

From: Hector Goudreau
Minister

Our Reference:

Date: April 30, 2008

To: David Xiao
Parliamentary Assistant
Employment and Immigration

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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 assume 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 in working with the ministry, stakeholders, and other levels of government to: encourage new workers, including under-represented groups, to join and remain in the labour force; and
- Further the Work Safe Alberta initiative and reduce the workplace fatality and injury rate for the province.
- Liaise with the Francophone community

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 supporting 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 look forward to working with you.

Original signed

Hector Goudreau

cc: Honourable Ed Stelmach
Premier