

Appendix 2.6 – Capital Planning Sub-Committee Terms of Reference

HEALTH CAPITAL JOINT OPERATIONS COMMITTEE – Capital Planning Sub-Committee

TERMS OF REFERENCE

Overview

Capital planning and project implementation involves Alberta Health (AH), Alberta Infrastructure (INFRA) and Alberta Health Services (AHS). Alberta Health is responsible for identifying priority project requests and obtaining project funding approval. Alberta Infrastructure is responsible for providing technical support during development of capital project requests as well as managing the project delivery process within the parameters of the approved funding. Alberta Health Services is responsible for identifying priority program and service needs through submission of an annual multi-year capital plan as well as coordinating the clinical interface during project implementation. While each organization has defined roles and responsibilities, a significant degree of collaboration and cooperation is required to develop and deliver capital projects. This Sub-Committee will report to the Joint Operations Committee.

Purpose

The purpose of the sub-committee is to coordinate efforts to expedite health capital planning in accordance with the Memorandum of Understanding, RASCI Matrix, and the Health Facilities Capital Manual (under development). This Sub-Committee will also identify, discuss and act on emerging issues, initiatives, and projects related to health capital planning.

Scope

The Sub-Committee will work collaboratively to

- Develop a workplan to support health capital planning and specifically a schedule for the development of Needs Assessments and Business Cases.
- Monitor the workplan/schedule
- Make recommendations on any deviations from the established planning process for the development of Needs Assessments and Business Cases.
- Make recommendations on sequencing of resources to facilitate health capital planning.
- Make recommendation of sources of capital funding.
- Identify, discuss and act on emerging issues, initiatives, and projects related to health capital planning.

Guiding Principles

The following general principles will govern the 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 of enhanced guidelines focusing on accountability and ease of administrations.
- Committee members are encouraged to discuss and share information on overlapping issues and recommendations;
- Sub-Committee members will review and comment on any electronically distributed documents prior to the meeting as necessary;
- 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 Joint Operations Committee via the Executive Director of AH Health Facilities Planning Branch for the final decision); and
- The Terms of Reference will be reviewed annually.

Deliverables for 2011-2012

The Sub-Committee will

- Determine the health capital planning work required in 2011-2012 for proposed health capital projects in the AHS Facility Infrastructure Capital Submission 2012/13 – 2016/17.
- Determine the capital planning work required to expedite the SafeCom Program using the \$40.3 million of approved capital funding dedicated to the SafeCom Program.
- Determine completion dates for Needs Assessments and Business Cases for unfunded health capital projects.
- Identify which priority unfunded capital projects could be considered for approval in 2012-2013 through the Capital Transition Initiative program.
- Identify which priority unfunded health capital projects could be submitted into the GOA's annual Capital Planning Process for approval consideration.

Sponsor

Wayne Campbell, Executive Director, Health Facilities Planning Branch, Alberta Health.

Reporting

The Sub-Committee will report directly to the Sponsor: the Executive Director of the Health Facilities Planning Branch, Alberta Health. The Sponsor will be responsible for reviewing Sub-Committee recommendations and presenting them to the Joint Operations Committee for their approval.

Membership

Organization representatives		Phone Number	Email address
Alberta Health (AH)			
Calvin Maxfield Chair	Senior Manager, Capital Planning	(780) 422-1234	calvin.maxfield@gov.ab.ca
Michael Mah	Senior Manager, Capital Planning	(780) 427-0571	michael.j.mah@gov.ab.ca
Deborah Storlien Secretary	Manager, Capital Planning	(780) 638-3300	deborah.storlien@gov.ab.ca
Alberta Health Services (AHS)			
Shane Busby	Director, Executive Director	(403) 943-0929	Shane.busby@albertahealthservices.ca
John Switzer	Director, Strategic Development Planning	(403) 388-6165	john.switzer@albertahealthservices.ca
Steve Fowler	Director, Government Integration	(780) 735-0088	steve.fowler@albertahealthservices.ca
Alberta Infrastructure (AI)			
Ted Lang	Director, Health Facilities South	(780) 427-2167	ted.lang@gov.ab.ca
David Baker	Acting Director, Health Facilities South	(403) 297-7714	david.baker@gov.ab.ca
TBD	Lead Project Programming & Planning		

Meetings

- Meetings will be called and arranged by the Chair: Calvin Maxfield, AH.
- 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 once each month.
- The meetings will be held at either the TELUS Plaza or Neil Crawford Centre. Participation via teleconference or videoconference is permitted.
- Minutes including action items and member responsible will be taken and distributed within three (3) working days of the meeting.