

From: Ray Danyluk
Minister

Our Reference:

Date: April 30, 2008

To: Thomas Lukaszuk
Parliamentary Assistant
Municipal Affairs

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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:

- Work with municipalities to improve the coordination of responses to growth-related challenges in communities, including immigration settlement services;
- Lead a consultation on residential construction building practices in the province; and
- Undertake a review of the municipal election process, including the *Local Authorities Election Act*.

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

Ray Danyluk

cc: Honourable Ed Stelmach
Premier