

## Appendix 2.5 – Infrastructure Maintenance Program (IMP) Review Committee Terms of Reference

### Infrastructure Maintenance Program (IMP) Review Committee Terms of Reference

#### Overview

The Infrastructure Maintenance Program (IMP) budget provides funds to Alberta Health Services (AHS) each year for repairs, upgrades, functional renovations and upgrades, maintenance and replacement of building systems and building service equipment, including engineering studies directly related to addressing maintenance or deferred maintenance.

AHS is authorized to use their annual IMP funding allocations to implement their highest priority infrastructure maintenance projects following government approval of their plan.

#### Purpose

The purpose of the Review Committee is to undertake a consultative and collaborative review and oversight of the annual three-year rolling IMP Plan submission.

The Committee will also monitor the current IMP guidelines on an ongoing basis, as well as conduct an annual review to recommend enhancements that ensure clear accountabilities and ease of administration.

#### Scope

The Infrastructure Maintenance Program (IMP) Plan and the current IMP guidelines

#### Guiding Principles

The following guiding principles will govern the review committee:

- Committee members have full opportunity to voice their opinions and participate;
- Discussions and decisions should be made acknowledging the range of viewpoints from various stakeholders who are participating;
- Discussions will take place in the spirit of cooperation and in recognition of the shared goal:
  - Proper review and oversight of the annual three-year rolling IMP Plan submission;
  - Reviewing and enhancing the IMP guidelines focusing on accountability and ease of administration;
- Committee members are encouraged to discuss and share information on overlapping issues and recommendations; and,

- Committee members agree to work towards consensus wherever possible; (where, in the opinion of the chair, consensus cannot be reached, the chair will refer those issues to the Health Capital Joint Operations Committee via the Vice President, Capital Operations & Government Integration, Alberta Health Services for the final decision).

### Deliverable

Ongoing review and oversight of the annual three-year rolling IMP Plan submission

Ongoing and annual review of the current IMP guidelines

### Reporting

The IMP Review Committee will report directly to the Health Capital Joint Operations Committee.

### Sponsors

- Brian Stevenson, Vice President, Capital Operations & Government Integration, Alberta Health Services
- Wayne Campbell, Executive Director, Health Facilities Planning Branch. Alberta Health and Wellness
- Brian Fedor, Executive Director, Health Facilities Branch, Alberta Infrastructure

### Membership

Organizational Representatives		Phone Number	Email Address
<b>Alberta Health (AH)</b>			
Michael Mah	Senior Manager, Capital Planning	(780) 427-0571	<a href="mailto:Michael.J.Mah@gov.ab.ca">Michael.J.Mah@gov.ab.ca</a>
<b>Alberta Health Services (AHS)</b>			
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	(Recording Secretary)		
<b>Alberta Infrastructure (AI)</b>			
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Robert Sabulka	Health Care Facility Specialist North	(780) 422-7556	<a href="mailto:Robert.Sabulka@gov.ab.ca">Robert.Sabulka@gov.ab.ca</a>

Resource Members as required:

- John Bennett, Alberta Health Services
- Business Advisory Services (BAS) Advisor, Alberta Health Services

### Meetings

- Meetings will be called and arranged by the Chair.
- Agenda will be prepared by the Chair in consultation with the membership and distributed to the committee prior to the meeting.
- Meetings will be held monthly. Meetings shall be scheduled for no more than 2 hours.
- The meetings will be held by teleconference at the AHS Corporate office in Edmonton, to allow for convenient participation from Calgary.
- Minutes including action items and member responsible will be taken and distributed within two working days of the meeting.

### Timelines

	Task	Completion Date	Action
1.	Approve Terms of Reference		All
2.	Develop detailed Work Plan identifying all action items and individual responsible		
3.	Hold regular committee meetings to reach consensus on specific issues	Ongoing	
4.	Annual review of IMP guidelines and submission of recommendations to Joint Operations Committee for review	March 2013	

Approved by Committee - April 12, 2012



Updated Membership – January 10, 2013