

Report of the Select Special
Information and Privacy
Commissioner Search Committee

November 28, 2011



Select Special Information and
Privacy Commissioner
Search Committee
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SELECT SPECIAL INFORMATION AND PRIVACY COMMISSIONER SEARCH COMMITTEE

CHAIR:

LEN MITZEL, MLA
Cypress-Medicine Hat

DEPUTY CHAIR:

TY LUND, MLA
Rocky Mountain House

MEMBERS:

LAURIE BLAKEMAN, MLA
Edmonton Centre

PAUL HINMAN, MLA
Calgary Glenmore

FRED LINDSAY, MLA
Stony Plain

RICHARD MARZ, MLA
Olds-Didsbury-Three Hills

RACHEL NOTLEY, MLA
Edmonton Strathcona

DAVE QUEST, MLA
Strathcona

GEORGE ROGERS, MLA
Leduc-Beaumont-Devon

November 28, 2011

**To the Honourable Ken Kowalski
Speaker of the Legislative Assembly
of the Province of Alberta**

The Select Special Information and Privacy Commissioner Search Committee has the honour to submit its report containing the recommendation of a candidate to the position of Information and Privacy Commissioner for consideration by the Legislative Assembly.

Sincerely,

[original signed by the Chair]

Len Mitzel, MLA
Chair, Select Special Information and
Privacy Commissioner Search Committee

c. Dr. David McNeil
Clerk of the Legislative Assembly

**SELECT SPECIAL INFORMATION and PRIVACY COMMISSIONER
SEARCH COMMITTEE**

COMMITTEE MEMBERSHIP

Chair:

Mr. Len Mitzel, MLA
Cypress-Medicine Hat (PC)

Deputy Chair:

Mr. Ty Lund, MLA
Rocky Mountain House (PC)

Members:

Ms Laurie Blakeman, MLA
Edmonton Centre (AL)

Mr. Paul Hinman, MLA
Calgary Glenmore (W)

Mr. Fred Lindsay, MLA
Stony Plain (PC)

Mr. Richard Marz, MLA
Olds-Didsbury-Three Hills (PC)

Ms Rachel Notley, MLA
Edmonton Strathcona (ND)

Mr. Dave Quest, MLA
Strathcona (PC)

Mr. George Rogers, MLA
Leduc-Beaumont-Devon (PC)

Government Motions [May 11, 2011]

17. Moved by Hon. Mr. Renner on behalf of Hon. Mr. Zwozdesky:

Be it resolved that a Select Special Information and Privacy Commissioner Search Committee of the Legislative Assembly be appointed, consisting of the following Members, namely:

Mitzel (Chair)	Hinman	Notley
Lund (Deputy Chair)	Lindsay	Quest
Blakeman	Marz	Rogers

for the purpose of inviting applications for the position of Information and Privacy Commissioner and to recommend to the Assembly the applicant it considers most suitable to this position.

1. The Chair and members of the committee shall be paid in accordance with the schedule of Category A Committees provided in the most current Members' Services Committee Allowances Order.
2. Reasonable disbursements by the committee for advertising, staff assistance, equipment and supplies, rent, travel, and other expenditures necessary for the effective conduct of its responsibilities shall be paid, subject to the approval of the Chair.
3. In carrying out its responsibilities, the committee may, with the concurrence of the head of the department, utilize the services of members of the public service employed in that department, and of the staff employed by the Assembly.
4. The committee may, without leave of the Assembly, sit during a period when the Assembly is adjourned.
5. When its work has been completed, the committee shall report to the Assembly if it is sitting. During a period when the Assembly is adjourned, the committee may release its report by depositing a copy with the Clerk and forwarding a copy to each Member of the Assembly.

RECOMMENDATION

At the November 28, 2011, meeting of the Select Special Information and Privacy Commissioner Search Committee, the following recommendation was passed by the committee:

MOVED by Mr. Lindsay that the Select Special Information and Privacy Commissioner Search Committee approve the report dated November 28, 2011 and recommend that Ms Jill Clayton be appointed Information and Privacy Commissioner for a five-year term effective February 1, 2012 and that the Speaker be authorized to enter into a contract with Ms Clayton effective at the time of the appointment.

SELECTION PROCESS

The committee held a total of six meetings starting with an organizational meeting on June 7, 2011, and completed its mandate at the November 28, 2011, meeting. The committee, with the assistance of Legal Services, Communications, Human Resource Services and committee support staff from the Legislative Assembly Office and senior staff from Executive Search, Alberta Corporate Human Resources, developed guidelines for advertising, a position profile, search timetable and general procedures.

Advertisements for the position of Information and Privacy Commissioner were placed in Alberta's major daily newspapers, the *Edmonton Journal* and the *Calgary Herald*. The advertisement also ran in the daily newspapers in Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat and Red Deer. The advertisement and position profile were posted on the external committee website with links to the Legislative Assembly of Alberta jobs website and the website for the office of the Information and Privacy Commissioner. As well, the advertisement and position profile were posted on various related professional association websites as well.

The committee received a total of 33 applications for the position of Information and Privacy Commissioner; 22 of these were from Alberta, 10 were received from candidates in other provinces, and one application was received from outside of Canada. At the request of the committee Executive Search completed comprehensive screening reports for each candidate, and the committee reviewed the resumés along with the screening reports to determine a candidate short list for preliminary interviews. Executive Search conducted preliminary interviews with nine candidates and reported back to the committee. The committee chose to conduct final interviews with four candidates. The final interviews were held on October 19, 2011.

ACKNOWLEDGEMENT

The committee acknowledges the contributions, expertise and professionalism of Ms Trish Mills, Director of Executive Search, and Ms Jean Easton, Executive Search Consultant, Alberta Corporate Human Resources.

Jill Clayton, BA (History), MEDES (Planning)

Ms Clayton began her career with the office of the Information and Privacy Commissioner of Alberta (OIPC) in 2004 as a Portfolio Officer with the team responsible for ensuring oversight and compliance with Alberta's Personal Information Protection Act (PIPA). She was Acting Director – PIPA in 2007- 2008, and Director – PIPA from 2008 to 2011. Ms Clayton was appointed Assistant Commissioner in June 2010, responsible for the development, implementation and oversight of amendments to PIPA and mandatory breach notification requirements in particular.

As Director and Assistant Commissioner Ms Clayton led a team of investigators dedicated to resolving public complaints and requests for review. She also managed the Calgary office of the OIPC; established and maintained consultative relationships with industry associations, other regulatory bodies, and government departments; and regularly presented at conferences and industry association events on general and specific privacy compliance issues and the role of the OIPC.

Prior to joining the OIPC, Ms Clayton worked as a privacy consultant, providing services to public and private sector clients, primarily in the health care, oil and gas, telecommunications and nonprofit sectors. She also worked for the Bethany Care Society as Manager, Planning and Performance Measurement (2001-2002) and Records Management Coordinator (1998-2000).

Ms Clayton's most recent role has been managing the Privacy and Freedom of Information Department for the Insurance Corporation of British Columbia.

Ms Clayton was born in Calgary and holds degrees in History (BA) and Environmental Design (MEDES Planning) from the University of Calgary.

