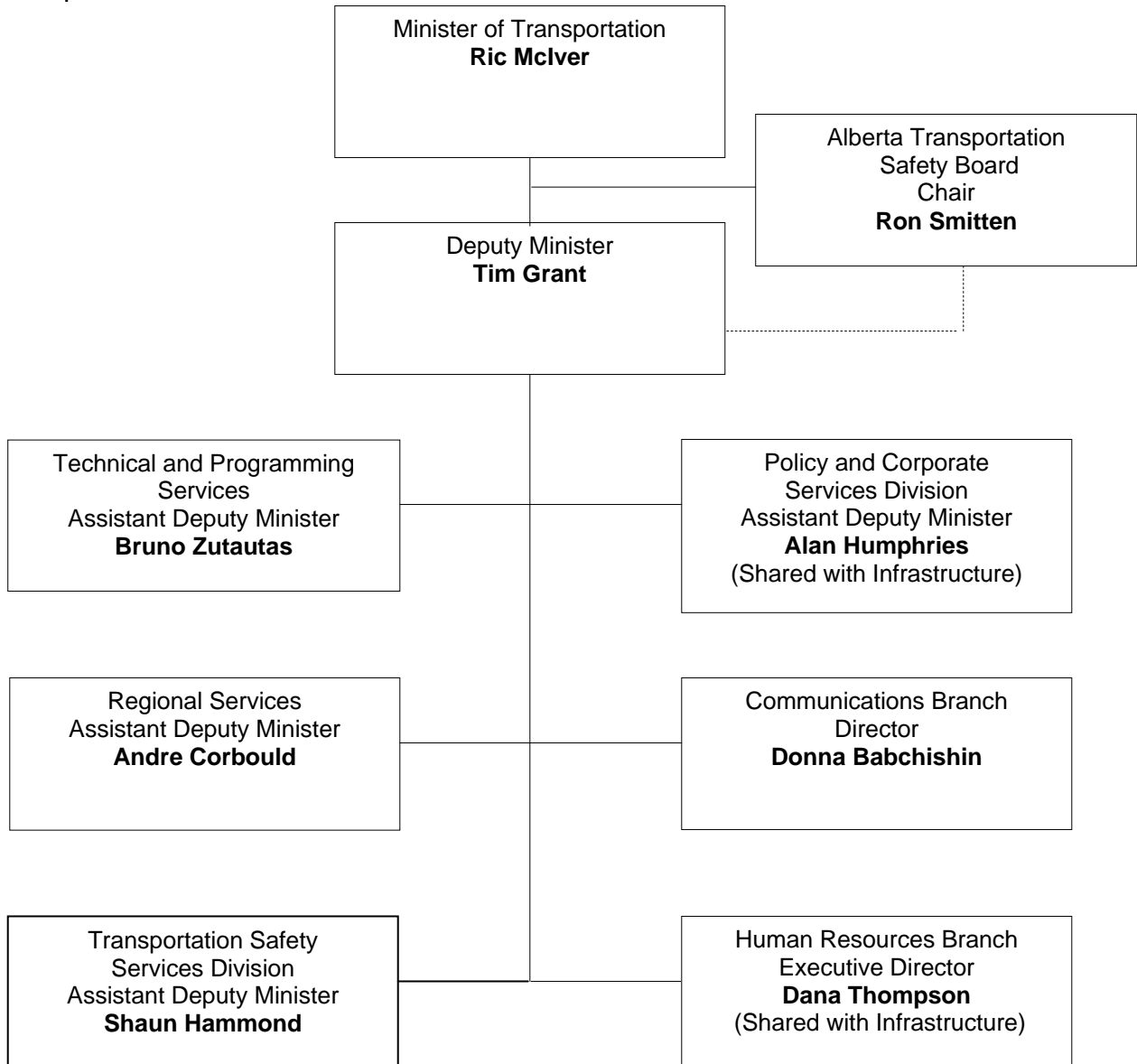
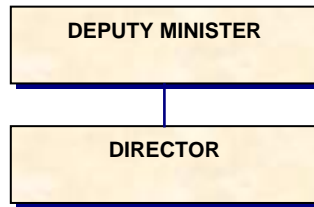


*Alberta Transportation  
Ministry Structure  
May 2012*

# Transportation Organization Structure May, 2012



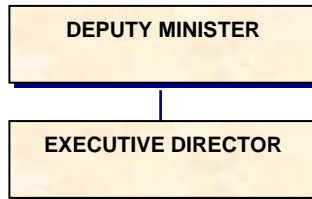
## COMMUNICATIONS BRANCH



***Donna Babchishin***  
***Director***  
***780- 415-1841***

Provides strategic communications planning and consultation for the offices of the Minister, Deputy Minister and the department. Services include media relations, issues management, website content, communications planning, preparation of speeches, news releases, advertising copy and other support materials, graphic design support, answering and coordination of the department's information line, website correspondence, and coordination of communications during dangerous goods incidents.

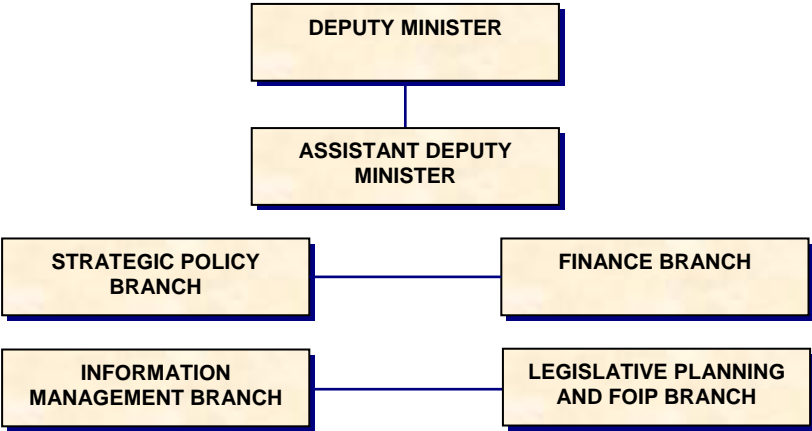
# HUMAN RESOURCES



***Dana Thompson***  
***Executive Director***  
***780- 415-8711***

Provides human resources support for the departments of Infrastructure and Transportation, the associated offices of the Minister, Deputy Minister, and provides human resource services to the Alberta Transportation Safety Board. Responsible for the coordination of human resource planning activities and strategic human resource consulting to line managers to assist in the achievement of department business plan goals. Coordinates the development and implementation of human resource policies, programs and strategies. Provides quality assurance and contract management for transactional human resource activities. Activities include classification, job evaluation, recruitment and selection, training and development, employee relations and occupational health and safety services. Coordinates the provision of education and human resource information for managers and supervisors to fulfill their leadership roles.

# POLICY AND CORPORATE SERVICES DIVISION



***Alan Humphries***  
***Assistant Deputy***  
***Minister***  
***780- 415-1386***

The Policy and Corporate Services Division provides shared services and executive support to the offices of the Deputy Minister and Minister for both Alberta Transportation and Alberta Infrastructure. Develops and influences national and international policies related to all modes of transportation. Supports other initiatives such as barrier-free transportation, climate change initiatives, and border crossing issues. Leads major program/policy reviews of government owned and supported facilities. Develops and plans ministry budgets and oversees all financial policies, processes, and controls. Provides information management support as well as automated records services for all ministry locations within the province. Manages department business planning and reporting processes and leads Enterprise Risk Management. Develops and manages changes to existing legislation and regulations, processes Orders in Council, Ministerial Orders, and other legislative documents. Manages the freedom of information and protection of privacy (FOIP) process for the department.

## **POLICY AND CORPORATE SERVICES DIVISION (continued)**

### **STRATEGIC POLICY BRANCH**

**Ross Danyluk, Executive Director, 780-415-8730**

Develops provincial strategic policies and influences national policies with respect to transportation. Transportation Development and Coordination supports highway, municipal and environmental policy. Multi-modal Transportation Policy is addressed from the various perspective of passengers, shippers and carriers, in terms of rail, motor carrier (truck and bus), air, intercity bus, ports/marine operations, and border crossing services and coordinates various barrier-free transportation initiatives. The branch is the key department contact with municipal and aboriginal organizations for transportation issues. Provides policy support regarding government-owned and operated buildings. Provides strategic policy advice for vertical infrastructure and investigates alternative methods of program delivery along with operational policies and procedures. Liaises with the federal government to develop infrastructure and transportation funding programs; develops primary planning and reporting documents on behalf of the Ministries of Infrastructure and Transportation including the Business Plans, Annual Reports, and Deputy Minister's Performance Contracts. Leads additional strategic planning services for both ministries, including Enterprise Risk Management, environmental scanning, framework development and support for operational planning. Leads corporate services for the ministries in the areas of business and administrative services and information management policy. Coordinates submission of strategic and policy information for Cabinet Policy Committee, Agenda and Priorities Committee, Caucus, Cabinet. Administers the Client Satisfaction Survey and coordinates Service Alberta activities for both departments.

### **FINANCE BRANCH**

**Rod Skura, Executive Director and Senior Financial Officer, 780-427-1440**

The Finance Branch is responsible for the fiscal accountability, internal controls, accounts payable and receivable, and capital asset management for the Ministry of Transportation. Develops and implements financial policies and procedures, provides financial analysis to various initiatives including potential public-private partnerships, and coordinates the development and implementation of financial systems. Plans, prepares, monitors, and analyzes Ministry budgets and forecasts, and assists with budgeting and monitoring of the Capital Plan for Transportation. Leads and coordinates processing of information for Cabinet Policy Committee, Agenda and Priorities Committee, Treasury Board, Caucus and Cabinet. Liaises with Ministries of Treasury Board/Finance and Enterprise, Office of the Auditor General, Corporate Internal Audit Services, Service Alberta, and other stakeholders as required. The branch head is the Senior Financial Officer and representative on the cross-government Senior Financial Officer Council for the Ministry of Transportation.

## **POLICY AND CORPORATE SERVICES DIVISION (continued)**

### **INFORMATION MANAGEMENT BRANCH**

**Ken Baine, Executive Director and Chief Information Officer, 780-644-5114**

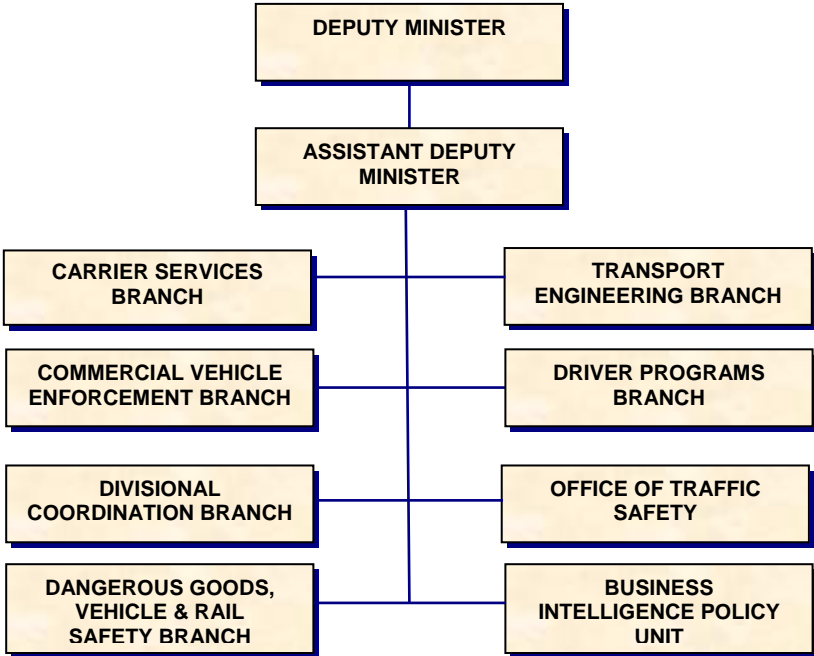
The Information Management Branch provides information technology (IT) Business Management, IT Project Management, IT Service Management and IT Infrastructure/Architecture management support for the both the Ministry of Infrastructure and the Ministry of Transportation, and the associated Minister and Deputy Minister offices. Directs the planning and delivery of information technology services to the Ministry; develops and implements information technology policies and procedures; manages the overall IT budget and directs implementation of business projects within the business units. Delivers internet/intranet management services, electronic records management delivery services, project delivery services, help desk and desk-side support services and applications support services through IT centralized governance and a de-centralized IT delivery outsourcing model. Provides overall direction, oversight and governance to IT service providers and other third party consultants using contractual performance measures to ensure that business value is obtained for the IT services performed. The branch head acts as the Chief Information Officer for both ministries and influences the information technology plans and direction of Alberta Government information technology services.

### **LEGISLATIVE PLANNING AND FOIP BRANCH**

**Mark Minenko, Director, 780-427-8469**

The Legislative Planning and FOIP Branch provides strategic legislative planning support and manages the *Freedom of Information and Protection of Privacy* program for both departments and the associated Minister and Deputy Minister offices. The unit leads development of reviews and changes to statutes and regulations and assists in preparing documents such as recommendations for Orders in Council, Ministerial Orders and Minister's Reports. Monitors proceedings of the Legislative Assembly and Session activities for both ministries and leads and coordinates processing of related information for Cabinet Policy Committee, Agenda and Priorities Committee, Caucus and Cabinet.

# TRANSPORTATION SAFETY SERVICES DIVISION



**Shaun Hammond**  
**Assistant Deputy**  
**Minister**  
**780- 415-1146**

Provide executive support to the offices of the Deputy Minister and Minister. Responsibilities include vehicle/driver safety, driver licensing, road safety programs, driver’s licence enforcement, impaired driving intervention programs, dangerous goods control, and monitoring the motor carrier industry and provincial railways. Also responsible for the implementation of the Traffic Safety Plan.

**CARRIER SERVICES BRANCH**

**Wendy Carriere, Director, 403- 340-5021**

Responsible for a multi-disciplinary program related to managing commercial carrier safety and compliance which includes management of the National Safety Code, issuance of safety fitness certificates, administration and issuance of operating authority certificates and delivery of facility audit and investigation programs. This Branch develops and negotiates departmental positions and programs related to professional drivers and fatigue management, as well as general carrier safety regulations.

## **TRANSPORTATION SAFETY SERVICES DIVISION (continued)**

### **COMMERCIAL VEHICLE ENFORCEMENT BRANCH**

**Steve Callahan, Executive Director, 403- 340-5225**

Responsible for ensuring commercial vehicle compliance with provincial and federal statutes, promoting safety for all highway users, protecting highway infrastructure by monitoring vehicle weights and dimensions, development and application of enforcement standards and policies for motor carriers. Commercial Vehicle Enforcement monitors commercial vehicle weights with fixed and portable scales, monitors commercial vehicle mechanical fitness by conducting on-road inspections under the Commercial Vehicle Safety Alliance standards and monitors commercial vehicles moving dangerous goods and other hazardous materials.

### **OFFICE OF TRAFFIC SAFETY**

**Jeanette Espie, Executive Director, 780- 427-6588**

Responsible for development and implementation of the Alberta Traffic Safety Plan in cooperation with other government departments and key provincial stakeholders. The Alberta Traffic Safety plan consists of a wide range of legislative, enforcement, community mobilization, engineering, education and public awareness initiatives. Coordinates research and analyses in support of Traffic Safety Plan action plan strategies.

### **TRANSPORT ENGINEERING BRANCH**

**Kim Durdle, Director, 403- 340-5189**

Responsible for setting optimum truck size, weight regulations, over-dimension and over-weight transport policies, and administering the commercial vehicle permit program. In conjunction with related industry segments, creates and administers special programs for log hauling, hay hauling and long combination vehicles. Responsible for provincial highway road ban and seasonal axle weight programs as well as negotiating and administering national and international agreements on commercial vehicle registrations with respect to prorated vehicle registration services.

### **DANGEROUS GOODS, VEHICLE AND RAIL SAFETY BRANCH**

**Terry Wallace, Director, 780- 427-7508**

Promotes public safety in the road transport of dangerous goods, ensure compliance with provincial and federal dangerous goods legislation and support the emergency response to dangerous goods incidents. Through the Coordination and Information Centre (CIC), provide a 24-hour information line for shippers, carriers and law enforcement agencies to assist in compliance with transportation of dangerous goods legislation. The CIC is the “one-window” contact for reporting environmental issues, natural disasters and dangerous goods incidents and also provides first responders with technical expertise in dealing with all incidents.

This Branch develops and negotiates departmental positions and programs related to vehicle safety standards and regulations. It is responsible for establishing vehicle safety standards, licensing, monitoring and conducting investigations of private sector inspection stations that provide provincial safety inspection services.

Responsible for the development of safety programs for short-line, industrial, heritage and amusement railways under provincial jurisdiction and the application of provincial railway regulations under the *Railway (Alberta) Act*. Ensures compliance with federal and provincial rail safety standards by administering a rail system inspection and audit program.

## **TRANSPORTATION SAFETY SERVICES DIVISION (continued)**

### **DRIVER PROGRAMS BRANCH**

**Mitch Fuhr, Executive Director, 780-644-4576**

Responsible for the coordination of the training and education programs regarding driver and road safety issues, for the driver licensing standards as well as management of the privatized driver education and driver examination programs.

Ensures that Alberta driver records are monitored and driving privileges are maintained in accordance with the provisions of the Criminal Code (Canada), National Safety code, national licensing agreements and relevant Alberta Acts and regulations. Responsible for enforcement programs related to operator license suspensions, court imposed driving prohibitions, medical conditions, demerit points, criminal convictions, overdue traffic fines, motor vehicle accident judgements and administrative programs. Responsible for making decisions related to driver fitness to drive in accordance with national medical guidelines.

Responsible for the quality, integrity, classification and analysis of all collision data that in turn supports research and development on road safety issues.

### **DIVISIONAL COORDINATION BRANCH**

**Danielle Paradis, Manager, 780- 427-2090**

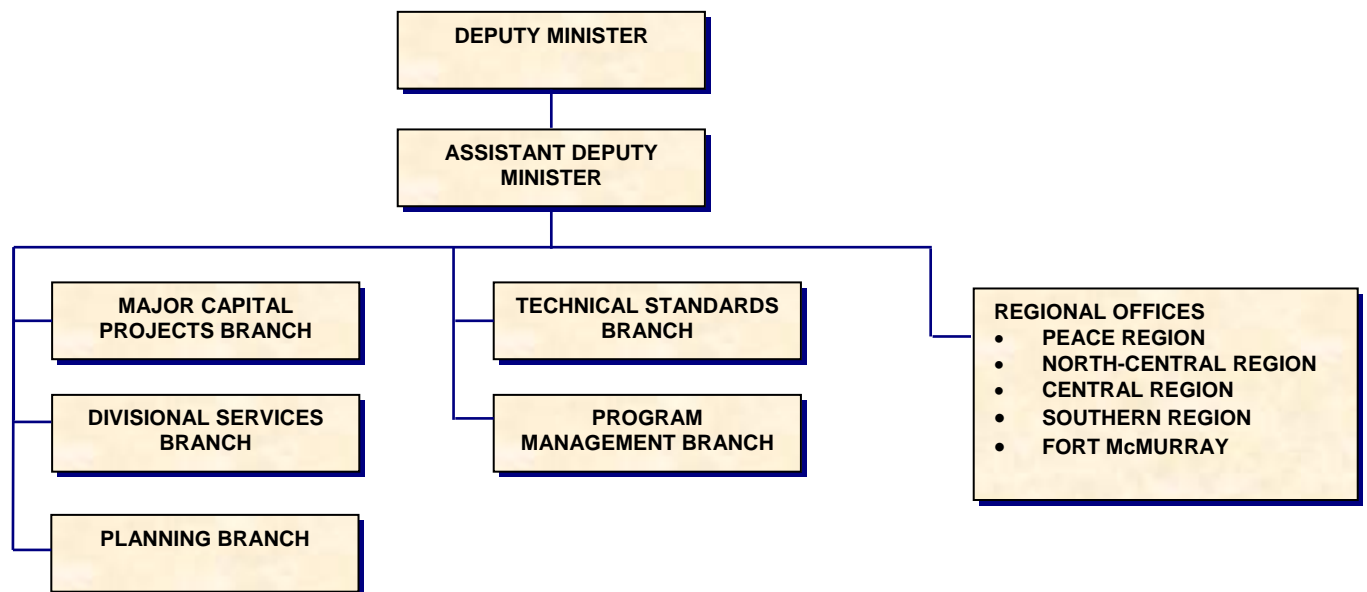
Coordinates and monitors divisional administration, such as the business, IT, operating and capital budgets, as well as business and operational plans. Manage financial and business processes, monitor human resources allocation. Ensures regional and branch consistency with Government and Department policy and procedures, support and work with branches and corporate stakeholders on ministry wide initiatives. The Branch is also responsible for delivering special projects and assignments that are specific to the Division.

### **BUSINESS INTELLIGENCE POLICY UNIT**

**Trish McOrmond, Team Lead, 780- 638-4605**

Responsible for dealing with the concept of “knowledge transfer” that stems from need for institutional memory in government. The business intelligence unit serves as a knowledge hub that compiles and stores pertinent information from all branches of the TSS. This vital information will be stored and used to prepare new staff for the upcoming challenges ahead. This branch supports all branches across the division, specializing in: project management, policy development and knowledge transfer.

# TRANSPORTATION & CIVIL ENGINEERING DIVISION



***Bruno Zutautas***  
***Assistant Deputy***  
***Minister***  
***780- 422-2184***

Provides executive support to the offices of the Deputy Minister and Minister. Responsible for the planning, programming and delivery of provincial highway construction and rehabilitation projects, as well as numerous special projects, such as the North-South Trade Corridor, Northeast Transportation Corridor and the ring roads around Edmonton and Calgary. Manages highway maintenance activities throughout the province. Responsible for management of municipal transportation, water/wastewater and other grant programs (such as Green Trip and Federal Gas Tax Fund), as well as construction, rehabilitation, upgrading of water management facilities and non-operational maintenance of provincially-owned water management infrastructure.

## **PROGRAM MANAGEMENT BRANCH**

**Ranjit Tharmalingam, Executive Director, 780- 644-4004**

Program Management Branch provides highway, bridge and water infrastructure programming as well as long-range, and network planning. It prepares annual and multi-year construction and rehabilitation programs from identified priorities and coordinates and issues all highway, bridge and water infrastructure construction tenders. The branch reviews tenders and provides recommendations for contract awards for transportation and water infrastructure. It arranges for acquisition and performance monitoring of consultants. Program Management Branch is responsible for development and monitoring of highway infrastructure performance measures. The branch also provides overall coordination of grant programs for municipal transportation and water/wastewater including Green TRIP.

## **TRANSPORTATION & CIVIL ENGINEERING DIVISION (continued)**

### **TECHNICAL STANDARDS BRANCH**

**Moh Lali, Executive Director, 780- 415-1083**

Technical Standards Branch is responsible for standards and best practices for planning, design, construction, operations and preservation of transportation and water infrastructure. The branch supports a safe, environmentally responsible and effective transportation and water infrastructure system by:

- Developing standards and best practices, and monitoring to assure compliance and consistency in applying safety engineering principles
- Acquiring, developing and transferring knowledge to and with stakeholders
- Providing expert technical advice
- Evaluating standards for performance effectiveness
- Maintaining data for various information systems such as Transportation Information Management System (TIMS).

### **DIVISIONAL SERVICES BRANCH**

**Gordon Zack, Executive Director, 780- 427-4548**

Divisional Services is responsible for information and issues management such as action requests, inquiries from the Minister's Office, MLAs, municipalities and the general public as they pertain to the responsibilities of the division. It coordinates cross-divisional initiatives, the budget and the planning for the division. It ensures regional and branch consistency with interpreting and implementing government and department policy and procedures. It manages TIMS and other asset management systems used in the division. Divisional Services is responsible for providing integrated spatial data, promoting improved data collection methods, information management, and data analysis. It ensures accuracy of documentation resulting in changes to land titles. The branch is also responsible for delivering special projects and assignments that are specific to the division.

### **MAJOR CAPITAL PROJECTS BRANCH**

**Tom Loo, Executive Director, 780- 415-4876**

The branch manages implementation of major road and water projects. The projects include ordering work and monitoring the performance of private sector consultants and contractors, and related services including planning, design and contract management. The branch may procure work through traditional or public-private partnership processes and maintains public-private partnership expertise. This branch consists of project-specific teams assembled from dedicated resources that manage the delivery of complex projects on a project specific basis. The number and make-up of teams fluctuates with the number of projects.

## TRANSPORTATION & CIVIL ENGINEERING DIVISION (continued)

### PLANNING BRANCH

**Jim Der, Executive Director, 780- 415 1300**

Planning Branch is responsible for the planning of highways, which includes strategic, systems, network and project planning. This branch is the primary contact and represents the Department in the GOA Land Use Framework initiative. It is also responsible for:

- Planning of major highway facilities such as the Ring Roads in Calgary and Edmonton.
- Developing standards and best practices for highway and roadside planning.
- Providing expert technical advice.
- Collecting and maintaining highway traffic data.
- Developing and maintaining computerized systems to determine future highway needs.
- Preparing performance measures.
- Long Range and network planning

### REGIONS

***Peace:* Wayne Franklin, Regional Director, 780- 624-6280**

***North Central:* Michael Botros, Regional Director (Acting), 780- 674-8221**

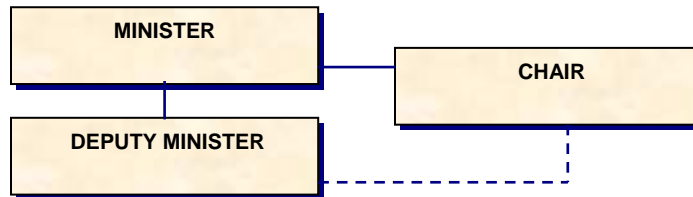
***Central:* Stu Becker, Regional Director, 403- 340-4325**

***Southern:* Darrell Camplin, Regional Director, 403- 382-4060**

***Fort McMurray:* Landon Reppert, Regional Director, 780-643-1826**

The division utilizes a regional approach to deliver services throughout the province. All five regions are responsible for identifying work and managing delivery of the construction programs including water management facilities and the operation of the provincial highway system within their area, including acquisition of necessary rights-of-way. Staff is responsible for ordering work and monitoring the performance of private-sector contractors, engineering and environmental consultants hired for outsourced activities. Major outsourced activities include provincial highway maintenance, property acquisition, construction and rehabilitation, and related engineering services including planning studies, design and contract management.

# ALBERTA TRANSPORTATION SAFETY BOARD



**Ron Smitten**  
**Chair**  
**780- 427-7178**

The Alberta Transportation Safety Board is the final administrative authority for operator licence reinstatement through mandatory driver review hearings for drivers whose driving records have become cause for concern related to public safety, including those driving under the Graduated Driver Licensing program.

The Board administers mandatory participation in the Ignition Interlock Program for drivers convicted of driving while impaired by alcohol and/or drugs, or refusing to provide a breath or blood sample; administers the Vehicle Seizure Program aimed at reducing the number of drivers who drive while under licence suspension or are charged with a prostitution-related offence; hears appeals under the Alberta Administrative Licence Suspension and Alberta Zero Alcohol Tolerance programs; and functions as the appeal body for decisions of the Registrar relating to driver training schools, driver instructors, driver examiners, vehicle inspection stations, vehicle inspection technicians, safety fitness certificates, carrier safety ratings; and associated administrative penalties which have been assessed.

The Board is also responsible for appeals surrounding decisions and actions taken under the *Railway (Alberta) Act*.