

From: Noseworthy, Maggie
To: Wright, Ellen
Subject: FW: ATIPP Request: 001-18-01-22 - Decision
Date: Tuesday, September 6, 2022 10:44:54 AM
Attachments: Section 52.pdf

NOTE TO APPLICANT: The attachment is non-responsive to the request. As such, it is not included in the records.

IAP Office

Hi Ellen,

I just sent this letter to the Applicant, [REDACTED]

s. 29(1) (a)

Thanks,
M

From: Noseworthy, Maggie

Sent: Tuesday, September 6, 2022 10:44 AM

To: [REDACTED]

s. 40(1)

Subject: ATIPP Request: 001-18-01-22 - Decision

Good morning [REDACTED]

s. 40(1)

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015) (Our File # 001-18-01-22)

On 29 August 2022, we received your request as follows:

s. 40(1)

"I am requesting access to all documents from Genesis Centre in reference to Calcanna Extraction Inc. regarding the decision to not grant access to the Enterprise program. Said documentation shall include all correspondence in reference to [REDACTED] as well as Calcanna Extraction Inc., including but not limited, to all electronic files, reports, emails threads, text messages, instant messaging threads, voice recordings, video recordings, meeting minutes, notes, etc. between consultants, staff, board members, and other people involved during the selection process.

s. 40(1)

Specifically, I am requesting all correspondence regarding [REDACTED] Calcanna Extraction Inc. between the dates of January 15th, 2022 to April 30, 2022. All correspondence should focus on the following persons, consultants, employees and board members of Genesis and Calcanna Extraction Inc., both past and present:

- Michelle Simms;
- Colin Corcoran;
- Andrew Goldsworthy;
- Aiden Moores;
- Rhonda Hutton;
- Bradley Dobbin;
- Darlene Puddister;
- Douglas Kennedy"

Memorial University has reviewed your request and after careful consideration, we have concluded that the requested information (records) are not in the custody and control of the University. The Genesis Centre is a separately incorporated entity and not a public body as defined

by *ATIPPA, 2015*; as such, the requested records are outside the purview of the legislation.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *ATIPPA, 2015*. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy

Commissioner is as follows:

Office of the Information and Privacy Commissioner

Telephone: (709)

729-6309

2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL A1B 3V8

Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500
Email: commissioner@oipc.nl.ca

You may also appeal directly to the Supreme Court Trial Division within 15 business days of receipt of this letter, pursuant to section 52 of the *Act*. A copy of this section of the *Act* has been enclosed for your reference.

If you have any questions, please contact the IAP Office by e-mail at iap@mun.ca.

Maggie Noseworthy | B.A., LL.B. (she/her)
Access and Privacy Advisor (Acting)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador | A1C 5S7

NOTE TO APPLICANT: The attachment is on the subsequent page.

From: Wright, Ellen
To: "ATIPPOffice@gov.nl.ca"
Subject: New ATIPP Request (File 001-18-01-22)
Date: Tuesday, September 6, 2022 11:15:00 AM
Attachments: Form 1A-Notification Form of Application (001-18-01-22).pdf

IAP Office

Good morning,

Attached is Form 1A for new ATIPP Request (our File 001-18-01-22) received **29 August 2022**.
 Could you let me know the PB number?

Thank you.

Ellen

Ellen Wright | Information Access and Privacy Office
Office of General Counsel

Memorial University of Newfoundland
 SP 4018, (4th Floor, Spencer Hall)
 220 Prince Philip Drive
 St. John's | Newfoundland and Labrador | A1C 5S7
T 709.864.8753

<http://www.mun.ca/iap>



**Notification Form of Access Request
Form 1A**

This form is to be filled in by the ATIPP Coordinator and **should not include any personal information** that was collected under Newfoundland and Labrador's Access to Information and Protection of Privacy Act on **FORM 1**. Send this form to the ATIPP Office who will provide you with an access request file number. **See instructions below.**

Access Request Information

To which public body has the applicant made a request?	Memorial University of NL
Date access request received by public body?	29 August 2022

Type of Request? (please check one)

☒	General Information
☐	Personal information of applicant
☐	Personal Information for another person (check if proof of authority was received)

The applicant wishes to obtain access to the following information/records:

Documents from Genesis Centre in reference to Calcanna Extraction Inc. regarding the decision to not grant access to the Enterprise program from Jan. 15 - April 30, 2022.

Name of ATIPP Coordinator: Maggie Noseworthy

Date: 2022-08-29
YYYY-MM-DD

For ATIPP Office Use Only

Date Received: _____ File #: _____

Government of Newfoundland and Labrador
ATIPP Office, Department of Justice and Public Safety

From: Marcomm Information on behalf of Newpost
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] For Friday, May 5
Date: Friday, May 5, 2023 4:03:19 PM

Please send Newsline items to mandyc@mun.ca.

All Memorial related events can be submitted online [here](#). Events are collected from the [Gazette events calendar](#) and shared on Thursday mornings in an events-dedicated Newsline.

For news and events at Memorial, visit the [Gazette](#).

To stay up-to-date about life at Memorial University, subscribe to "Gazette Now." Every two weeks, you'll receive a digest of recent news and upcoming events in your inbox. Subscribe [here](#).

1. Virtual Q&A forum for parents and supporters of new students
2. Roofing work at Physical Education building
3. Exterior work at C CORE building
- 4 T4 outage on Tuesday, May 9
5. Internal search for associate vice president (academic) and dean, School of Graduate Studies
6. Search committee established for dean, School of Social Work
7. Society of Petroleum Engineers Scholarship Award Reception

1. ~~Parents and supporters~~ are an important part of a student's journey at Memorial University. The Office of the Registrar and Student Life have partnered to offer an online event for parents and supporters of our fall 2023 applicants to Memorial University on the St. John's campus. The session will take place on Tuesday, May 16, from 7-9 p.m. (NDT). Registration and more information can be found [online](#).

7. Facilities Management will conduct roofing work starting on May 8-Aug. 15. Roofers will be performing maintenance repairs on the Physical Education building, weather dependent, daily from 7:30 a.m.- 7 p.m. There may be some odours associated with this repair. The Department of Facilities Management will make every effort to prevent odours from entering the buildings. Building occupants in the vicinity should keep windows closed where possible. Inquiries concerning this project can be directed to Facilities Engineering and Design, Department of Facilities Management at the phone number listed. Facilities Management appreciates your patience while this important work is being done.

Particulars: Physical Education building, above gymnasium, pool deck viewing area and squash courts

Contractor: Flynn Canada

Contact: Gina Myrick, [REDACTED] s. 40(1)

3. Facilities Management will be replacing the metal siding and several windows at the C-CORE building on St. John's campus. Work started on May 4 and will continue until about Aug. 1, daily from 7 a.m.–7 p.m., weather dependent. Please follow posted signage and barriers in the area. Inquiries concerning this project can be directed to Facilities Engineering and Design, Department of Facilities Management at the phone number listed. Facilities Management appreciates your patience while this important work is being done.

Particulars: C-CORE building, exterior and level 1

Contractor: Atlantic Enterprises Ltd.

Contact: Gina Myrick, [REDACTED] s. 40(1)

4. Please note that websites hosted in T4 will not be accessible for updates on Tuesday, May 9, from 9-11 a.m. due to a network upgrade. Websites on mun.ca will continue to be available to the public during this time. If you have any questions about the T4 outage, please contact webeditor@mun.ca.
5. Memorial University is seeking a dynamic and inspiring individual from within the Memorial community who will provide strong leadership and promote innovation in their role as associate vice-president (academic) and dean of the School of Graduate Studies. The position advertisement is available [here](#). Interested individuals with questions about the role can reach out via vpacad@mun.ca.
6. In accordance with the Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators, a search committee has been established for the role of dean of the School of Social Work. Read more [here](#).
7. Join the Society of Petroleum Engineers (SPE) Atlantic Canada Section and the Memorial University Student SPE chapter on Monday, May 8, to congratulate the recipients of the SPE scholarships from 2020-23 in its first face-to-face reception. Come out to congratulate the scholarship recipients and network with industry professionals. Register [here](#).

From: Marcomm Information on behalf of Newspost
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] For Monday, May 8
Date: Monday, May 8, 2023 3:18:08 PM

Please send Newsline items to mandyc@mun.ca.

All Memorial-related events can be submitted online [here](#). Events are collected from the [Gazette events calendar](#) and shared on Thursday mornings in an events-dedicated Newsline.

For news and events at Memorial, visit the [Gazette](#).

To stay up-to-date about life at Memorial University, subscribe to "Gazette Now." Every two weeks, you'll receive a digest of recent news and upcoming events in your inbox. Subscribe [here](#).

1. Associate dean (curriculum and programs), Faculty of Humanities and Social Sciences, candidate presentations
 2. Scheduled power outages, May 13 and May 27
-

1. The Search Advisory Committee for Associate Dean (Curriculum and Programs), Faculty of Humanities and Social Sciences, would like to invite members of the university community to attend the public presentations of the candidates for the position. Dr. Patricia Dold, Department of Religious Studies, will present on Friday, May 12, at 9:30 a.m. in A-1043 and via [WebEx](#). Dr. Sean Cadigan, Department of History, will present on Monday, May 15, at 2 p.m. in A-1046 and via [WebEx](#).

2. Facilities Management has scheduled power outages on both Saturday, May 13, and Saturday, May 27, affecting normal power to a number of St. John's campus buildings. The outages are required to complete work associated with the main electrical substation upgrades project. Queen's College, Spencer Hall and Feild Hall will be on a portable generator during the May 27 outage, but will require one-hour outages at the start and end to transition to and from generator power. Buildings without normal power during these periods will be closed. Outage dates, durations and affected buildings are as follows:

Saturday, May 13

Duration: 7-10 a.m. (3 hours)

Buildings affected:

Queen's College

- Spencer Hall
- Feild Hall
- Business
- St. John's College
- Coughlan College
- C-CORE and Centrifuge Centre

Saturday, May 27

Duration: 7-8 a.m. (1 hour)

Buildings affected:

- Queen's College
- Spencer Hall
- Feild Hall

Outage Duration: 7 a.m.-7 p.m. (12 hours)

Buildings affected:

- Business
- St. John's College
- Coughlan College
- C-CORE and Centrifuge Centre

Outage Duration: 7-8 p.m. (1 hour)

Buildings affected:

- Queen's College
- Spencer Hall
- Feild Hall

Building occupants are advised to make arrangements to shut down all computer equipment prior to the outage. Emergency building power, on those buildings with emergency power, will not be affected.

FM Contact: Chad Ballah, 864-3575

Inquiries concerning this project can be directed to Facilities Engineering and Development, Department of Facilities Management, at the phone number listed above or by contacting 864-7600 after hours. Facilities Management appreciates your co-operation during this important upgrade to campus infrastructure.

From: [Wright, Ellen](#)
To: [Noseworthy, Maggie](#); [Dawe, Emily Abigail](#); [Joyce, Mitchell](#)
Subject: FW: Scheduled Power Outages - Saturday, May 13 and Saturday, May 27 - SPENCER HALL
Date: Wednesday, May 10, 2023 9:39:50 AM
Importance: High

As noted below, please note the following power outages and shut down your computer equipment.

Thanks,
 Ellen

From: Seaward, Katie <kseaward@mun.ca>
Sent: Wednesday, May 10, 2023 9:34 AM
To: Wright, Ellen <ewright@mun.ca>
Subject: FW: Scheduled Power Outages - Saturday, May 13 and Saturday, May 27 - SPENCER HALL
Importance: High

From: Randell, Alison <alrandell@mun.ca>
Sent: Wednesday, May 10, 2023 9:00 AM
To: Seaward, Katie <kseaward@mun.ca>
Subject: Scheduled Power Outages - Saturday, May 13 and Saturday, May 27 - SPENCER HALL
Importance: High

For SPENCER HALL occupants:

Please ensure you shut down your computer equipment prior to the following power outages scheduled for Spencer Hall (Full details below).

Saturday, May 13th

Duration: 7:00 a.m. to 10:00 a.m. (3 hours)

Sunday, May 28th

Duration: 7:00 a.m. to 8:00 a.m. (1 hour)

Duration: 7:00 p.m. to 8:00 p.m. (1 hour)

PLEASE DISTRIBUTE TO YOUR FACULTY AND STAFF

Facilities Management has tentatively scheduled power outages on both **Saturday, May 13th** and **Sunday, May 28th** affecting normal power to a number of St. John's Campus buildings. These power

outages are required to complete work associated with the Main Electrical Substation Upgrades project. Queen's College, Spence Hall and Feild Hall will be put on a portable generator during the May 28th outage but will require 1 hour outages at the start and end to transition to and from.

Outage dates, durations and affected buildings are as follows:

Saturday, May 13th

Duration: 7:00 a.m. to 10:00 a.m. (3 hours)

Buildings Affected:

- Queen's College
- **Spencer Hall**
- Feild Hall
- Business
- St. John's College
- Coughlan College
- C-Core & Centrifuge Centre

Sunday, May 28th

Duration: 7:00 a.m. to 8:00 a.m. (1 hour)

Buildings Affected:

- Queen's College
- **Spencer Hall**
- Feild Hall

Outage Duration: 7:00 a.m. to 7:00 p.m. (12 hours)

Buildings Affected:

- Business
- St. John's College
- Coughlan College
- C-Core & Centrifuge Centre

Outage Duration: 7:00 p.m. to 8:00 p.m. (1 hour)

Buildings Affected:

- Queen's College
- **Spencer Hall**
- Feild Hall

Building occupants are advised to make arrangements to shut down all computer equipment prior to the outage. Emergency building power, on those buildings with emergency power, will not be affected.

-

Please advise, via. response to this email, if there are any issues and FM will do its best to accommodate.

FM appreciates your co-operation during this important upgrade to campus infrastructure.

Thanks.

CHAD BALLAH, P. Eng., PMP
CAPITAL DEFERRED RENEWAL PROGRAM MANAGER

Facilities Engineering & Development
Department of Facilities Management
Memorial University of Newfoundland
St. John's, Newfoundland

T (709) 864-3575 | M [REDACTED] s. 40(1)

www.mun.ca/facilities-management

From: [Marcomm Information](#) on behalf of [Newspost](#)
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] For Thursday, May 11
Date: Thursday, May 11, 2023 4:17:51 PM

Please send Newsline items to mandyc@mun.ca.

All Memorial related events can be submitted online [here](#). Events are collected from the [Gazette events calendar](#) and shared on Thursday mornings in an events-dedicated Newsline.

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1. Global Accessibility Awareness Day
2. Updated schedule for power outages, Saturday, May 13, and Saturday, May 28

1. Have you ever wondered if your course materials are accessible to all students? Thursday, May 18, marks the 12th annual ~~Global Accessibility Awareness Day~~. To celebrate, CITL and Accessibility Services (Blundon Centre) are inviting instructional staff to bring or send their course materials to be reviewed against accessibility checklists. Between 10 a.m.-4 p.m. on May 18, drop by ED 1001 with your Word, PowerPoint or PDF documents to have them reviewed for recommendations on how to adjust them to make them more accessible. Alternatively, instructors can email their documents to lrc_citl@mun.ca and staff will conduct the review and return their findings report and recommendations.
2. Facilities Management has scheduled power outages on both Saturday, May 13, and Sunday, May 28 (updated), affecting normal power to a number of buildings on the St. John's campus. Please note the change from the original date for the second weekend. These power outages are required to complete work associated with the main electrical substation upgrades project. Queen's College, Spencer Hall and Feild Hall will be on a portable generator during the May 28 outage, but will require one-hour outages at the start and end to transition to and from generator power. Buildings without normal power during these periods will be closed.

Outage dates, durations and affected buildings are as follows:

Saturday, May 13

Duration: 7-10 a.m. (3 hours)

Buildings affected:

- Queen's College
- Spencer Hall

- Feild Hall
- Business Administration
- St. John's College
- Coughlan College
- C-CORE and Centrifuge centre

Sunday, May 28

Duration: 7-8 a.m. (1 hour)

Buildings affected:

- Queen's College
- Spencer Hall
- Feild Hall

Outage Duration: 7 a.m.-7 p.m. (12 hours)

Buildings affected:

- Business Administration
- St. John's College
- Coughlan College
- C-CORE and Centrifuge centre

Outage Duration: 7-8 p.m. (1 hour)

Buildings affected:

- Queen's College
- Spencer Hall
- Feild Hall

Building occupants are advised to shut down all computer equipment prior to the outage. Emergency building power, on those buildings with emergency power, will not be affected.

Contact: Chad Ballah, 709-864-3575

Inquiries concerning this project can be directed to Facilities Engineering and Development at the phone number listed above or by contacting 7-09-864-7600 after hours. Facilities Management appreciates your co-operation during this important upgrade to campus infrastructure.

From: [Marcomm Information](#) on behalf of [Newspost](#)
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] For Thursday, July 13, 2023
Date: Thursday, July 13, 2023 3:37:34 PM

Please send Newsline items to mandyc@mun.ca.

All Memorial-related events can be submitted online [here](#). Events are collected from the [Gazette events calendar](#) and shared on Thursday mornings in an events-dedicated Newsline.

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1. Parking lot line painting on July 14
 2. ITS Service Desk operating hours change
 3. Deadline extended: TILE funding opportunity
-

1. Facilities Management and the Parking Office advises that line painting will take place in the following areas on Friday, July 14.

- remaining half of lot 22
- Lot19 (Queen's College)
- Lot 23 (C-Core)

It is anticipated that work will be complete by early morning and there will be little impact to users. In the event you arrive and require alternate parking, permit holders can utilize the section of lot 22 that has already been repainted.

Please ensure your permit is displayed while using the alternate area. If you have any questions, please contact parking@mun.ca

1. Effective July 17, 2023, the operating hours for the Office of the Chief Information Officer's (OCIO) ITS Service Desk will be changing. The new hours will be Monday - Thursday (8 a.m. - 7:30 p.m.) and Friday (8 a.m. - 5:30 p.m.). The new operating hours allows for increased customer service capability during peak hours. The ITS Service Desk will open at 7 a.m. during registration periods. The new operating hours will be monitored, and further changes implemented as required. The ITS Service Desk can be reached via the following:

-Email - help@mun.ca

-Phone – 709-864-4595

-Online chat - available via <https://www.mun.ca/cio/need-help/>

From: [Wright, Ellen](#)
To: [Noseworthy, Maggie](#)
Cc: [Butler, Kaitlin Sophia](#); [Dawe, Emily Abigail](#); [Joyce, Mitchell](#)
Subject: FW: Planned power outages, July 28 and July 31
Date: Thursday, July 27, 2023 3:53:54 PM

Hi,

Just a reminder about the power outage as indicated below.

I will turn off the printer this afternoon – so it can be turned on again tomorrow morning when you come in the office. Computers and printers will need to be turned off again when you leave tomorrow afternoon.

Thanks and have a nice weekend!

Ellen

From: Marcomm Information <NEWSLINE@CLIFFY.UCS.MUN.CA> **On Behalf Of** Newspost
Sent: Tuesday, July 25, 2023 11:29 AM
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: Planned power outages, July 28 and July 31

Newfoundland Power requires two short normal power outages to facilitate transformer work at the secondary electrical/Long Pond substation. Each outage will be less than a minute in duration. The first outage is scheduled for 7 a.m. on Friday, July 28, and the second for 7 a.m. on Monday, July 31.

The affected buildings are below.

- Engineering and Applied Science
- National Research Council
- Earth Sciences
- University Centre
- Core Science Facility
- Business Administration
- St. John's College
- Coughlan College
- C-CORE and Centrifuge Centre
- Queen's College
- **Spencer Hall**
- Feild Hall

Building occupants are advised to shut down all computer equipment prior to these outages. Emergency building power, in those buildings with emergency power, will not be affected and emergency generators will be pre-transferred to avoid a power bump. Inquiries can be directed to Chad Ballah, Department of Facilities Management (FM) at (709) 864-3575. FM appreciates your co-

NOTE TO APPLICANT: The remainder of this email is non-responsive to the request. As such, it is not included in the records

From: [Dunne, Nicole](#)
To: [Butler, Kaitlin Sophia](#)
Subject: RE: ATIPP Request: 002-17-265-23
Date: Thursday, September 14, 2023 3:41:03 PM
Attachments: [ATIPP Request 002-17-265-23.pdf.docx](#)

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Hi,

Here is the draft and I have notes made on the sections [REDACTED]

I'm free all day tomorrow and

Monday.

s. 29(1) (a)

Nicole

NICOLE DUNNE | ADMINISTRATIVE STAFF SPECIALIST III

Department of Human Resources
 Arts and Administration Building, Room A-4040
 T 709 864 3074 | F 709 864 2700

www.mun.ca/hr

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Thursday, September 14, 2023 1:59 PM
To: Dunne, Nicole <nicoled@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Nicole,

Yes, please send me the draft today for initial review but I'll note that you're getting confirmation from Brad on Monday when he returns. This request is due next week so we'll need to get this finalized soon. Will Emily Wooley see the record before you send it on Monday? [REDACTED]

s. 29(1) (a)

Thank you!

Kaitlin

Kaitlin Butler
 Access and Privacy Analyst

From: Dunne, Nicole <nicoled@mun.ca>
Sent: Thursday, September 14, 2023 11:19 AM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Kaitlin,

NOTE TO APPLICANT: The remainder of this email thread is non-responsive to the request. As such, it is not included in the records.

IAP Office

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: [REDACTED] s. 29(1) (a)

ATIPP Request 002-17-265-23

This document provides a response to the following ATIPP request:

"The number of employees that got a pay raise, pay cut and/or bonus (or other forms of performance incentives) for the calendar year 2022. Separate this information by type (raise, cut or bonus) and year. Please provide the annual costs of these pay increases and bonuses. Provide equivalent records and/or ranges if exact amounts cannot be provided."

Pay Raises

Year	Number of Employees with Pay Raises	Estimated Annual Pay Raise Cost
------	-------------------------------------	---------------------------------

2022	[REDACTED]	s. 29(1) (a)
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The "Number of Employees with Pay Raises" was generated by counting employees with one or more of the identified pay increase types (see below) in [REDACTED] the requested years (counting a maximum of one record per employee [REDACTED]). The "Estimated Annual Pay Raise Cost" is the sum of the salary differences recorded between the old pay rates and the new pay rates based on any of the types identified.

s. 29(1) (a)

Pay Raise Types Included:

- General Salary Increases
- Minimum Wage Increases
- Step Increases

- [REDACTED] s. 29(1) (a)

s. 29(1) (a)

Pay Cuts

A query was run to report jobs changes with a reason of Demotion. No records were returned.

Bonuses

Year	Number of Employee with Bonuses	Total Annual Bonuses
2022	683	\$ [REDACTED] s. 29(1) (a)

The "Number of Employee with Bonuses" was generated by counting employees with one or more of the identified bonus events (see below) in [REDACTED] the requested years (counting a maximum of one

s. 29(1) (a) Page 1 of 2

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265 23

Date: [REDACTED]

s. 29(1) (a)

record per employee [REDACTED] "Total Annual Bonuses" is the sum of all bonuses (of the types identified below) paid in [REDACTED] year. While some of these earnings may not meet the ideal definition of a bonus, it is consistent with what Memorial reports as bonuses in the annual compensation disclosure to the Government of Newfoundland and Labrador.

s. 29(1) (a)

Bonus Types included:

- Bonus payments – includes special payments to Clinical Faculty and signing bonuses given as the results of bargaining agreements (e.g. Signing bonuses)
- Career Awards (e.g. Canada Research Awards)
- Northern Allowance
- [REDACTED] Northern [REDACTED] allowances) s. 29(1) (a)
- Other Awards (e.g. Presidents Awards, Deans Awards)

s. 29(1) (a)

Note: Some of the bonuses reported in the "Total Annual Bonuses" may have [REDACTED] funded externally but processed through Memorial's payroll system.

Other Notes

- The numbers presented in this document intentionally omit events that required more detailed reviews of identified employees and were time/resource intensive to accurately report (e.g. Promotions, Additional Compensation, Market Salary Adjustments, One-Pays, Revised Contracts, Work Hour Increases/Decreases, Per Course Instructor pay increases, and other miscellaneous salary changes that require more thorough reviews in order to report).
- The "Estimated Annual Pay Raise Cost" estimates the cost of increases on an annual basis and does not provide an actual cost of the pay raises in each year. In order to provide an actual cost, a much more extensive review of each employee job/pay record would be required (e.g. to account for proration based on time of increase, to remove costs if employees were on leave, etc.).
- The following jobs records were excluded from the numbers reported in this document in order to omit employees who are not normally reported in formal inquiries unless specifically requested:
 - Student jobs
 - Separately Incorporated Entities (SIEs) or Agency jobs (e.g. C-CORE). Memorial manages payroll for these external groups but these are not Memorial employees and are not normally included in official Memorial only reporting
 - Long term disability leave jobs
 - Salary Continuance jobs
 - Standardized Patient and Clinical Skills Facilitator jobs (both reside in the Faculty of Medicine)

From: [Dunne, Nicole](#)
To: [Butler, Kaitlin Sophia](#)
Cc: [Wooley, Emily](#)
Subject: RE: ATIPP Request: 002-17-265-23
Date: Tuesday, September 19, 2023 4:12:46 PM
Attachments: [Search for Records Worksheet 002-17-265-23.pdf](#)
[ATIPP Request 002-17-265-23.pdf.pdf](#)

NOTE TO APPLICANT: Only the second attachment is responsive to the request. It is located on the subsequent pages.

IAP Office

Hi Kaitlin,

I have attached the response record for this ATIPP request. Please let me know if you have any questions.

Thanks
 Nicole

NICOLE DUNNE | ADMINISTRATIVE STAFF SPECIALIST III

Department of Human Resources
 Arts and Administration Building, Room A-4040
 T 709 864 3074 | F 709 864 2700

www.mun.ca/hr

From: Dunne, Nicole
Sent: Tuesday, September 19, 2023 2:02 PM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Kaitlin,

I just wanted to let you know I have this done now. I just sent it to Emily in case she wanted a final review. I'll send it to you by end of day.

Nicole

NICOLE DUNNE | ADMINISTRATIVE STAFF SPECIALIST III

Department of Human Resources
 Arts and Administration Building, Room A-4040
 T 709 864 3074 | F 709 864 2700

www.mun.ca/hr

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Thursday, September 14, 2023 1:59 PM
To: Dunne, Nicole <nicoled@mun.ca>

NOTE TO APPLICANT: The remainder of this email thread is non-responsive to the request. As such, it is not included in the records.

IAP Office

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

ATIPP Request 002-17-265-23

This document provides a response to the following ATIPP request:

"The number of employees that got a pay raise, pay cut and/or bonus (or other forms of performance incentives) for the calendar year 2022. Separate this information by type (raise, cut or bonus) and year. Please provide the annual costs of these pay increases and bonuses. Provide equivalent records and/or ranges if exact amounts cannot be provided."

Pay Raises

The "Number of Employees with Pay Raises" was generated by counting employees with one or more of the identified pay increase types (see below) in the requested year (counting a maximum of one record per employee). The "Estimated Annual Pay Raise Cost" is the sum of the salary differences recorded between the old pay rates and the new pay rates based on any of the types identified.

Pay Raise Types Included:

- General Salary Increases
- Minimum Wage Increases
- Step Increases

Year	Number of Employees with Pay Raises	Estimated Annual Pay Raise Cost
2022	2624	\$ 4,849,859

Pay Cuts

A query was run to report jobs changes with a reason of Demotion. No records were returned.

Bonuses

The "Number of Employees with Bonuses" was generated by counting employees with one or more of the identified bonus events (see below) in the requested year (counting a maximum of one record per employee). "Total Annual Bonuses" is the sum of all bonuses (of the types identified below) paid in the requested year. While some of these earnings may not meet the ideal definition of a bonus, it is consistent with what Memorial reports as bonuses in the annual compensation disclosure to the Government of Newfoundland and Labrador.

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

Bonus Types Included:

- Bonus payments – includes special payments to Clinical Faculty and signing bonuses given as the results of bargaining agreements (e.g. Signing bonuses)
- Career Awards (e.g. Canada Research Awards)
- Northern Allowance
- Other Awards (e.g. Presidents Awards, Deans Awards)

Year	Number of Employees with Bonuses	Total Annual Bonuses
2022	683	\$ 1,380,427

s. 29(1) (a)

Notes: Some of the bonuses reported in the “Total Annual Bonuses” may have been funded externally but processed through Memorial’s payroll system. NAPE signing bonuses are included in the “Number of Employees with Bonuses” and the “Total Annual Bonuses” which would cause an increase compared to previous years.

Other Notes

- The numbers presented in this document intentionally omit events that required more detailed reviews of identified employees and were time/resource intensive to accurately report (e.g. Promotions, Additional Compensation, Market Salary Adjustments, One-Pays, Revised Contracts, Work Hour Increases/Decreases, Per Course Instructor pay increases, and other miscellaneous salary changes that require more thorough reviews in order to report).
- The “Estimated Annual Pay Raise Cost” estimates the cost of increases on an annual basis and does not provide an actual cost of the pay raises in each year. In order to provide an actual cost, a much more extensive review of each employee job/pay record would be required (e.g. to account for proration based on time of increase, to remove costs if employees were on leave, etc.).
- The following jobs records were excluded from the numbers reported in this document in order to omit employees who are not normally reported in formal inquiries unless specifically requested:
 - Student jobs
 - Separately Incorporated Entities (SIEs) or Agency jobs (e.g. C-CORE). Memorial manages payroll for these external groups but these are not Memorial employees and are not normally included in official Memorial only reporting
 - Long term disability leave jobs
 - Salary Continuance jobs
 - Standardized Patient and Clinical Skills Facilitator jobs (both reside in the Faculty of Medicine)

From: Butler, Kaitlin Sophia
To: Dunne, Nicole
Subject: RE: ATIPP Request: 002-17-265-23
Date: Thursday, September 21, 2023 10:33:00 AM
Attachments: ATIPP Request 002-17-265-23.pdf

NOTE TO APPLICANT: The attachment is located on the subsequent pages.

IAP Office

Hi Nicole,

Thanks very much for this! I reviewed the document in detail and only have one point of feedback. I noticed a typo on page 2, which I highlighted in the attached. Would you be able to correct this and send it back to me?

Thank you!

Kaitlin

Kaitlin Butler
 Access and Privacy Analyst

From: Dunne, Nicole <nicoled@mun.ca>
Sent: Tuesday, September 19, 2023 4:13 PM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Cc: Wooley, Emily <ebenson@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Kaitlin,

I have attached the response record for this ATIPP request. Please let me know if you have any questions.

Thanks
 Nicole

NICOLE DUNNE | ADMINISTRATIVE STAFF SPECIALIST III

Department of Human Resources
 Arts and Administration Building, Room A-4040
 T 709 864 3074 | F 709 864 2700

www.mun.ca/hr

From: Dunne, Nicole
Sent: Tuesday, September 19, 2023 2:02 PM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Kaitlin,

NOTE TO APPLICANT: The remainder of this email is non-responsive to the request. As such, it is not included in the records.

IAP Office

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

ATIPP Request 002-17-265-23

This document provides a response to the following ATIPP request:

"The number of employees that got a pay raise, pay cut and/or bonus (or other forms of performance incentives) for the calendar year 2022. Separate this information by type (raise, cut or bonus) and year. Please provide the annual costs of these pay increases and bonuses. Provide equivalent records and/or ranges if exact amounts cannot be provided."

Pay Raises

The "Number of Employees with Pay Raises" was generated by counting employees with one or more of the identified pay increase types (see below) in the requested year (counting a maximum of one record per employee). The "Estimated Annual Pay Raise Cost" is the sum of the salary differences recorded between the old pay rates and the new pay rates based on any of the types identified.

Pay Raise Types Included:

- General Salary Increases
- Minimum Wage Increases
- Step Increases

Year	Number of Employees with Pay Raises	Estimated Annual Pay Raise Cost
2022	2624	\$ 4,849,859

Pay Cuts

A query was run to report jobs changes with a reason of Demotion. No records were returned.

Bonuses

The "Number of Employees with Bonuses" was generated by counting employees with one or more of the identified bonus events (see below) in the requested year (counting a maximum of one record per employee). "Total Annual Bonuses" is the sum of all bonuses (of the types identified below) paid in the requested year. While some of these earnings may not meet the ideal definition of a bonus, it is consistent with what Memorial reports as bonuses in the annual compensation disclosure to the Government of Newfoundland and Labrador.

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

Bonus Types Included:

- Bonus payments – includes special payments to Clinical Faculty and signing bonuses given as the results of bargaining agreements (e.g. Signing bonuses)
- Career Awards (e.g. Canada Research Awards)
- Northern Allowance
- Other Awards (e.g. Presidents Awards, Deans Awards)

Year	Number of Employees with Bonuses	Total Annual Bonuses
2022	683	\$ 1,380,427

s. 29(1) (a)

Notes: Some of the bonuses reported in the “Total Annual Bonuses” may have been funded externally but processed through Memorial’s payroll system. NAPE signing bonuses are included in the “Number of Employees with Bonuses” and the “Total Annual Bonuses” which would cause an increase compared to previous years.

Other Notes

- The numbers presented in this document intentionally omit events that required more detailed reviews of identified employees and were time/resource intensive to accurately report (e.g. Promotions, Additional Compensation, Market Salary Adjustments, One-Pays, Revised Contracts, Work Hour Increases/Decreases, Per Course Instructor pay increases, and other miscellaneous salary changes that require more thorough reviews in order to report).
- The “Estimated Annual Pay Raise Cost” estimates the cost of increases on an annual basis and does not provide an actual cost of the pay raises in each year. In order to provide an actual cost, a much more extensive review of each employee job/pay record would be required (e.g. to account for proration based on time of increase, to remove costs if employees were on leave, etc.).
- The following jobs records were excluded from the numbers reported in this document in order to omit employees who are not normally reported in formal inquiries unless specifically requested:
 - Student jobs
 - Separately Incorporated Entities (SIEs) or Agency jobs (e.g. C-CORE). Memorial manages payroll for these external groups but these are not Memorial employees and are not normally included in official Memorial only reporting
 - Long term disability leave jobs
 - Salary Continuance jobs
 - Standardized Patient and Clinical Skills Facilitator jobs (both reside in the Faculty of Medicine)

From: [Dunne, Nicole](#)
To: [Butler, Kaitlin Sophia](#)
Subject: RE: ATIPP Request: 002-17-265-23
Date: Thursday, September 21, 2023 10:46:50 AM
Attachments: [ATIPP Request 002-17-265-23.pdf.pdf](#)

NOTE TO APPLICANT: The attachment is located on the subsequent pages.

IAP Office

Excellent! I have the change made in the attached

Thanks!

N

NICOLE DUNNE | ADMINISTRATIVE STAFF SPECIALIST III

Department of Human Resources
 Arts and Administration Building, Room A-4040
 T 709 864 3074 | F 709 864 2700

www.mun.ca/hr

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Thursday, September 21, 2023 10:33 AM
To: Dunne, Nicole <nicoled@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Nicole,

Thanks very much for this! I reviewed the document in detail and only have one point of feedback. I noticed a typo on page 2, which I highlighted in the attached. Would you be able to correct this and send it back to me?

Thank you!

Kaitlin

Kaitlin Butler
 Access and Privacy Analyst

From: Dunne, Nicole <nicoled@mun.ca>
Sent: Tuesday, September 19, 2023 4:13 PM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Cc: Wooley, Emily <ebenson@mun.ca>
Subject: RE: ATIPP Request: 002-17-265-23

Hi Kaitlin,

I have attached the response record for this ATIPP request. Please let me know if you have any questions.

NOTE TO APPLICANT: The remainder of this email is non-responsive to the request. As such, it is not included in the records.

IAP Office

Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

ATIPP Request 002-17-265-23

This document provides a response to the following ATIPP request:

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Record created by Department of Human Resources to respond to ATIPP Request 002-17-265-23

Date: September 19, 2023

Bonus Types Included:

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- Northern Allowance
- Other Awards (e.g. Presidents Awards, Deans Awards)

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Other Notes

- The numbers presented in this document intentionally omit events that required more detailed reviews of identified employees and were time/resource intensive to accurately report (e.g. Promotions, Additional Compensation, Market Salary Adjustments, One-Pays, Revised Contracts, Work Hour Increases/Decreases, Per Course Instructor pay increases, and other miscellaneous salary changes that require more thorough reviews in order to report).
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 - Separately Incorporated Entities (SIEs) or Agency jobs (e.g. C-CORE). Memorial manages payroll for these external groups but these are not Memorial employees and are not normally included in official Memorial only reporting
 - Long term disability leave jobs
 - Salary Continuance jobs
 - Standardized Patient and Clinical Skills Facilitator jobs (both reside in the Faculty of Medicine)

From: [Butler, Kaitlin Sophia](#)
To: [Noseworthy, Maggie](#)
Subject: RE: Two new ATIPP requests
Date: Tuesday, October 24, 2023 11:18:00 AM

Thanks, Maggie! I'll get him to clarify the timeframe of his requests.

s. 29(1) (a)

I'll wait to get the clarification from the Applicant

Thanks,
K

Kaitlin Butler
Access and Privacy Analyst

From: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Sent: Tuesday, October 24, 2023 11:16 AM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: Two new ATIPP requests

Thanks, Kaitlin.

s. 29(1) (a)

s. 29(1) (a)

Thanks,
M

Maggie Noseworthy | B.A., LL.B. (she/her)
 University Access and Privacy Advisor (Interim)
 Office of the General Counsel
 Memorial University of Newfoundland
 St. John's | Newfoundland and Labrador | A1C 5S7

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Tuesday, October 24, 2023 9:17 AM
To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Subject: RE: Two new ATIPP requests

Hi Maggie,

s. 29(1) (a)

002-17-286-23:

s. 29(1) (a)

1. All bonuses/special payments paid to C-CORE executives
2. All bonuses paid to C-CORE management employees from 2019 to 2022

002-17-287-23:

1. All bonuses/special payments paid to Genesis executives
2. All incentives paid to Genesis management employees from 2019 to 2022

Thanks,

Kaitlin

Kaitlin Butler
Access and Privacy Analyst

From: Noseworthy, Maggie <maggie.noseworthy@mun.ca>

Sent: Monday, October 23, 2023 4:38 PM

To: Joyce, Mitchell <mjj246@mun.ca>; Dawe, Emily Abigail <ead383@mun.ca>; Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>

Subject: RE: Two new ATIPP requests

Sorry, just looked again and Kaitlin is actually next up, so we'll assign these one to Kaitlin.

Emily will get the next one.

Thanks,
M

Maggie Noseworthy | B.A., LL.B. (she/her)
University Access and Privacy Advisor (Interim)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador | A1C 5S7

From: Noseworthy, Maggie

Sent: Monday, October 23, 2023 4:36 PM

To: Joyce, Mitchell <mjj246@mun.ca>; Dawe, Emily Abigail <ead383@mun.ca>; Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>

Subject: RE: Two new ATIPP requests

Thanks, Mitchell.

Please assign both of these to Emily.

s. 29(1) (a)

Ok, Emily?

Thanks,
M

Maggie Noseworthy | B.A., LL.B. (she/her)
University Access and Privacy Advisor (Interim)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador | A1C 5S7

From: Joyce, Mitchell <mjj246@mun.ca>

Sent: Monday, October 23, 2023 4:14 PM

To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>; Dawe, Emily Abigail <ead383@mun.ca>;
Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>

Subject: Two new ATIPP requests

Hi everyone,

I set up the two files below this afternoon. This was originally four requests but the applicant agreed to combine them into two.

002-17-286-23:

1. *All bonuses/special payments paid to C-CORE executives*
2. *All bonuses paid to C-CORE management employees from 2019 to 2022*

002-17-287-23:

1. *All bonuses/special payments paid to Genesis executives*
2. *All incentives paid to Genesis management employees from 2019 to 2022*

Mitchell

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
Information Access and Privacy (IAP) Office
Memorial University of Newfoundland
St. John's, Newfoundland

www.mun.ca/iap

From: [Noseworthy, Maggie](#)
To: [Butler, Kaitlin Sophia](#)
Subject: RE: Two new ATIPP requests
Date: Tuesday, October 24, 2023 4:06:06 PM

Yes, Kaitlin. Sounds good.

[REDACTED]

s. 29(1) (a)

Thanks,
M

Maggie Noseworthy | B.A., J.L.B. (she/her)
University Access and Privacy Advisor (Interim)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador | A1C 5S7

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Tuesday, October 24, 2023 3:12 PM
To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Subject: RE: Two new ATIPP requests

Hi Maggie,

I heard back from this Applicant after about the time frame for his requests. He said he'd like to change it to January 1, 2019 to present [REDACTED]

[REDACTED]

s. 29(1) (a)

Thanks,

Kaitlin

Kaitlin Butler
Access and Privacy Analyst

From: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Sent: Tuesday, October 24, 2023 11:16 AM
To: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: Two new ATIPP requests

Thanks, Kaitlin.

[REDACTED]

s. 29(1) (a)

NOTE TO APPLICANT: The remainder of this email thread is located previously in the records.

IAP Office

From: Joyce, Mitchell
To: Noseworthy, Maggie; Dawe, Emily Abigail; Butler, Kaitlin Sophia
Subject: Two new ATIPP requests
Date: Wednesday, October 25, 2023 9:40:36 AM

Hi everyone,

s. 29(1) (a)

I set up two new ATIPP request files this morning. [REDACTED] This is now their 15th active request with us of our total 22 requests...

002-17-289-23:

Genesis Centre reviews: Genesis' Board of Directors review by consultant to review compensation completed in February 2022. Genesis June 2022 consultant review of management positions

020-09-05-23: (Full wording in file folder)

1) Please supply details of the external costs incurred by MUN in all proceedings with [REDACTED] s. 40(1)
 [REDACTED] as set out below

LIST OF PROCEEDINGS.

2) Please supply details of all other legal fees and paid to external counsel in connection with all matters relating to [REDACTED] such as general advice files and other files not yet subject to litigation

s. 40(1)

Thanks,
 Mitchell

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
 Information Access and Privacy (IAP) Office
 Memorial University of Newfoundland
 St. John's, Newfoundland

www.mun.ca/iap

From: [Butler, Kaitlin Sophia](#)
To: [Noseworthy, Maggie](#); [Joyce, Mitchell](#)
Subject: RE: Weekly report draft
Date: Friday, October 27, 2023 2:36:00 PM

Hi Mitchell,

The time frame for 2 of my requests were revised. Please see below:

ATIPP Request 002-17-286-23:

1. *All bonuses/special payments paid to C-CORE executives*
2. *All bonuses paid to C-CORE management employees*

Time frame: 1 January 2019 – 23 October 2023

ATIPP Request 002-17-287-23:

1. *All bonuses/special payments paid to Genesis executives*
2. *All incentives paid to Genesis management employees*

Time frame: 1 January 2019 – 23 October 2023

Thank you,

Kaitlin

Kaitlin Butler
 Access and Privacy Analyst

From: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Sent: Friday, October 27, 2023 2:19 PM
To: Joyce, Mitchell <mjj246@mun.ca>; Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: RE: Weekly report draft

Thanks, Mitchell.

This looks good to me –

s. 29(1) (a)

M

Maggie Noseworthy | B.A., LL.B. (she/her)
 University Access and Privacy Advisor (Interim)
 Office of the General Counsel
 Memorial University of Newfoundland
 St. John's | Newfoundland and Labrador | A1C 5S7

From: Joyce, Mitchell <mjj246@mun.ca>
Sent: Friday, October 27, 2023 1:42 PM
To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>; Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Subject: Weekly report draft

Hi Kaitlin and Maggie,

s. 29(1) (a)

Attached is the draft for the Weekly report to be sent out this afternoon.

Thanks,
Mitchell

.....

Mitchell Joyce | Access and Privacy Analyst

Office of the General Counsel
Information Access and Privacy (IAP) Office
Memorial University of Newfoundland
St. John's, Newfoundland

www.mun.ca/iap

From: Marcomm Information on behalf of Newscast
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] Planned power outages for Saturday, July 8
Date: Wednesday, June 28, 2023 10:02:27 AM

Facilities Management has scheduled power outages on Saturday, July 8, affecting normal power to a number of St. John's campus buildings. The outages are required to complete work associated with the main electrical substation upgrades project. Affected buildings will be closed during these periods. If these closures result in accessibility concerns, please call Campus Enforcement and Patrol at 709-864 8561 for assistance.

Outage durations and affected buildings are as follows:

Duration: 8 a.m.-4 p.m. (8 hours)

Buildings affected:

- Engineering and Applied Science
- National Research Council
- Earth Sciences
- University Centre

Duration: 2-5 p.m. (3 hours)

Buildings affected:

- Business Administration
- St. John's College
- Coughlan College
- C CORE and Centrifuge Centre
- Queen's College
- Spencer Hall
- Field Hall

Building occupants are advised to make arrangements to shut down all computer equipment prior to the outage. Emergency building power, on those buildings with emergency power, will not be affected. FM appreciates your co-operation during this important upgrade to campus infrastructure.

From: Joyce, Mitchell
To: Anthony, Sarah; Belbin, Bruce; Butler, Kaitlin Sophia; Dawe, Emily Abigail; Edwards, Laura; Elliott, Renee; Janes, David Charles; Joyce, Mitchell; Kavanagh, Jillian; Kearsey, Michelle; Kielly, Michael John; Kruger, Stine; Noseworthy, Maggie; Porter, Jennifer; Randell, Alison; Whelan, Heather; Whelan, Meaghan; AVPA Students; Beh, Patricia; Brown, Margot; Browne, Lisa; Dyke, Paula; Head, Neil Martin; Millan, Roxanne; Nie, Jinghua; Pike, Darlene; Tibbo, Carol; Worsfold, Scott
Subject: ATIPP Request weekly report 23-27 October
Date: Friday, October 27, 2023 3:22:25 PM
Attachments: 23-27 Oct. 2023.pdf

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Good afternoon,

Attached is a report of the ATIPP requests received from 23-27 October 2023.

Kind regards,
 Mitchell

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
 Information Access and Privacy (IAP) Office
 Memorial University of Newfoundland
 St. John's, Newfoundland

www.mun.ca/iap

Memorial University ATIPP Requests Received October 23 - 27, 2023

IAP Office File #	Description of Request	Date Received
1. 002-17-285-23	General Information: All fees paid to external consultant Sheila Devine. Please include the total amount	23 Oct. 2023
2. 002-17-286-23	General Information: 1. All bonuses/special payments paid to C-CORE executives 2. All bonuses paid to C-CORE management employees Timeframe: 1 January 2019 - 23 October 2023	23 Oct. 2023
3. 002-17-287-23	General Information: 1. All bonuses/special payments paid to Genesis executives 2. All incentives paid to Genesis management employees Timeframe: 1 January 2019 - 23 October 2023	23 Oct. 2023
4. 002-17-288-23	General Information: All vehicle allowances paid to Memorial executive and management staff	23 Oct. 2023
5. 002-17-289-23	General Information: Genesis Centre reviews: Genesis' Board of Directors review by consultant to review compensation completed in February 2022. Genesis June 2022 consultant review of management positions	25 Oct. 2023
6. 020-09-05-23	General Information: Details of costs of external counsel incurred by MUN re: specified court proceedings.	25 Oct. 2023
7. 019-31-01-23	Personal Information: Records re: applicant	25 Oct. 2023

From: Joyce, Mitchell
To: Noseworthy, Maggie; Butler, Kaitlin Sophia; Dawe, Emily Abigail
Subject: New ATIPP request - File #002-17-292-23
Date: Thursday, November 2, 2023 12:10:03 PM

Hi everyone ,

I just set up the file for the new request below. I just discussed this with Maggie and it seems best to have Kaitlin take this one as it is another similar SIE related request from the same applicant as the ones she already has.

002-17-292-23

All vehicle allowances paid to Genesis executive and management staff from January 1, 2019 to present.

Thanks,
 Mitchell

.....

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
 Information Access and Privacy (IAP) Office
 Memorial University of Newfoundland
 St. John's, Newfoundland

www.mun.ca/iap

From: Joyce, Mitchell
To: Noseworthy, Maggie; Dawe, Emily Abigail; Butler, Kaitlin Sophia
Subject: New ATIPP request - 002-17-293-23
Date: Thursday, November 2, 2023 2:00:31 PM

Hi everyone,

I just set up another new file for SIE vehicle allowances.

s. 40(1)

002-17-293-23

All vehicle allowances paid to Centre for Fisheries Innovation executive and management staff from January 1, 2019 to present.

Thanks,
Mitchell

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
Information Access and Privacy (IAP) Office
Memorial University of Newfoundland
St. John's Newfoundland

www.mun.ca/iap

From: [Noseworthy, Maggie](#)
To: [Butler, Kaitlin Sophia](#)
Subject: RE: Summary of ATIPP Requests received re: SIEs
Date: Thursday, November 2, 2023 3:58:28 PM

This is fantastic, Kaitlin,

s. 29(1) (a)

Thanks so much for this,
M

Maggie Noseworthy | B.A., LL.B. (she/her)
University Access and Privacy Advisor (Interim)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador | A1C 5S7

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Thursday, November 2, 2023 3:46 PM
To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Subject: Summary of ATIPP Requests received re: SIEs

Hi Maggie,

s. 29(1) (a)

I completed a summary of ATIPP requests we've received to date about SIEs. There are 9 in total and I've color coded the different SIEs in the below table. I thought you'd want to see the summary, so I'm sharing it below.

s. 29(1) (a)

ATIPP Requests about SIEs				
No.	Request Number	Request Wording	Date Received	Response
1.	018-13-01-22	<i>I am writing to request an unredacted copy of the agreement between Memorial University/The Works and Deacon Sports and Entertainment/Newfoundland Growlers. This agreement, announced in late November, relates to the formation of the Newfoundland Growlers basketball team, which will compete in the Canadian Elite Basketball League, and play its home games at Memorial's Field House.</i>	4 February 2022	- Record not in University's custody or control. - The referenced agreement is between Memorial University Recreation Complex Inc. ("MURC") (a separately incorporated entity) and Deacon Sports and Entertainment Ltd. As a separately incorporated entity MURC is not a public body as defined by ATIPPA, 2015 and therefore its records are outside the purview of the legislation.
2.	s. 40(1) 001-18-01-22	<i>"I am requesting access to all documents from Genesis Centre in reference to Calcanna Extraction Inc. regarding the decision to not grant access to the Enterprise program. Said documentation shall include all correspondence in reference to as well as Calcanna Extraction Inc., including but not limited, to all electronic files, reports, emails threads, text messages, instant messaging threads, voice recordings, video recordings, meeting minutes, notes, etc. between consultants, staff, board members, and other people involved during the selection process.</i> <i>Specifically, I am requesting all correspondence regarding Calcanna Extraction Inc. between the dates of January 15th, 2022 to April 30, 2022. All correspondence should focus on the following persons, consultants, employees and board members of Genesis and Calcanna Extraction Inc., both past and present:</i> · Michelle Simms; · Colin Corcoran; · Andrew Goldsworthy;	s. 40(1) 29 August 2022	- Record not in University's custody or control. - The Genesis Centre is a separately incorporated entity and not a public body as defined by ATIPPA, 2015; as such, the requested records are outside the purview of the legislation.

		· Aiden Moores; · Rhonda Hutton; · Bradley Dobbin; · Darlene Puddister; · Douglas Kennedy		
3.	007-08-01-23	I am requesting all information regarding discounts, reduced fees, credits, refunds, and registration for every other week (week on/week off) for after-school childcare at MUN's Childcare Centre's Activity Centre. I am requesting email (internal and external), internal documents (handwritten and digital), receipts, and any other means someone may use for recording information. I am requesting this information from the Childcare Centre's Front Office, Activity Centre, and Executive Director's Office. I am also requesting correspondence to and from the ATIPP Office and the respective departments in regards to this request."	7 February 2023	- Record not in University's custody or control. - Memorial University's Childcare Centre is a separately incorporated entity. - As a separately incorporated entity the Childcare Centre is not a public body as defined by ATIPPA, 2015 and therefore its records are outside the purview of the legislation.
4.	003-39-02-23	The current March 2023 supply contract pricing for all the swimming pool chemicals purchased for the Aquarena, including the full cost of the Sodium Hypochlorite 205L drum and the cost of drum deposit and shipping..	22 March 2023	- Record not in University's custody or control. - The Works - Aquarena is a separately incorporated entity. - As a separately incorporated entity The Works – Aquarena is not a public body as defined by ATIPPA, 2015 and therefore its records are outside the purview of the legislation.
5.	002-17-286-23	1. All bonuses/special payments paid to C-CORE executives 2. All bonuses paid to C-CORE management employees Time frame: 1 January 2019 – 23 October 2023	23 October 2023	Active request – decision not rendered yet
6.	002-17-287-23	1. All bonuses/special payments paid to Genesis executives 2. All incentives paid to Genesis management employees Time frame: 1 January 2019 – 23 October 2023	23 October 2023	Active request – decision not rendered yet
7.	002-17-289-23	Genesis Centre reviews: Genesis' Board of Directors review by consultant to review compensation completed in February 2022. Genesis June 2022 consultant review of management positions.	25 October 2023	Active request – decision not rendered yet
8.	002-17-292-23	All vehicle allowances paid to Genesis executive and management staff from January 1, 2019 to present.	2 November 2023	Active request – decision not rendered yet
9.	002-17-293-23	All vehicle allowances paid to Centre for Fisheries Innovation executive and management staff from January 1, 2019 to present.	2 November 2023	Active request – decision not rendered yet

Summary:

	Total
# of requests about the Childcare Centre	1
# of requests about The Works/Aquarena	2
# of requests about C-CORE	1
# of requests about Genesis	4
# of requests about Centre for Fisheries Innovation	1

Thank you,

Kaitlin

Kaitlin Butler | Access and Privacy Analyst
Information Access and Privacy (IAP) Office
Office of the General Counsel

Memorial University of Newfoundland
St. John's, Newfoundland and Labrador

www.mun.ca/lap

From: Butler, Kaitlin Sophia
To: Maggie Noseworthy (maggie.noseworthy@mun.ca)
Subject: ATIPP Request: 002-17-286-23 - Draft Combined Advisory/Decision
Date: Monday, November 6, 2023 9:50:00 AM

Hi Maggie,

Below is the draft combined advisory/decision for this request. While only the advisory response is due today, we're able to get this one out early.

This is one of 5 SIE related ATIPP requests that we're sending out a combined advisory/decision letter on today

s. 29(1) (a)

Please let me know if you have any feedback.

Thank you,
 Kaitlin

(The following is sent on behalf of Ms. Maggie Noseworthy, University Access and Privacy Advisor (Interim))

Good morning:

Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act, 2015* (Our File # 002-17-286-23)

On 23 October 2023, we received your two requests regarding C-CORE, which you agreed to combine into one request as follows:

1. *All bonuses/special payments paid to C-CORE executives*
2. *All bonuses paid to C-CORE management employees from 2019 to 2022*

On 24 October 2023, you clarified via email that the time frame of your request is 1 January 2019 to 23 October 2023.

We note that this correspondence serves as both your advisory response and decision letter in response to the above noted request.

Memorial University has reviewed your request and after careful consideration, we have concluded that the requested record is not in the custody and control of the University. C-CORE is a separately incorporated entity. As a separately incorporated entity, C-CORE is not a public body as defined by *ATIPPA, 2015* and therefore its records are outside the purview of the legislation. The Information and Privacy Commissioner previously reviewed access requests involving separately incorporated entities and agreed with the position that they are not within Memorial's custody and control nor are they a public body as defined by the legislation. The Commissioner issued reports A-

s. 29(1) (a)

2023-029 and A-2023-020 [REDACTED] this position.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner	Telephone: (709) 729-6309
2 Canada Drive	Toll-Free: 1-877-729-6309
P. O. Box 13004, Stn. A	Facsimile: (709) 729-6500
St. John's, NL A1B 3V8	Email: commissioner@oipc.nl.ca

You may also appeal directly to the Supreme Court Trial Division within 15 business days of receipt of this letter, pursuant to section 52 of the Act. A copy of this section of the Act has been enclosed for your reference.

If you have any questions, please feel free to contact the IAP office by email at iap@mun.ca.

Sincerely,

Maggie Noseworthy

Maggie Noseworthy | B.A., LL.B. (she/her)
 University Access and Privacy Advisor (Interim)
 Office of the General Counsel
 Memorial University of Newfoundland
 St. John's | Newfoundland and Labrador | A1C 5S7

From: [Noseworthy, Maggie](#)
To: [Butler, Kaitlin Sophia](#)
Subject: RE: ATIPP Request: 002-17-286-23 - Draft Combined Advisory/Decision
Date: Monday, November 6, 2023 9:57:44 AM

Hi,

I just made a few tiny edits. This letter works for all 5 decisions.

Thanks,
M

Maggie Noseworthy | B.A., J.L.B. (she/her)
University Access and Privacy Advisor (Interim)
Office of the General Counsel
Memorial University of Newfoundland
St. John's | Newfoundland and Labrador A1C 5S7

From: Butler, Kaitlin Sophia <kaitlin.butler@mun.ca>
Sent: Monday, November 6, 2023 9:50 AM
To: Noseworthy, Maggie <maggie.noseworthy@mun.ca>
Subject: ATIPP Request: 002-17-286-23 - Draft Combined Advisory/Decision

Hi Maggie,

Below is the draft combined advisory/decision for this request. While only the advisory response is due today, we're able to get this one out early.

This is one of 5 SIE related ATIPP requests that we're sending out a combined advisory/decision letter on today. [REDACTED]

[REDACTED]
s. 29(1) (a)

Please let me know if you have any feedback.

Thank you,
Kaitlin

(The following is sent on behalf of Ms. Maggie Noseworthy, University Access and Privacy Advisor (Interim))

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We note that this correspondence serves as both your advisory response and decision letter in response to the above noted request.

Memorial University has reviewed your request and after careful consideration, we have concluded that the requested record is not in the custody and control of the University. C-CORE is a separately incorporated entity. As a separately incorporated entity, C-CORE is not a public body as defined by *ATIPPA, 2015* and therefore its records are outside the purview of the legislation. The Information and Privacy Commissioner previously reviewed access requests involving separately incorporated entities and agreed with the position that they are not within Memorial's custody and control nor are they a public body as defined by the legislation. The Commissioner has issued reports A-2023-029 and A-2023-020 [REDACTED] in support of this position. **s. 29(1) (a)**

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

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If you have any questions, please feel free to contact the IAP office by email at iap@mun.ca.

Sincerely,

Maggie Noseworthy

Maggie Noseworthy | B.A., LL.B. (she/her)
 University Access and Privacy Advisor (Interim)
 Office of the General Counsel
 Memorial University of Newfoundland
 St. John's | Newfoundland and Labrador | A1C 5S7

From: iapp
To: Anthony, Sarah; Belbin, Bruce; Butler, Kaitlin Sophia; Dawe, Emily Abigail; Edwards, Laura; Elliott, Renee; Jones, David Charles; Joyce, Mitchell; Kavanagh, Jillian; Kearsey, Michelle; Kielly, Michael John; Kruger, Stine; Noseworthy, Maggie; Porter, Jennifer; Randell, Alison; Whelan, Heather; Whelan, Meaghan; AYPA Students; Beh, Patricia; Brown, Margot; Browne, Lisa; Dyke, Paula; Head, Neil Martin; Millan, Roxanne; Nie, Jinghua; Pike, Darlene; Tibbo, Carol; Worsfold, Scott
Subject: ATIPP requests received - 30 Oct - 3 Nov 2023
Date: Monday, November 6, 2023 10:46:28 AM
Attachments: 30 Oct - 3 Nov, 2023.pdf

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

Good morning,

Please find attached the weekly report of ATIPP requests received from last week (30 Oct - 3 Nov 2023).

Kind regards,
 Mitchell

Mitchell Joyce Access and Privacy Analyst

Office of the General Counsel
 Information Access and Privacy (IAP) Office
 Memorial University of Newfoundland
 St. John's, Newfoundland

www.mun.ca/iap

Memorial University ATIPP Requests Received 30 October – 3 November, 2023

IAP Office File #	Description of Request	Date Received
1. 002-17-290-23	General Information: All information re the \$1,792 custom-made chocolates purchased in December 2020 by the President's Office and used as gifts including the total number of chocolates and how many people they were given to.	30 Oct. 2023
2. 007-11-01-23	General Information: Copies of the requested versions or revisions of HOK's proposals to MUN for additional services, prepared in connection with the Core Science Building	31 Oct. 2023
3. 013-26-12-23	General Information: An updated list of all deferred maintenance items, by building, on the St. John's Campus, as well as the Facilities Condition Index (FCI) for each building.	1 Nov. 2023
4. 002-17-291-23	General Information: All information in possession of the President's Office re the \$190 million non-operating funds that the president was responsible for during the last fiscal year.	1 Nov. 2023
5. 002-17-292-23	General Information: All vehicle allowances paid to Genesis executive and management staff from January 1, 2019 to present.	2 Nov. 2023
6. 002-17-293-23	General Information: All vehicle allowances paid to Centre for Fisheries Innovation executive and management staff from January 1, 2019 to present.	2 Nov. 2023