
Sent: 9 Apr 2015 13:42:39 +0000

To: Vanzetta, Maxine MTIC:EX; Carroll, Scott MTIC:EX

Cc: Brown, Stephen R HLTH:EX; Stevenson, Lynn HLTH:EX; Feulgen, Sabine HLTH:EX; Stearn, Anne HLTH:EX; Michell, Jennifer HLTH:EX; Godfrey, Debbie HLTH:EX; King, Jessica MTIC:EX; Obee, Sarah F HLTH:EX

Subject: Important: Update to MOH FOI Approval Delegation

Attachments: FOI Process Flow Map March 2015.vsd

Importance: High

Maxine and Scott:

This is to advise that, effective immediately, Steve Brown, Deputy Minister, Ministry of Health has delegated his signing authority for the release of Ministry of Health records requested under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) to the ministry's two Associate Deputy Ministers, i.e., Sabine Feulgen, Associate DM of Corporate Services and Lynn Stevenson, Associate DM of Health Services.

Coincident to this, we are implementing a new approach to FOI processing as set out in the enclosed process flow chart. As explained previously, with this delegation, the Associates' two managers (Anne Stearn and Jen Michell) will take on lead responsibility for issue management and quality assurance of FOI packages preparatory to seeking their respective Associate's sign-off on final redlines. The managers will work closely with the ministry's FOI processing clerk to ensure the Ministry continues to meet its FOI processing timelines under FOIPPA.

Many thanks.

Grace Foran

Director, Executive Operations

Deputy Minister's Office, Ministry of Health

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