

From: Rob Renner
Minister
425 Legislature Building

Our File Reference:

Your File Reference:

To: Diana McQueen
Parliamentary Assistant to the Minister
620 Legislature Building

Date: June 2, 2009

Telephone: 427-2391

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Subject: **Updated Parliamentary Assistant Role and Responsibilities**

Thank you for your exceptional work as Parliamentary Assistant over the last year. As we have discussed recently, I would like to update and expand your areas of responsibility in helping me to lead the Ministry of Environment. Your updated role and areas of responsibility are provided below.

You will lead the following initiatives:

1. Complete work with the Clean Air Strategic Alliance (CASA) to update Alberta's Clean Air Strategy and begin implementation of the strategy by applying the revised management framework and renewing the major elements of the provincial air system (Item 1.6 in the Ministry of Environment 2009-12 Business Plan).
2. Implement the *Too Good to Waste* strategy, improving Alberta's resource conservation and waste management system and practices to ensure future waste management practices reflect innovation and resource conservation and recovery (Item 1.7 in the Ministry of Environment 2009-12 Business Plan).

For these two initiatives, you are responsible for policy development, approval and implementation. You are also responsible for addressing all project and location specific issues that arise on a day to day basis. As I am ultimately accountable for these files, I ask that you brief me or arrange for staff to brief me at appropriate times, and seek my advice or direction wherever appropriate.

You will assist me with the following general initiatives:

3. Implementation of Alberta's Renewed *Water for Life Strategy for Sustainability*.
4. Implementation of Alberta's *Climate Change Strategy*, and continuing your work as Co-Chair of Climate Change Central's Board of Directors.
5. Execution of the Ministry of Environment's 2009/10 legislative agenda.

For these three initiatives, I will work with you on an ongoing basis to identify specific opportunities for you to assist me. This will likely include your active participation in policy development in these areas, attendance at various meetings and events, and other activities as required.

I will make myself available to you in order to provide you with advice, encouragement and direction any time you wish.

Sincerely,

Original Signed

Rob Renner

Cc: Ron Glenn
Jim Ellis