A. GENERAL

The Deputy Ministers’ Oversight Committee (the “Committee”) provides high-level oversight of the delivery of significant capital projects, including all approved and potential projects delivered under a public-private partnership (P3) model.

Detailed and specific project oversight and guidance is provided by deputy ministers through the Deputy Ministers’ Project Steering Committee – see the separate Terms of Reference for the steering committee.

B. PROJECT SELECTION

Projects under the mandate of the Committee may be assigned by Treasury Board Committee or the Deputy Ministers’ Capital Planning Committee (DMCPC).

Assigned projects will be high-profile, high risk projects that have a significant impact on the Provincial capital plan. These are typically projects with a greater than $200 million provincial capital contribution and/or use an “alternative delivery” method.

All P3 projects, both approved and potential projects where planning activities are underway, fall within the mandate of the Committee.

C. RESPONSIBILITIES

The Committee is responsible for overseeing the following project aspects:

- Organizational structure,
- Project scope throughout the project period,
- Project schedule,
- Project cost,
- Scope changes requiring Treasury Board approval are to be presented to the Committee to obtain support,
- Advising Treasury Board on overall progress of the project and obtaining necessary guidance from Treasury Board,
- Short-listed and selected projects for alternative financing, and
- A 5-year plan of P3 projects, including proposed procurement schedules giving due consideration to market, industry and public service capacity.
P3 projects are either undertaken by a “Single Ministry” or a “Cross Ministry” team. A Single Ministry project affects only that ministry, which is responsible for the program under which the asset will be operated, no other ministry is directly affected by the operations and the single ministry will own, operate and maintain the infrastructure being developed under the P3 agreement. A roads project is an example of a “Single Ministry” P3. A “Cross-Ministry” project impacts more than 1 ministry. For example, the program delivery may be the responsibility of 1 ministry while developing, operating and maintaining the infrastructure to deliver that program is the responsibility of a second ministry. Other organizations, such as health regions, school boards and post-secondary institutions may also be impacted by the project. As there are more stakeholders in a Cross Ministry project, developing and delivering the project is more complex, so an appropriate organizational structure needs to be in place to ensure all stakeholder needs are met.

The difference between the project organization for a “Single Ministry” and “Cross Ministry” project is as follows:

- A “Single Ministry” project is not required to establish a Deputy Ministers’ Project Steering Committee. At the discretion of the Deputy Minister of the ministry responsible for the project, the function of the Deputy Ministers’ Project Steering Committee can be filled by that Deputy Minister. An RFQ Selection Committee will still be required for the project in accordance with Alberta’s Public-Private Partnership Framework and Guideline.

- A “Cross Ministry” project will establish a Deputy Ministers’ Project Steering Committee to provide detailed project oversight and guidance.

The Committee Chair will conclude as to whether a project is a “Single Ministry” or “Cross Ministry” project.

D. PROCESS

The Committee will determine the process it will use to discharge its responsibilities. The process may include:

- Meeting with responsible Deputy Minister, project team members, (which could include supported infrastructure organizations and municipalities), and

- Receiving regular and ad-hoc reporting on projects, including status updates regarding schedule, budgets and scope,

- Authorizing task groups, delegates or independent reviewers.
E. ORGANIZATION

The committee will be chaired by the Deputy Minister of Treasury Board. The organization is shown on Figure 10. The Committee will consist of the Chair and standing Deputy Minister Members. The members will be drawn from:

- Chair - Deputy Minister, Treasury Board,
- Deputy Minister, Infrastructure,
- Deputy Minister, Transportation,
- Deputy Minister, Service Alberta,
- Deputy Minister, Advanced Education and Technology,
- Deputy Minister, Education,
- Deputy Minister, Health and Wellness,
- Deputy Minister, Finance and Enterprise,
- Deputy Minister, Justice and Attorney General

A minimum of three members are required.

A Vice-Chair may be appointed at the discretion of the Chair who will act for the Chair in the Chair’s absence or at the discretion of the Chair.

The following individuals are available to assist the Committee:

- Assistant Deputy Minister, Strategic Capital Planning, Ministry of Treasury Board
- Executive Director, Strategic Capital Planning, Ministry of Treasury Board
- Executive Director, Alternative Capital Financing Office, Ministry of Treasury Board

The Committee will convene at the call of the Chair, at the direction of the President of Treasury Board or at the request of the Chair, Deputy Ministers’ Project Steering Committee.

Committee recommendations will normally be reached by consensus. In the absence of consensus, a majority decision will prevail. The Chair and all members are eligible to vote.

Committee members may designate alternates to attend meetings on their behalf; however, alternates are not entitled to vote on Committee recommendations. Alternates may participate in the discussion relating to any recommendation.

The provision of a Secretary to the Committee and administrative support to the Committee will be the responsibility of the Assistant Deputy Minister, Strategic Capital Planning for the Ministry of Treasury Board.
Figure 10 – Potential Organization

The Chair, Deputy Ministers’ Oversight Committee will conclude as to whether a project is a “Single Ministry” or “Cross Ministry” project.

Single Ministry Projects are projects where 1 ministry is the program and infrastructure delivery ministry and the results of that project affect only that 1 ministry.

Cross Ministry Projects are projects affecting more than 1 ministry and include projects for supported organizations such as health boards, post-secondary institutions and school boards.

Government of Alberta (GoA) projects include any non-P3 infrastructure project run by a ministry and include projects for government-owned infrastructure, such as roads and buildings, and infrastructure for Supported Infrastructure Organizations such as Alberta Health Services, post-secondary institutions and school boards.