

**From:** Rob Renner  
Minister

**Our Reference:**

**Date:** April 30, 2008

**To:** Diana McQueen  
Parliamentary Assistant  
Environment

**Telephone:** 427-2391

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**Subject:** **Parliamentary Assistant's Roles and Assignments**

It is my pleasure to welcome you to our new team. As Parliamentary Assistant (PA) you will play an important role in supporting the accomplishment of the government's five priorities and assisting me to fulfil my ministry's mandate initiatives and business plan goals.

As PA, I will ask you to undertake some general responsibilities such as leading stakeholder consultations and attending events on my behalf. I would also like you to undertake some specific initiatives as follows:

- Assist with the Ministry's legislative agenda during spring and fall session;
- Assist in ensuring that Alberta's water resources are managed to support our communities, health aquatic ecosystems and economic growth now and in the future;
- Lead the implementation of the "Too Good to Waste" Strategy, Alberta's roadmap for waste reduction and management; and
- Assist in implementing conservation and energy efficiency initiatives.

It is important that there be close coordination and communication between us. As a result, I ask that you report to me regularly on the progress you are making on any assignments. In addition, I am required to approve and sign off on all documents in support of government decision making including Ministerial Reports, Cabinet Reports and Requests for Orders in Council.

Once again, congratulations on your appointment as PA. Your contributions will help us realize our goals and I am looking forward to working with you.

*Original signed*

Rob Renner

cc: Honourable Ed Stelmach  
Premier