



June 27, 2007

Honourable Gene Zwozdesky  
Associate Minister for Capital Planning  
203 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B7

Dear Minister  Zwozdesky:

I am pleased to welcome you to our team as Associate Minister for Capital Planning. The purpose of this letter is to outline your specific responsibilities, and issues that I expect you to address for the President of Treasury Board. I would also like to ensure there is a clear understanding of your role and relationship with the President of Treasury Board.

As you know, our government has established five priorities to focus on serving Albertans better – through better planning and spending, with more discipline and with stronger accountability. These priorities are:

- Governing with integrity and transparency
- Managing growth pressures
- Improving Albertan's quality of life
- Building a stronger Alberta
- Providing safe and secure communities

As Associate Minister for Capital Planning, I expect you to take on responsibility for providing advice and recommendations on matters relating to the Government of Alberta's three year Capital Plan and to develop a long-term Capital Plan to address needs related to growth, ensure maintenance of existing infrastructure, explore options to fund capital projects and manage inflation in infrastructure costs. A more detailed outline of the goals and responsibilities you will be responsible for are set out in the attached "Goals and Responsibilities" document.

In addition to clarity on responsibilities, it is important that there be close coordination and communication between the President of Treasury Board and yourself. It will be critical that you report regularly to the Minister on your progress on these initiatives. In addition, all documents in support of government decision-making including Ministerial Reports, Cabinet Reports, and Requests for Orders in Council, originating from your office must be approved and signed off by the President of Treasury Board.

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Associate Ministers have been assigned personal office staff. The President of Treasury Board will be in touch with you concerning your key contacts within the ministry who will provide the support you need to carry out your responsibilities. For efficiency and consistency purposes, administrative processes in support of action requests, briefing notes, speeches and other correspondence should be coordinated with the President of Treasury Board.

Your accomplishments of these objectives will help us realize our goals and will allow Albertans to measure our performance as a government.

Sincerely yours,



Ed Stelmach  
Premier

*All the very best!*  
*Ed*

Attachment

cc: Honourable Lloyd Snelgrove  
President of Treasury Board

Ron Glen, Chief of Staff  
Premier's Office

Ron Hicks, Deputy Minister  
Executive Council

Brian Manning, Deputy Minister  
Treasury Board

## **Goals and Responsibilities for the Associate Minister for Capital Planning**

### **Goals:**

Develop a long-term capital plan that will:

- Address needs related to growth;
- Ensure maintenance of existing infrastructure;
- Explore options to fund capital projects; and
- Manage inflation in infrastructure costs.

### **Responsibilities:**

In accordance with the terms of reference of the Treasury Capital Planning Committee, provide the President of Treasury Board with the following:

- Advice and recommendations on matters relating to the Government of Alberta three-year Capital Plan.
- An independent assessment regarding capital budget and resource allocation decisions (giving consideration to the Government of Alberta Strategic Business Plan and its Fiscal Plan).
- Timely and complete information for the Government Caucus regarding the Government of Alberta Capital Plan.
- Advice and recommendations on:
  - The allocation of new funding to capital program envelopes;
  - The alternative procurement of capital projects (which may include alternative financing); and
  - Ongoing capital project status reports, including potential in-year changes to the Government of Alberta Capital Plan.