is when Frank Work's expires?

The Chair: Correct.

Mr. Hinman: And we're not going to have something here until we meet to review references and security reports for identified candidates. I guess that we'll let them know before then so that they can give proper time, that they'll be able to start on the 5th of December. Is that not our goal?

The Chair: Trish, do you want to comment on that?

I think that his deadline is December 5, but there also is a clause in there that he can go beyond that date and remain in office beyond that date for up to a maximum of six months.

Mr. Hinman: Oh, okay. I wasn't aware of that, so I was a little bit concerned that if someone needed to give proper time, they maybe need a little bit more time to do that. That's great.

The Chair: Yeah. That's right. There's a clause in his contract that allows him to continue working for a maximum of six months past the end of his contract.

9:10

Mr. Hinman: Super. Thank you.

The Chair: Okay. Anything else with regard to the timelines, then? The rest of the time: as you noted, there are going to be probably four more meetings between now and November, and those will all be in October, November. November just the one, so three of them in October, and that should pretty well wrap up this committee.

If there are no other comments on that, moved by Mr. Lund that we approve the timelines as revised to move the week of August 29 to September 6.

All in favour? Thank you. That is carried.

This takes us to the draft advertising plan and the advertisement copy. We have Tracey Sales from the LAO communications branch with us to address this item. Tracey has completed a draft advertising plan and ad copy for the committee's consideration. Executive search also assisted during this process. I'll turn it over to Tracey to lead us through the plan.

Ms Sales: Thank you, Mr. Chair. The summary advertising campaign plan as well as the two draft ads were posted on the online site, so I'll just sort of touch on the most salient points. Basically, we're again recommending a mix of print and online advertising. This helps to keep costs down and ensures national exposure.

The print initiatives will include running the ad in Alberta dailies, including the *Edmonton Journal*, the *Calgary Herald*, as well as the dailies for Red Deer, Lethbridge, Medicine Hat, Grande Prairie, and Fort McMurray. The online advertising will include ads on working.com as well as targeted advertising within professional job sites. The print ad is a short ad designed to direct traffic

to the online ad as well as the position profile on the website for more information. As you can see, the entire estimated cost of the campaign is between \$14,000 and \$18,000, so it's well within the committee's budget. Are there any questions?

The Chair: Any comments? You mentioned the dailies. I know this came up in another committee. Anything with regard to the weeklies as well?

Ms Sales: In our experience in the past I would say that the best bang for your buck is in the dailies. If we were to look at a weekly campaign, there are over a hundred weeklies in Alberta, so a weekly campaign could run about \$25,000 to \$30,000. In our experience people tend to look towards the dailies when they're looking for careers, so that's why we didn't bring that one up for consideration.

The Chair: Yes. There's one other point as well with regard to national exposure. The national exposure in the national print would be an additional \$12,500 if we choose to go with the *Globe and Mail* or something like that, right?

Ms Sales: Right. We're not actually recommending a national print ad. What we're recommending is that we look for online national exposure. It'll be more targeted, and it is more efficient as far as cost is concerned. In the past we've found that we haven't necessarily seen the bang for the buck with the national print ads either.

The Chair: Okay. Any comments? Any questions?

Mr. Rogers: I'll be brief, Mr. Chairman. My comments were a lot around the points both you and Tracey just made. I really don't see the need for the *Globe and Mail*, that type of cost. Again, the weeklies: the reality is that even the people that normally, I guess, read the weeklies – for this type of a position, again, it was mentioned that typically people are looking to the larger daily papers for this type of information. So I'm quite pleased with the proposal that's before us here, and I certainly wouldn't want to see it expanded beyond this scope.

Thank you.

The Chair: Mr. Hinman, do you have any comments?

Mr. Hinman: I think that Tracey is right on. People who are looking for these jobs know. They go and look in our big dailies. The process of this is different than trying to alert Albertans. This is job seeking. I think very much that they've done a good job in the past, and I believe it'll work.

The Chair: Okay. Thank you very much.

If there are no other questions or other comments, then I have a motion by Mr. Quest that

the Select Special Information and Privacy Commissioner Search Committee adopt the advertising plan and advertising copy as presented.

All in favour? That's carried.

Are there any other items of business for discussion?

Mr. Marz: Mr. Chair, maybe this is a time to bring this up. In previous search committees it was agreed upon by the committee that once the interviews start, any member that's here has to be present for all of them. Are we going to adopt that same process this time?

The Chair: That's a good point. It would be good to put it on the record right now.

Mr. Lund: I would make that motion.

The Chair: Okay. Moved by Mr. Lund that once we start doing the interviews, the member has to be present for all of the interviews.

Mr. Rogers: Just a comment, Mr. Chairman. I do support that. Being the one member that missed the first interview of this last round, I just want to be on the record that I'm in agreement with the decision that was made around the table. I think it's only fair. Because of the nature of what we do, things will come up where one of us or so may be forced to be away. It's unfortunate. I mean, we all take these appointments very seriously and with full intentions to serve, but life happens, and our work sometimes takes us away. I think that's fair to the process and certainly would be fair to the candidates, so I'm very much in support of that.

The Chair: Thank you. Yeah, in order to be able to make a well-rounded decision, I think it's imperative that the committee member has to have listened to all of the candidates that are interviewed.

Mr. Rogers: Hopefully, not enough would happen that we could possibly lose quorum along the way, but if the odd member is missing, I think it's perfectly fair to proceed in this manner.

The Chair: Thank you.

Mr. Marz: Well, Mr. Chair, if that would happen – and I don't foresee it happening – we'd probably have to reschedule.

The Chair: That's correct.

Mr. Rogers: Fair enough.

The Chair: Okay. If there are no other comments on that, then I'll call the question. All in favour of Mr. Lund's motion? That's carried.

Any other business, then, for discussion?

Seeing none, the future meeting date. I think I mentioned previously that the timeline had set up the week of August 29, and the suggestion was that we have that meeting set as September 6 as well. It'll be right after the meeting that we have scheduled for most of this committee now. So 2:15 to 4 o'clock would be the timeline set for it. Any question on that? Mr. Hinman, all fine on that?

Mr. Hinman: Sounds very good.

The Chair: Any other comments on anything else, then, Mr. Hinman?

Mr. Hinman: I'm good. Thanks.

The Chair: Okay. All in favour of that motion? Opposed? That is carried.

Anything else to be brought up before we adjourn? Thank you.

A motion to adjourn.

Mr. Rogers: So moved.

The Chair: Adjournment moved by Mr. Rogers. All in favour? That is carried. Thank you very much.

[The committee adjourned at 9:19 a.m.]

