

RE: ADM Sign-Off: Third Quarter Finances

From: "Hosick, Sarah (TBS)" <sarah.hosick@ontario.ca>
To: "Birks, Ryan (MOF)" <ryan.birks@ontario.ca>
Cc: "Veinot, Cindy (TBS)" <cindy.veinot@ontario.ca>, "Inglis, Liane (MOF)" <liane.inglis@ontario.ca>, "Lindquist, Emma (MOF)" <emma.lindquist@ontario.ca>
Date: Fri, 10 Feb 2017 14:12:43 -0500
Attachments: Third Quarter Finances_Post Director Sign Off_v3_0209_OPCD.DOCX (146.43 kB)

Hi Ryan

Attached please find the edits for Cindy's sign-off in tracked changes. There are a couple comment boxes in the document to explain to you why the changes are being made.

Please give me a call if you have any questions.

Thanks
Sarah

From: Birks, Ryan (MOF)
Sent: February-10-17 9:05 AM
To: 'Gavin.He@ofina.on.ca'; Wynberg, Lynsey (OFA); Tarin, Ghufra (MOF); Laughton, Patrick (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Law, Rex (TBS)
Cc: Inglis, Liane (MOF); Lindquist, Emma (MOF)
Subject: ADM Sign-Off: Third Quarter Finances
Importance: High

Hi All,

As a follow up to my message earlier this week, please find attached the latest version of the Third Quarter Finances for the purpose of ADMs sign off/review. As per below, **we ask that any edits from your respective ADMs be made in track changes and sent back. In the absence of any changes, please send an email confirming that your ADM has reviewed and approved the content.**

Please send your ADM's edits/email approval to me (with a copy to Liane Inglis and Emma Lindquist) before 4pm today (ideally, closer to 2pm).

Thanks,
Ryan

From: Birks, Ryan (MOF)
Sent: February-08-17 1:32 PM
To: 'Gavin He'; Wynberg, Lynsey (OFA); Tarin, Ghufra (MOF); Laughton, Patrick (TBS); Arbabzadeh, Nina (TBS); Hosick, Sarah (TBS); Law, Rex (TBS)
Cc: Inglis, Liane (MOF); Lindquist, Emma (MOF)
Subject: ADM Sign-Off: Third Quarter Finances
Importance: High

Hi All,

As you know, production of Ontario's Third Quarter Finances is well underway, and your areas have been directly involved in drafting and inputting content.

Today the Directors are signing off, which will be followed by a third distribution (either this evening or first thing tomorrow morning). Following today's Director sign-off, we are planning to move forward with ADM and Associate DM sign-off on Friday February 10.

Given tight timelines and busy schedules, we are opting for an electronic sign-off. On Friday, I will send you each an electronic copy of the latest distribution, which will include any edits in track changes. I am asking that you please coordinate time with your ADM to review the document. Any further edits can be added in track changes and sent back, and we ask that even in the absence of any changes, you send an email confirming that your ADM has reviewed and approved the content.

Changes and confirmation emails should be sent to me (with a copy to Liane Inglis and Emma Lindquist) by 4pm on Friday.

Please me know if you have any questions.

Thanks,
Ryan

Ryan Birks
Special Policy Advisor and Executive Assistant
ADMO, Office of the Budget
416-327-0074