

Memo

To: All Staff

From: Karla Stanley, Director of Services

CC: Service Managers
Gail Anderson, Director of Services
Bill Kuzemczak, Director of Services
Amy Hardy, Director of Services
Rachel Tinney, Associate Executive Director
Clara Young, Director of Finance and Administration
Thelma Morris, Executive Director

Date: December 20, 2022

Re: Consent to Release Information Form

This is a notice to all staff that the Consent to Release Information Form has been updated. The form is designed to be used for a *single* resource/facility. Please use a separate form for each resource/facility where information will be shared.

The form is accessible on the Share Drive and the Tikinagan CFS Staff Portal. Please ensure any older forms are shredded/deleted so that the correct form is being used when conducting your work.

Please contact your respective Service Manager with any questions or concerns.

Thank you.