

December 18, 2015

Mr. Colin Holloway
Parliamentary Secretary to the Minister of
Business, Tourism, Culture and Rural Development

Dear Mr. Holloway:

It is my pleasure to welcome you as Parliamentary Secretary for the Department of Business, Tourism, Culture and Rural Development. We have been given an extraordinary opportunity to serve the people of our province and together we will work to create a stronger tomorrow for Newfoundland and Labrador. Over the next four years, we will fulfill our commitments, building on the trust placed in us on November 30, 2015. We shall, without fail, act with integrity in all aspects of our service, striving for excellence in discharging our responsibilities.

Embarking on this journey together, we will be guided by A Stronger Tomorrow: Our Five Point Plan to Restore Openness, Transparency and Accountability; Build a Stronger, Smarter Economy; Improve Health and Healthcare; Support Safe and Sustainable Communities; and Invest in Our Future Through Education.

Our government will follow the principles of openness, transparency and accountability, and our decisions will be informed by research, evidence, and evaluation so that citizens can understand how and why decisions are made. Our government is also committed to make decisions that are also informed by engagement with stakeholders, including our Aboriginal partners, to ensure everyone's voices are heard.

Our government is committed to modernizing our province's legislative process in accordance with these principles. I call upon you to engage your fellow Members, constituents and the general public, avail of the Committee process of the House of Assembly, and seek opportunities for non-partisan cooperation.

We are also committed to creating an environment that captures the full potential of our province's many riches, through diversification, job creation and growth. We will take action to improve the health and well-being of people, empower sustainable community development, protect public safety and advance educational opportunities and outcomes.

Our province is facing significant fiscal challenges that require our collective leadership and the engagement of the public. Together, our government will lead our province towards a more sustainable, economic future.

Parliamentary Secretaries play a key role in delivering on government's priorities, and you will share in our responsibility to translate our government's plan into action. Specifically, as a Parliamentary Secretary you may be asked to:

- Make announcements and statements in the House of Assembly, on behalf of the Minister, relating to the relevant activities, plans and policies of the relevant government department;
- Respond on behalf of the Minister to questions posed to the Minister in the House of Assembly;
- Attend, at the request of the Minister, meetings of Policy Committees of Cabinet, when there is a Cabinet submission of that Minister on the agenda, and only for the portion of the meeting in which the Submission is under discussion;
- May take direct part, at the discretion of the Minister, in the administration of program delivery of a department but may not create legal obligations, exercise legal authority, or commit to expenditure of public funds; and,
- May act as an alternate for the Minister in representing the department at public meetings or in receiving dignitaries or delegations, but may not make any commitments on behalf of Government.

As a Parliamentary Secretary, you are expected to maintain the same standards of confidentiality as a Minister. I take this opportunity to remind you that as you carry out your responsibilities, as a Member of the House of Assembly, adherence to the Code of Conduct and the Conflict of Interest guidelines is mandatory to ensure you discharge your duties with the highest ethical standards.

Over the next four years, we will work together, in collaboration with the public and our stakeholders, to deliver on the commitments our government has set out. Our government will report back to the public annually on the achievement of our commitments and make adjustments as required. We are privileged to have an opportunity to represent and serve Newfoundlanders and Labradorians. I look forward to working with you to build a stronger tomorrow.

Sincerely,



DWIGHT BALL

Premier