

From: Lokash, Jennifer
To: Glenn Barnes
Cc: Collins, Victoria; Browne, Lisa; Sutherland, Ian
Subject: Emerging issue
Date: Friday, December 29, 2023 12:21:18 PM

Good day, Glenn,

s. 40(1)

[REDACTED] I wanted to alert you to a currently unfolding cyber security issue— [REDACTED] definitely affecting Grenfell Campus, [REDACTED]

s. 29(1) (a)

[REDACTED] Actions taken: [REDACTED] the Chief Risk

s. 31(1)(l)

s. 35(1) (g)

Officer has called an EOC, and we have [REDACTED] and cyber coaches providing assistance. [REDACTED]

[REDACTED]

s. 29(1) (a)

s. 35(1) (g)

s. 29(1) (a)

[REDACTED] Please stress the need for confidentiality, and assure the board we are handling it. I'll update you further later today.

Jennifer

Dr. Jennifer Lokash
 Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*
 Public Orator
 Memorial University of Newfoundland and Labrador
 WebEx room: [https://mun.webex.com/meet/\[REDACTED\]](https://mun.webex.com/meet/[REDACTED])

s. 31(1)(l)

I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

s. 40(1)

From: Tobin, Holly
To: Browne, Lisa; [REDACTED]
Cc: McDougall, Greg; Janes, David Charles
Subject: EOC Update
Date: Friday, December 29, 2023 2:05:00 PM
Attachments: EOC Org Chart.docx
EOC Incident Action Plan 12-29-2023.xlsx

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

IAP Office

Hi Lisa and Ian,

Please find attached our EOC org chart along with our Incident Action Plan.

[REDACTED] s. 29(1) (a)
 [REDACTED] We'll schedule our next EOC meeting for after that.

There have been no media inquiries or social media posts regarding the service outage at Grenfell to date. But there are staff, and a limited number of students in residence on the Grenfell campus who would not have internet or access to any IT services at this point. For that reason, Marcomm is drafting a message for the executive policy group to approve [REDACTED]

[REDACTED] More details will be forthcoming on that.

s. 29(1) (a)

Please let me know if you have any questions.

Thanks,

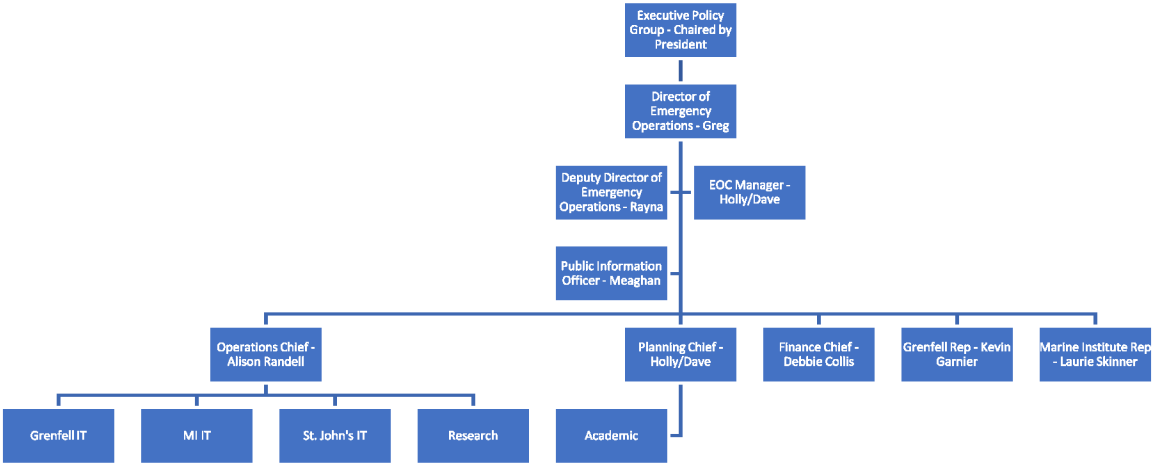
Holly

HOLLY TOBIN MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 Facilities Management Building FM1024
 St John's, Newfoundland A1C 5S7
 T 709 864 7661 C [REDACTED] F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become



Objective	Description	Assigned To	Date Assigned	Due Date	Priority	Status	Actions Taken	Date Completed
s. 29(1) (a)	s. 31(1)(l)	Operations Section - Alison Randell	29-Dec-23	High	In Progress	[Redacted]		
						[Redacted] Connections have been closed between campuses and with external partners		
						[Redacted] Internet has been disabled at Grenfell and Marine Institute Campuses.		
		Operations Section - Alison Randell	29-Dec-23	High	In Progress	[Redacted]		
		[Redacted]			Hold	PIO drafting message to be sent to MUN leadership and staff, and to students currently living on campus at Grenfell later today. Exec Policy Group to approve messaging.		
Activate EOC	Activate EOC to support response efforts	Director of Emergency Operations	29-Dec-23	29-Dec-23	Complete	Initial meeting held at 12:30 PM on 29-Dec-23. Further meetings to be scheduled.		

From: [Tobin, Holly](#) s. 40(1)
To: [REDACTED] [Browne, Lisa](#)
Cc: [McDougall, Greg](#)
Subject: RE: EOC Update
Date: Friday, December 29, 2023 2:27:13 PM
Attachments: [REDACTED] IAP Office

NOTE TO APPLICANT: The attachment, located on page 7, is redacted pursuant to s. 29(1) (a) and s. 31(1) (l).

Hi Lisa and Ian, s. 29(1) (a)

[REDACTED]

s. 29(1) (a)

[REDACTED]

s. 29(1) (a)

Thanks

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
Memorial University of Newfoundland
Facilities Management Building FM1024
St. John's, Newfoundland | A1C 5S7
T 709 864 7661 | C [REDACTED] | F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: [REDACTED] s. 40(1)
Sent: Friday, December 29, 2023 2:18 PM
To: Tobin, Holly <htobin@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>
Subject: Re: EOC Update

Thanks Holly, appreciate it.

Ian

From: Tobin, Holly <htobin@mun.ca>
Date: Friday, December 29, 2023 at 6:42 PM
To: [REDACTED] <[REDACTED]> s. 40(1)
Subject: FW: EOC Update

Hi Lisa and Ian,

Please find attached our EOC org chart along with our Incident Action Plan.

s. 29(1) (a)

[REDACTED] We'll schedule our next EOC meeting for after that.

There have been no media inquiries or social media posts regarding the service outage at Grenfell to date. But there are staff, and a limited number of students in residence on the Grenfell campus who would not have internet or access to any IT services at this point. For that reason, Marcomm is drafting a message for the executive policy group to approve [REDACTED]

[REDACTED] More details will be forthcoming on that.

s. 29(1) (a)

Please let me know if you have any questions.

Thanks,

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
Memorial University of Newfoundland
Facilities Management Building FM1024
St. John's, Newfoundland | A1C 5S7
T 709 864 7661 | C [REDACTED] | F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: [Whelan, Meaghan](#)
To: [Ian Sutherland](#); [Browne, Lisa](#)
Cc: [Tobin, Holly](#); [McDougall, Greg](#); [Randell, Alison](#)
Subject: RE: [EXTERNAL SENDER] Re: EOC Update
Date: Friday, December 29, 2023 2:41:19 PM
Attachments: [Initial statement - IT issue v1.docx](#)

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

Hi Ian & Lisa,

s. 29(1) (a)

but sharing it with you now in the hopes that we can speed up the approval process. When you say a lot, do you have a sense of how many that is?

Thanks,
Meaghan

From:

s. 40(1)

Sent: Friday, December 29, 2023 2:35 PM

To: Browne, Lisa <lisa.browne@mun.ca>

Cc: Tobin, Holly <htobin@mun.ca>; McDougall, Greg <gmcdougall@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Randell, Alison <alrandell@mun.ca>

Subject: [EXTERNAL SENDER] Re: EOC Update

Agree. Grenfell CEP is getting a lot of calls about access already.

s. 29(1) (a)

IAN SUTHERLAND (he/they) PhD | VICE-PRESIDENT (Grenfell Campus)

Office of the Vice President (AS374B) | Grenfell Campus
 Memorial University of Newfoundland & Labrador
 Corner Brook, Newfoundland & Labrador, Canada A2H 6P9
 T [709 639 6551](tel:7096396551) | F [709 637 6218](tel:7096376218)

www.grenfell.mun.ca/

Instagram @VPGrenfell @GrenfellCampus | Twitter @VPGrenfell @GrenfellCampus

We acknowledge that Grenfell Campus is in traditional Mi'kmaw territory, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Sent from my iPhone

On Dec 29, 2023, at 7:02 PM, Browne, Lisa <lisa.browne@mun.ca> wrote:

Hi folks,

s. 29(1) (a)

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

Lisa

Sent from my iPhone

On Dec 29, 2023, at 2:27 PM, Tobin, Holly <htobin@mun.ca> wrote:

Hi Lisa and Ian,

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

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

Thanks

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
Memorial University of Newfoundland
Facilities Management Building FM1024
St. John's, Newfoundland | A1C 5S7
T 709 864 7661 | C [REDACTED] | F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: [REDACTED] s. 40(1)

Sent: Friday, December 29, 2023 2:18 PM

To: Tobin, Holly <htobin@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>

Subject: Re: EOC Update

Thanks Holly, appreciate it.

Ian

From: Tobin, Holly <htobin@mun.ca>

Date: Friday, December 29, 2023 at 6:42 PM

To: [REDACTED] s. 40(1)

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

APPROVAL PROCESS AND COMMUNICATIONS CHANNELS

EOC Dec. 29, 2023

CONFIDENTIAL COMMUNICATIONS ADVICE

Subject: IT issue impacting Grenfell Campus and Marine Institute

Memorial is aware of an issue with IT services at Grenfell Campus and the Marine Institute. This may impact websites, email and other online services. Work is ongoing to assess the impact and more information will be shared as it becomes available.

Access to emergency services is not affected. In the event of an emergency, please call 911. At Grenfell campus, Campus Enforcement and Patrol can be reached at 709 637-2888. At the Marine Institute, security can be reached at 709 778-0644.

Item	Timing	Person responsible	Notes
Content drafted by Meaghan Whelan. Initial review by Alison Randell, Laura Edwards			s. 29(1) (a) s. 31(1)(l)
Content approved by Lisa Browne, Ian Sutherland, Greg McDougall			
Distribution –	s. 29(1) (a)		
SLC via email		Meaghan Whelan	
Students in residence (Grenfell)		Residence advisor via Laura Edwards	
MUN Safe Grenfell & St. John's (in-app message –)		Grenfell – Laura Edwards St. John's – Meaghan Whelan	

s. 29(1) (a)

s. 29(1) (a)

From: [Randell, Alison](#)
To: [Whelan, Meaghan](#); [Ian Sutherland](#); [Browne, Lisa](#)
Cc: [Tobin, Holly](#); [McDougall, Greg](#)
Subject: Privileged & Confidential - Prepared at the Request of Counsel - EOC Update
Date: Friday, December 29, 2023 2:54:15 PM

s. 29(1) (a)

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer
 Memorial University of Newfoundland
 Spencer Hall - SP4015
 220 Prince Philip Drive, St. John's, NL, A1C 5S7
 T 709.864.2063
Alison.Randell@mun.ca | www.mun.ca/cio

From: Whelan, Meaghan <mcwhelan@mun.ca>
Sent: Friday, December 29, 2023 2:41 PM
To: Ian Sutherland <[REDACTED]>; Browne, Lisa <lisa.browne@mun.ca>
Cc: Tobin, Holly <htobin@mun.ca>; McDougall, Greg <gmcdougall@mun.ca>; Randell, Alison <alrandell@mun.ca>
Subject: RE: [EXTERNAL SENDER] Re: EOC Update

Hi Ian & Lisa, s. 29(1) (a)

[REDACTED] but sharing it with you now in the hopes that we can speed up the approval process. When you say a lot, do you have a sense of how many that is?

Thanks,
 Meaghan

From: Ian Sutherland <[REDACTED]>
Sent: Friday, December 29, 2023 2:35 PM
To: Browne, Lisa <lisa.browne@mun.ca>
Cc: Tobin, Holly <htobin@mun.ca>; McDougall, Greg <gmcdougall@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Randell, Alison <alrandell@mun.ca>
Subject: [EXTERNAL SENDER] Re: EOC Update

Agree [REDACTED] Grenfell CEP is getting a lot of calls about access already.

s. 29(1) (a)

IAN SUTHERLAND (he/they) PhD | VICE-PRESIDENT (Grenfell Campus)

Office of the Vice President (AS374B) | Grenfell Campus
 Memorial University of Newfoundland & Labrador
 Corner Brook, Newfoundland & Labrador, Canada A2H 6P9
 T [709.639.6551](tel:709.639.6551) | F [709.637.6218](tel:709.637.6218)

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

IAP Office

Pearcey, Krista Marie

From: Whelan, Meaghan
Sent: Friday, December 29, 2023 3:46 PM
To: VP Research; Allen, Tana; Andersen, Catharyn; Avery, Angela; Indigenous Research; Beh, Patricia; Blackwood, Penny; President, The; paul.brett@mi.mun.ca; Brown, Trevor; Brown, Margot; Browne, Lisa; Bugden, Shawn; Karen Bulmer; Butler, Kelly Anne; kcarter@grenfell.mun.ca; Casey, Cristin; mcheema@grenfell.mun.ca; Chief Information Officer; angie.clarke@mi.mun.ca; pcolbourne@grenfell.mun.ca; Collins, Victoria; Collis, Deborah; Craig, Ailsa; Ashlee Cunsolo; Dean - Faculty of Business Administration; feasdean; deansgs; HKR Dean; Dean of Humanities & Social Sciences; Dean of Libraries; musicdean; Dean of Science; deansocialwork; AVPA Students; Dove, Jennifer; Dyke, Paula; ledwards@grenfell.mun.ca; Fridgen, Travis; kmgarnier@grenfell.mun.ca; Giwa, Sulaimon; Gosine, Raymond; mhaghiri@grenfell.mun.ca; Hardy Cox, Donna; vhutchings@grenfell.mun.ca; kjacobse@grenfell.mun.ca; sjenniex@grenfell.mun.ca; jillian.kavanagh@mi.mun.ca; Keeping, Dianne; Keyte, Jennifer; Knutson, Sonja; Luther, Rayna Jenevieve; Matthews, Keith; Chief Risk Officer; Dean of Medicine : McKeen, Dr. Dolores; McKivor, Lee Ann; Meaney, Richard; Millan, Roxanne; Miller, David; Mullings, Delores; Myrick, Kim; nie@mun.ca; Osmond-Johnson, Pamela; csparsons@grenfell.mun.ca; Pike, April; Pike, Lori; npritchett@grenfell.mun.ca; Vice-President (Academic); Randell, Alison; pride@grenfell.mun.ca; crose@grenfell.mun.ca; Shipp, Kim; Simmons, Bonnie; laurie.skinner@mi.mun.ca; Sullivan, Anne-Marie; sutherland@grenfell.mun.ca; Tibbo, Carol; ViceProvostEDIAR; Amy M Warren; Williams, Geoff; Wooley, Emily; Worsfold, Scott; Wright, Jordan
Cc: Associate VP (Academic); marcommadmin@grenfell.mun.ca; Bienkowski, Justyna; EDmarcomm; Brothers, Melissa; Bugler, Heather; gburbury@grenfell.mun.ca; Burke, Charlene; jburtonmatthews@grenfell.mun.ca; avpfac; Caines, Sherry Lynn; Chafe, Gloria; Churchill, Patricia M.; Coady, Tracy; Constantine, Nicole; Coombs, Sheri Darlene; Crant, Angela; kcurnew@grenfell.mun.ca; padawe@grenfell.mun.ca; decanalassistswk; Fitzgerald, Renee; Amy Marie Grouchy; Guzzwell, Diane L; Head, Neil Martin; Houston, Maureen; humphries@grenfell.mun.ca; deansciassistant; deborah.janes@mi.mun.ca; Keats, Roxanne; tracy.keeping@mi.mun.ca; King, Cathy; King, Terri-Lynn; Kinsella, Amanda; Konechny, Jennifer; muise@mun.ca; acadadminvp; Murphy, Marie; O'Keefe, Stephanie Louise; chelsey.oldford@mi.mun.ca; she:lip@grenfell.mun.ca; Penney, Tiffany; Pike, Darlene; depike@grenfell.mun.ca; Power, Peggy; MedDeanEA : Reid, Michele; Seaward, Katie; Smith, Beau; Squires, Colleen Margaret; Stoyles, Juanita; Styles, Jill; Tiller, Krista; Tock, Neeti; VP Admin Finance & Advancement; Wade, Juanita; Westcott-Stevens, Jane; Whelan, Debbie; White, April
Subject: IT issue impacting Grenfell Campus and Marine Institute

Memorial is aware of an issue with IT services at Grenfell Campus and the Marine Institute. This may impact websites, email and other online services. Work is ongoing to assess the impact and more information will be shared as it becomes available.

Access to emergency services is not affected. In the event of an emergency, please call 911. At Grenfell campus, Campus Enforcement and Patrol can be reached at 709 637-2888. At the Marine Institute, security can be reached at 709 778-0644.

MEAGHAN WHELAN she/her
 ASSOCIATE DIRECTOR COMMUNICATIONS
 Marketing and Communications
 Memorial University of Newfoundland

St. John's, NL, Canada A1C 5S7

M [REDACTED] s. 40(1)

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

From: [Browne, Lisa](#)
To: [Randell, Alison](#)
Cc: [VP Admin](#); [Tibbo, Carol](#)
Subject: RE: Privileged & Confidential - Prepared at the Request of Counsel : Memorial University of Newfoundland
Date: Friday, December 29, 2023 5:30:00 PM

Reviewed and approved for your signature.

Lisa

Lisa Browne

Vice President
Administration, Finance and Advancement
EA: Jill Styles lstyles@mun.ca
709-864-8217

From: Randell, Alison <alrandell@mun.ca>
Sent: Friday, December 29, 2023 5:26 PM
To: Browne, Lisa <lisa.browne@mun.ca>
Subject: Privileged & Confidential - Prepared at the Request of Counsel : Memorial University of Newfoundland

For your review.

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer
Memorial University of Newfoundland
Spencer Hall - SP4015
220 Prince Philip Drive, St. John's, NL, A1C 5S7
T 709.864.2063

Alison.Randell@mun.ca | www.mun.ca/cio

s. 30(1) (a)

NOTE TO APPLICANT: The attachments, located on pages 21-31, are redacted. Page 21 is redacted pursuant to section 30(1) (a) and pages 22-31 are redacted pursuant to s. 31(1) (l) and s. 39(1).

From: Browne, Lisa IAP Office
To: "alison.randell@mun.ca"
Cc: VP Admin; Tibbo, Carol
Subject: FW: Privileged & Confidential - Prepared at the Request of Counsel : [REDACTED] - Memorial University of Newfoundland
Date: Friday, December 29, 2023 5:40:00 PM s. 31(1)(l)
Attachments: MemorialUniversityofNewfoundland- [REDACTED]
 MemorialUniversityofNewfoundland- [REDACTED]
 MemorialUniversityofNewfoundland- [REDACTED]

Ok thank you.

From: Randell, Alison <alrandell@mun.ca>
Sent: Friday, December 29, 2023 5:38 PM
To: Browne, Lisa <lisa.browne@mun.ca>
Subject: Privileged & Confidential - Prepared at the Request of Counsel : [REDACTED] - Memorial University of Newfoundland
 s. 31(1)(l)

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

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer
 Memorial University of Newfoundland
 Spencer Hall - SP4015
 220 Prince Philip Drive, St. John's, NL, A1C 5S7
T 709.864.2063
Alison.Randell@mun.ca | www.mun.ca/cio

s. 30(1) (a)

From: [Glenn Barnes](#)
To: [Collins, Victoria](#); [Scott, Tina \(Regents\)](#); [Lokash, Jennifer](#); [Browne, Lisa](#)
Cc: ["Andrea Stack"](#); ["Anik, Masfiquir Rahman"](#); ["Michelle Baikie"](#); ["Eleanor Swanson"](#); [Bose, Neil](#)
Subject: Emergency BOR Webex
Date: Friday, December 29, 2023 7:56:22 PM
Importance: High

Hello folks: Hope at least one of you see this on this long weekend Friday evening. And thank-you and your team for jumping on this issue so fast and for doing so much great work so quickly.

I would like to have you set up a webex meeting of the full BOR for tomorrow so you/me can brief them on the current IT situation. s. 29(1) (a)

[REDACTED]

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

Thanks
Glenn

From: Whelan, Meaghan
To: Browne, Lisa
Subject: Confidential - for review
Date: Friday, December 29, 2023 8:10:26 PM
Attachments: Regent update - Dec 29.docx

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

IAP Office

CONFIDENTIAL COMMUNICATIONS ADVICE

Confidential update from Board of Regents chair, Glenn Barnes, to members of the Board of Regents

Dear Regents,

On Dec. 29, Memorial became aware of an issue with information technology (IT) services at Grenfell Campus. Immediately, the university took steps to isolate the impacted systems and engage experts to investigate the cause. IT services at the Marine Institute have been shut down as a precaution. There is no indication at this stage that IT services on the other campuses are impacted.

At the same time, emergency response activities were activated to ensure academic, research and administration activities can continue.

The Board Executive has been briefed and will continue to be engaged in this process through the normal execution of the Emergency Management Plan. The provincial government has been notified about the issue.

We will continue to keep the Board of Regents informed as the situation evolves. At this time, we ask that you keep this information confidential.

Sincerely,

Glenn Barnes

From: Tobin, Holly s. 40(1)
To: Browne, Lisa; [REDACTED]
Cc: McDougall, Greg; Luther, Rayna Jenevieve; Janes, David Charles
Subject: RE: Privileged and Confidential - Prepared at the request of Counsel - EOC Update NOTE TO APPLICANT: The attachments are located after this email thread.
Date: Friday, December 29, 2023 9:00:23 PM
Attachments: EOC Incident Action Plan 12-29-2023.xlsx
EOC Org Chart.docx IAP Office

Privileged and Confidential - Prepared at the Request of Counsel

Hi Lisa and Ian,

We just finished our 8 PM EOC update. I've attached the updated Incident Action Plan and Org Chart.

s. 29(1) (a)

We have expanded the EOC to include the Finance Chief position (Debbie Collis), and the Planning section to include Grenfell continuity planning to prepare for next week and the impacts on Grenfell operations, academics and research.

s. 31(1)(l)

The contract with [REDACTED] the forensic investigation team, has been signed. [REDACTED]

s. 29(1) (a)

Marketing and Communications is preparing a message to go to the Regents. I understand that is with you for approval. [REDACTED]

A communications plan is being prepared. [REDACTED]

s. 29(1) (a)

Grenfell CEP are fielding calls from some students on campus wondering when wi-fi will be available but otherwise we have not seen any interest or questions from the community.

The EOC will meet again tomorrow morning at 11 AM. We will provide a further update at that time. Please let me know if you have any questions.

Thanks,

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
Memorial University of Newfoundland
Facilities Management Building FM1024
St. John's, Newfoundland | A1C 5S7
T 709 864 7661 | C [REDACTED] | F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Browne, Lisa <lisa.browne@mun.ca>

Sent: Friday, December 29, 2023 5:58 PM

To: Tobin, Holly <htobin@mun.ca>; [REDACTED] s. 40(1)

Cc: McDougall, Greg <gmcdougall@mun.ca>; Luther, Rayna Jenevieve <rluther@mun.ca>; Janes, David Charles <dcjanes@mun.ca>

Subject: RE: Privileged and Confidential - Prepared at the request of Counsel - EOC Update

Confidential policy advise – [REDACTED]

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

Lisa

From: Tobin, Holly <htobin@mun.ca>

Sent: Friday, December 29, 2023 5:53 PM

To: Browne, Lisa <lisa.browne@mun.ca>; [REDACTED] s. 40(1)

Cc: McDougall, Greg <gmcdougall@mun.ca>; Luther, Rayna Jenevieve <rluther@mun.ca>; Janes, David Charles <dcjanes@mun.ca>

Subject: Privileged and Confidential - Prepared at the request of Counsel - EOC Update

Privileged and Confidential - Prepared at the Request of Counsel

Hi Lisa and Ian,

Just wanted to provide an update now [REDACTED]

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

[REDACTED] Alison is approving

the statement of work from the forensic investigative team [REDACTED]

s. 29(1) (a)

s. 31(1)(l)

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

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

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

s. 29(1) (a)

[REDACTED] Now that we have a better understanding of the
timeline, we will start to expand our EOC, in particular the Planning Team, to begin looking at

s. 31(1)(l)

s. 29(1) (a)

The previously approved message was disseminated. Marketing and Communications have begun working on further messaging in preparation for the prolonged interruption [REDACTED]

s. 29(1) (a)

I understand Alison has already been in touch and a board meeting is being arranged.

The EOC is scheduled to meet again at 8 PM this evening and will prepare an update to the incident action plan. The EOC will continue to support and coordinate our operational teams as they respond.

Please let me know if you have any questions in the interim. I'll be in touch with a further update after our 8 PM meeting this evening.

Thanks,
Holly

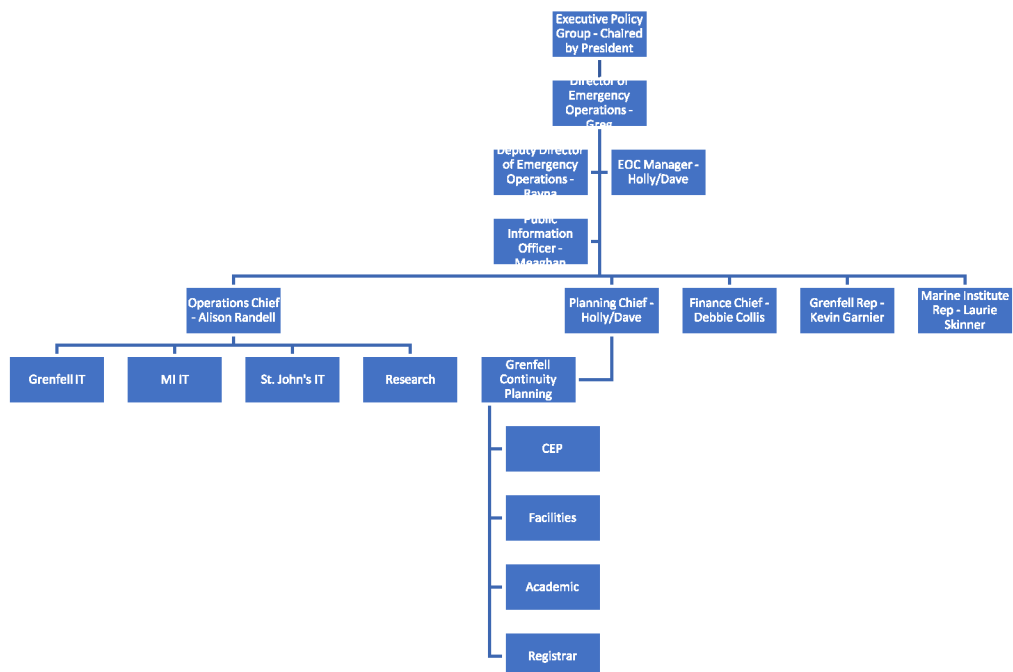
HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
Memorial University of Newfoundland
Facilities Management Building FM1024
St. John's, Newfoundland | A1C 5S7
T 709 864 7661 | C [REDACTED] | F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

Objective	Description	Assigned To	Date Assigned	Due Date	Priority	Status	Actions Taken	Date Completed
s. 29(1) (a)								
		Operations Section - Alison Randell	29-Dec-23		High	In Progress	Connections have been closed between campuses and with external partners. Internet has been disabled at Grenfell and Marine Institute Campuses. Office of VP Research engaged. Faculty of Medicine engaged.	s. 29(1) (a) s. 31(1)(l)
		Operations Section - Alison Randell	29-Dec-23		High	In Progress		s. 29(1) (a)
s. 29(1) (a)						Hold		
		Public Information Officer	29-Dec-23		Moderate	In Progress	PIO drafting message on 29-Dec-23 to be sent to MUN leadership and staff , and to students currently living on campus at Grenfell later today. Exec Policy Group to approve messaging. Message drafted, approved by breech coach and exec policy grp, released at approx 3 pm. Message to Regents being drafted,	s. 29(1) (a)
s. 29(1) (a) s. 31(1)(l)	Activate EOC	Activate EOC to support response efforts	Director of Emergency Operations	29-Dec-23	29-Dec-23	Complete	Initial meeting held at 12:30 PM on 29-Dec-23. Further meetings to be scheduled.	29-Dec-23
			Operations Section - Alison Randell and Newton Pritchett	29-Dec-23		High	In Progress	s. 29(1) (a) s. 31(1)(l)
	Implement Business Continuity Processes		Planning Section - Holly Tobin and Dave Janes	29-Dec-23		Higj	In Progress	Grenfell Planning team meeting scheduled for 10 AM on 30-Dec-23.
	Expand EOC	Expand EOC to meet current needs of response.	Director of Emergency Operations	29-Dec-23	29-Dec-23	Complete	Finance Chief - Debbie Collis activated. Planning section expanded to include Grenfell continuity planning.	29-Dec-23



From: [Whelan, Meaghan](#)
To: [Browne, Lisa](#)
Subject: Re: Confidential - for review
Date: Friday, December 29, 2023 9:07:23 PM

Ok. No reply yet from Imran but he has acknowledged receipt.

On Dec 29, 2023, at 9:06 PM, Browne, Lisa <lisa.browne@mun.ca> wrote:

Glenn is calling. Board meeting for tomorrow

s. 29(1) (a)

Sent from my iPad

On Dec 29, 2023, at 8:10 PM, Whelan, Meaghan
<mcwhelan@mun.ca> wrote:

<Regent update - Dec 29.docx>

From: Scott, Tina (Regents)
To: [REDACTED]; andrea.stack@cibc.ca; Andrew Mercer [REDACTED]; Anik Rahman (m.anik@mun.ca); Arshad Shaikh [REDACTED]; Hossain, Ashrafee T.; Bob Hallett; Brendan Mitchell [REDACTED]; Carter McNelly; Earl Ludlow; Eleanor Swanson [REDACTED]; Glenn Barnes [REDACTED]; Lokash, Jennifer; Justin Ladha (justin.ladha@kmkcapital.ca); Leigh Borden [REDACTED]; Lloydetta Quaicoe; Lynn Zurel [REDACTED]; Michelle Baikie [REDACTED]; Nathalie Pender (npender@grenfell.mun.ca); Bose, Neil; President, The; Vice-President (Academic); Worsfold, Scott; Tim Powers [REDACTED]; Scott, Tina (Regents); Trudy Morgan-Cole [REDACTED]; Collins, Victoria; Ian Sutherland (sutherland@grenfell.mun.ca); Paul Brett; Randell, Alison; Brown, Margot; Allen, Tana; Andersen, Catharyn; Browne, Lisa
Cc: Fitzgerald, Renee; Vice-President (Academic); VP Admin
Subject: Special Meeting of the Board of Regents - Saturday, December 30, 2023 @ 5:00 p.m. NDT
Date: Friday, December 29, 2023 9:13:09 PM
Importance: High

s. 40(1)

Good evening,

At the request of Glenn Barnes, Chair of the Board of Regents, a special meeting of the Board is being scheduled. The meeting will be held on Saturday, December 30, 2023, at 5:00 p.m. NDT and will be held via webex. In this regard, a meeting invite will be sent shortly.

I would appreciate it if you would confirm your attendance at your earliest convenience.

Thank you,

Tina

Secretary to the Board of Regents
 Memorial University of Newfoundland
 St. John's, NL A1C 5S7 T: 709-864-8281

From: Scott, Tina (Regents)
Sent: Friday, December 29, 2023 6:20 PM
To: [REDACTED]; andrea.stack@cibc.ca; Andrew Mercer [REDACTED]; Anik Rahman (m.anik@mun.ca) <m.anik@mun.ca>; Arshad Shaikh [REDACTED]; Ash Hossain (athossain@mun.ca) <athossain@mun.ca>; Bob Hallett <bhallett@terrabruce.com>; Brendan Mitchell [REDACTED]; Carter McNelly [REDACTED]; Earl Ludlow [REDACTED]; Eleanor Swanson [REDACTED]; Glenn Barnes [REDACTED]; Jennifer [REDACTED]; Lokash <jlokash@mun.ca>; Justin Ladha (justin.ladha@kmkcapital.ca) <justin.ladha@kmkcapital.ca>; Leigh Borden [REDACTED]; Lloydetta Quaicoe <s72luq@mun.ca>; Lynn Zurel [REDACTED]; Michelle Baikie [REDACTED]; Nathalie Pender (npender@grenfell.mun.ca) <npender@grenfell.mun.ca>; Neil Bose (nbose@mun.ca) <nbose@mun.ca>; 'Office of the President' <president@mun.ca>; Provost and Vice-President (Academic) <vpacad@mun.ca>; Scott Worsfold

s. 40(1)

<dsworsfold@mun.ca>; Tim Powers [REDACTED] Tina Scott s. 40(1)
 <tinas@mun.ca>; Trudy Morgan-Cole [REDACTED]; Vicki
 Collins <vcollins@mun.ca>
Cc: Brown, Margot <mbrown@mun.ca>; Renee Fitzgerald <reneef@mun.ca>
Subject: IT issue impacting Grenfell Campus and Marine Institute

Good evening,

On behalf of Glenn Barnes, Chair of the Board of Regents, I am forwarding for information, the following Newsline release relating to "IT issue impacting Grenfell Campus and Marine Institute":

Subject: IT issue impacting Grenfell Campus and Marine Institute

Memorial is aware of an issue with IT services at Grenfell Campus and the Marine Institute. This may impact websites, email and other online services. Work is ongoing to assess the impact and more information will be shared as it becomes available.

Access to emergency services is not affected. In the event of an emergency, please call 911. At Grenfell campus, Campus Enforcement and Patrol can be reached at 709 637-2888. At the Marine Institute, security can be reached at 709 778-0644.

Thank you,

Tina
 Secretary to the Board of Regents
 Memorial University of Newfoundland
 St. John's, NL A1C 5S7 T: 709-864-8281

s. 40(1)

From: Ian Sutherland <[REDACTED]>
Date: Friday, December 29, 2023 at 9:46 PM
To: Tobin, Holly <htobin@mun.ca>
Cc: Browne, Lisa <lisa.browne@mun.ca>, McDougall, Greg <gmcdougall@mun.ca>, Luther, Rayna Jenevieve <rluther@mun.ca>, Janes, David Charles <dcjanes@mun.ca>
Subject: Re: Privileged and Confidential - Prepared at the request of Counsel - EOC Update

Thanks Holly.

Ian

IAN SUTHERLAND (he/they) PhD | VICE-PRESIDENT (Grenfell Campus)

Office of the Vice President (AS374B) | Grenfell Campus
 Memorial University of Newfoundland & Labrador
 Corner Brook, Newfoundland & Labrador, Canada A2H 6P9
 T 709 639 6551 | F 709 637 6218

www.grenfell.mun.ca/

Instagram @VPGrenfell @GrenfellCampus | Twitter @VPGrenfell @GrenfellCampus

We acknowledge that Grenfell Campus is in traditional Mi'kmaw territory, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Sent from my iPhone

On Dec 30, 2023, at 1:30 AM, Tobin, Holly <htobin@mun.ca> wrote:

Privileged and Confidential - Prepared at the Request of Counsel

Hi Lisa and Ian,

We just finished our 8 PM EOC update. I've attached the updated Incident Action Plan and Org Chart.

s. 29(1) (a)

We have expanded the EOC to include the Finance Chief position (Debbie Collis), and the Planning section to include Grenfell continuity planning to prepare for next week and the impacts on Grenfell operations, academics and research.

s. 31(1)(l)

The contract with [REDACTED] the forensic investigation team, has been signed. [REDACTED]

s. 29(1) (a)

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

IAP Office

NOTE TO APPLICANT: The attachments on pages 46-56 are redacted pursuant to s. 31(1) (l) and s. 39(1). Pages 49, 53 and 56 also include s. 40(1) redactions.

From: [Randell, Alison](#) IAP Office
To: [Browne, Lisa](#); [Janes, David Charles](#); [Worsfold, Scott](#); [McDougall, Greg](#)
Subject: Privileged and Confidential - Prepared at the request of Counsel : MemorialUniversityofNewfoundland-
Date: Friday, December 29, 2023 10:23:44 PM s. 31(1)(l)
Attachments: [MemorialUniversityofNewfoundland](#)
[MemorialUniversityofNewfoundland](#) s. 31(1)(l)
[MemorialUniversityofNewfoundland](#)

Signed documents with s. 31(1)(l)

Thanks,

Alison

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer
 Memorial University of Newfoundland
 Spencer Hall - SP4015
 220 Prince Philip Drive, St. John's, NL, A1C 5S7
 T 709.864.2063
Alison.Randell@mun.ca | www.mun.ca/cio

From: DocuSign NA3 System <dse_NA3@docusign.net>
Sent: Friday, December 29, 2023 10:19 PM
To: Randell, Alison <alrandell@mun.ca>
Subject: [EXTERNAL SENDER] Completed: Complete with DocuSign:
 MemorialUniversityofNewfoundland s. 31(1)(l)



Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)

s. 31(1)(l)

All parties have completed Complete with DocuSign:

MemorialUniversityofNewfoundland-

Memo....

s. 31(1)(l)

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s. 31(1)(l)

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s. 31(1)(l)

This message was sent to you by [REDACTED] who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

From: Tobin, Holly <htobin@mun.ca>

Date: Saturday, December 30, 2023 at 12:01 PM

To: [REDACTED], [REDACTED] s. 40(1)

Subject: Privileged and Confidential - Prepared at the request of Counsel - EOC Meeting - IT System Outage

Hi Ian and Peter, details below for the noon EOC starting now. Hopefully you can join.

When it's time, join your Webex meeting here.

Join meeting

More ways to join:

Join from the meeting link

[https://mun.webex.com/mun/\[REDACTED\]](https://mun.webex.com/mun/[REDACTED]) s. 31(1)(l)

Join by meeting number

Meeting number (access code): [REDACTED]

Meeting password: [REDACTED] s. 31(1)(l)

Tap to join from a mobile device (attendees only)

+1-902-706-7113, [REDACTED] Canada Toll (Halifax) s. 31(1)(l)
+1-613-714-9906, [REDACTED] Canada Toll (Ottawa)

Join by phone

+1-902-706-7113 Canada Toll (Halifax)

+1-613-714-9906 Canada Toll (Ottawa)

Global call-in numbers

Join from a video system or application

Dial [REDACTED]@mun.webex.com s. 31(1)(l)

You can also dial [REDACTED] and enter your meeting number.

If you are a host, click here to view host information.

Need help? Go to <https://help.webex.com>

From: Whelan, Meaghan
To: Browne, Lisa
Subject: Talking points for review (privileged and confidential prepared at request of counsel)
Date: Saturday, December 30, 2023 12:07:03 PM
Attachments: Talking points - Regent Dec 30 meeting.docx

For review.

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

IAP Office

CONFIDENTIAL COMMUNICATIONS ADVICE

Board of Regents meeting
Talking points for Board of Regents Chair
5 p.m., Dec. 30, 2023

- Thank you for being here on such short notice, and on a holiday weekend. I deeply appreciate your commitment to Memorial University and your service as Regents.
- Yesterday morning, Memorial staff became aware of a cyber security issue with information technology services at Grenfell. The team took immediate action. [REDACTED]

[REDACTED] and activating the university's emergency management plan.

s. 29(1) (a)

s. 31(1)(l)

- [REDACTED]
- [REDACTED]
- You will be getting a full briefing from Alison Randell, chief information officer, shortly.
- Cyberattacks are increasingly common in Canada. [REDACTED]
- A communications plan has been drafted and will be updated [REDACTED]. We have also reached out to National Public Relations. [REDACTED]
- Our communications approach will be guided by the advice from experts. It is essential that we are transparent without compromising the work of the IT response.
- Because this is a dynamic and sensitive situation, you will have access to information that is confidential. To support you, you will receive regular key messages for your personal use as the situation evolves.

s. 29(1) (a)

s. 29(1) (a)

s. 29(1) (a)

- [REDACTED] If you receive any media inquiries, please refer them to Meaghan Whelan on the MarComm team.

From: Whelan, Meaghan
To: Lokash, Jennifer
Cc: Beh, Patricia; Tobin, Holly; Browne, Lisa
Subject: Talking points for Board chair
Date: Saturday, December 30, 2023 12:36:08 PM
Attachments: Talking points Regent Dec 30 meeting.docx

NOTE TO APPLICANT: The attachment is located previously in the records.

IAP Office

Hi Jennifer,

I've attached talking points for the Board Chair for today. Lisa has reviewed and said these can be shared with Glenn.

Thanks,
Meaghan

Butler, Kaitlin Sophia

From: McDougall, Greg <gmcDougall@mun.ca>
Sent: Saturday, December 30, 2023 12:36 PM
To: Imran Ahmad (he/him)
Subject: Re: Connecting Chief Risk Officer

Imran,
 Can you cal me if you get a second

s. 40(1)

Greg

Sent from my iPhone

On Dec 30, 2023, at 11:41 AM, Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com> wrote:

Well received -thanks Alison.

Let us know if you'd like to connect at any point Greg or have any questions.

Imran Ahmad

Partner / Associé

Toronto / Montréal

Canadian Head of Technology / chef canadien, Technologies

Canadian Co-Head of Information Governance, Privacy and Cybersecurity

cochef canadien, Gouvernance de l'information, protection des renseignements personnels et cybersécurité

Norton Rose Fulbright Canada LLP / S.E.N.C.R.L., s.r.l.

T: +1 416.202.6708 | M: [REDACTED] | T: +1 514 847 4747

imran.ahmad@nortonrosefulbright.com

s. 40(1)

NORTON ROSE FULBRIGHT

From: Randell, Alison <alrandell@mun.ca>

Sent: December 30, 2023 10:07 AM

To: Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>; Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>

Cc: McDougall, Greg <gmcDougall@mun.ca>

Subject: Connecting Chief Risk Officer

[External Email – Use Caution]

Hi Travis & Imran,

Copied on this email is Greg McDougall, Chief Risk Officer at Memorial. Ensuring you have his contact email and he has yours.

Thanks,

Alison

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer

Memorial University of Newfoundland

Spencer Hall - SP4015

220 Prince Philip Drive, St. John's, NL, A1C 5S7

T 709.864.2063

Alison.Randell@mun.ca | www.mun.ca/cio

Law around the world

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Confidentiality notice

This email is confidential and may be privileged. If you are not the intended recipient please notify the sender immediately and delete it.

From: Lokash, Jennifer
To: Glenn Barnes
Cc: Scott, Tina (Regents); Collins, Victoria; Browne, Lisa; Beh, Patricia
Subject: Messaging
Date: Saturday, December 30, 2023 12:48:29 PM
Attachments: Talking points - Regent Dec 30 meeting.docx
Regent update - Dec 30(2).docx

NOTE TO APPLICANT: The first attachment is located previously in the records.

The second attachment is located on the subsequent page.

IAP Office

H Glenn,

Please find attached a message that you may wish to send to Regents prior to the meeting this afternoon.

We have also prepared some talking points/key messages for you and other board members.

See you soon,
 Jennifer

Dr. Jennifer Lokash
 Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*
 Public Orator
 Memorial University of Newfoundland and Labrador
 WebEx room: <https://mun.webex.com/meet/██████████> s. 31(1)(l)

I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

CONFIDENTIAL COMMUNICATIONS ADVICE

Confidential update from Board of Regents chair, Glenn Barnes, to members of the Board of Regents. [REDACTED]

s. 29(1) (a)

Dear Regents,

On Dec. 29, Memorial University became aware of an information technology (IT) services issue at Grenfell Campus. Upon being alerted to the issue, the university immediately took steps to isolate impacted systems and engage experts to investigate the cause and scope of the incident. IT services at the Marine Institute were shut down as a precaution. There is no indication at this stage that IT services on other campuses are impacted. The investigation is in its early stages and will likely take some time to complete.

Emergency response protocols have been activated to ensure academic, research and administrative activities can continue.

The Board Executive has been briefed and will continue to be engaged in this process through the normal execution of the Emergency Management Plan. The provincial government has been notified of the issue.

We will continue to keep the Board of Regents informed as the situation evolves. More information will be available at our meeting this evening.

At this time, we ask that you keep this information strictly confidential. Any inquiries from the media or other external sources should be directed to Meaghan Whelan, associate director (communications), at mcwhelan@mun.ca or [REDACTED]

Sincerely,

s. 40(1)

Glenn Barnes

Butler, Kaitlin Sophia

From: McDougall, Greg <gmcdougall@mun.ca>
Sent: Saturday, December 30, 2023 1:09 PM
To: Tobin, Holly
Subject: Re: Privileged and Confidential - Prepared at the request of Counsel For Review

Sent from my iPhone

On Dec 30, 2023, at 1:59 PM, Tobin, Holly <htobin@mun.ca> wrote:

Hi Greg,

Please review the update below and let me know if its good to send to Lisa and Ian. Thanks!

Our EOC team met today at noon. Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

Situation Report:

s. 29(1) (a) s. 31(1)(l)

1.

2.

3.

s. 29(1) (a)

4.

5.

s. 29(1) (a)

s. 31(1)(l)

6.

s. 29(1) (a)

7.

8.

Trish Beh will provide government a daily update on status and key steps taken.

Communications Summary:

1. No media inquiries to date
2. Social media
 1. One post on yodel
3. Messaging has been approved to be sent to the Board of Regents.
4. Communications plan is being developed.

Decision Points:

5. Dr Sutherland: Grenfell Delayed Opening

6.

Communications planning and timelines.

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

Greg

HOLLY TOBIN , MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 Facilities Management Building FM1024
 St. John's, Newfoundland A1C 5S7
 T 709 864 7661 | C [REDACTED] F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Lokash, Jennifer <jlokash@mun.ca>

Date: Saturday, December 30, 2023 at 1:27 PM

To: Browne, Lisa <lisa.browne@mun.ca>, Whelan, Meaghan <mcwhelan@mun.ca>, Ian Sutherland <[REDACTED]> s. 40(1)

Cc: Beh, Patricia <patricia.beh@mun.ca>, Tobin, Holly <htobin@mun.ca>, Scott, Tina (Regents) <tinas@mun.ca>

Subject: Re: For review - message for Regents (Confidential on request of counsel)

Hi Meaghan,

Glenn would like the update you've prepared sent to the board. Do you have access to that list? I'm copying Tina too, though don't know if she is checking email.

JL

Dr. Jennifer Lokash

Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*

Public Orator

Memorial University of Newfoundland and Labrador

WebEx room: [https://mun.webex.com/meet/\[REDACTED\]](https://mun.webex.com/meet/[REDACTED]) s. 31(1)(l)

I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

From: "Browne, Lisa" <lisa.browne@mun.ca>

Date: Saturday, December 30, 2023 at 12:00 PM

s. 40(1)

To: "Whelan, Meaghan" <mcwhelan@mun.ca>, Ian Sutherland <[REDACTED]>, "Lokash, Jennifer" <jlokash@mun.ca>

Cc: "Beh, Patricia" <patricia.beh@mun.ca>, "Tobin, Holly" <htobin@mun.ca>

Subject: RE: For review - message for Regents (Confidential on request of counsel)

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

From: Whelan, Meaghan <mcwhelan@mun.ca>

Sent: Saturday, December 30, 2023 11:57 AM

s. 40(1)

To: Browne, Lisa <lisa.browne@mun.ca>; Ian Sutherland <[REDACTED]>; Lokash, Jennifer <jlokash@mun.ca>

Cc: Beh, Patricia <patricia.beh@mun.ca>; Tobin, Holly <htobin@mun.ca>

Subject: For review - message for Regents (Confidential on request of counsel)

Hi folks,

I'm attaching the update to be shared with the Board of Regents today. Please send me feedback or confirm approval.

Thanks,
Meaghan

MEAGHAN WHELAN she/her
ASSOCIATE DIRECTOR, COMMUNICATIONS
Marketing and Communications
Memorial University of Newfoundland
St. John's, NL, Canada A1C 5S7
M [REDACTED] s. 40(1)

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

Butler, Kaitlin Sophia

From: McDougall, Greg <gmcDougall@mun.ca>
Sent: Saturday, December 30, 2023 1:52 PM
To: Janes, David Charles
Subject: Re: Privileged and Confidential Prepared at the request of Counsel - One page overview of [REDACTED]

s. 31(1)(l)

Perfect! Can you send the one pager to Lisa.
 Excellent job!
 Greg

Sent from my iPhone

On Dec 30, 2023, at 2:39 PM, Janes, David Charles <dcjanes@mun.ca> wrote:

Hi Greg,

Here is a one page overview [REDACTED] s. 31(1)(l)

s. 29(1) (a)

Dave

s. 31(1)(l)

DAVE JANES | COORDINATOR OF RISK AND INSURANCE

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 St. John's, NL A1C 5S7
 Office: 709-864-4895
 Email: dcjanes@mun.ca

www.mun.ca/risk
 <Memorial University [REDACTED].docx>

s. 31(1)(l)

Pearcey, Krista Marie

From: Scott, Tina (Regents)
Sent: Saturday, December 30, 2023 1:58 PM
To: [REDACTED] andrea.stack@cibc.ca; Andrew Mercer [REDACTED]; Anik Rahman (m.anik@mun.ca); Arshad Shaikh [REDACTED]; Hossain, Ashrafee T.; Bob Hallett; Brendan Mitchell [REDACTED]; Carter McNelly; Earl Ludlow; Eleanor Swanson [REDACTED]; Glenn Barnes [REDACTED]; Lokash, Jennifer; Justin Ladha (justin.ladha@kmkcapital.ca); Leigh Borden [REDACTED]; Beh, Patricia; [REDACTED] Lloydetta Quaicoe; Lynn Zurel [REDACTED]; Michelle Baikie [REDACTED]; Nathalie Pender (npender@grenfell.mun.ca); Bose, Neil; President, The; Vice President (Academic); Worsfold, Scott; Tim Powers [REDACTED]; Scott, Tina (Regents); Trudy Morgan-Cole [REDACTED]; Collins, Victoria; Ian Sutherland (sutherland@grenfell.mun.ca); Paul Brett; Randell, Alison; Brown, Margot; Allen, Tana; Andersen, Catharyn; Browne, Lisa
Cc: Fitzgerald, Renee; Vice-President (Academic); VP Admin Finance & Advancement
Subject: CONFIDENTIAL - Update to the Board of Regents and Reminder of Meeting - Saturday, December 30, 2023 @ 5:00 p.m. NDT
Attachments: Regent update - Dec 30.pdf
Importance: High
Sensitivity: Confidential

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

Good afternoon,

Further to my message below, please find attached a **confidential update** to the Board as it relates to the Special Meeting of the Board scheduled for this evening at 5:00 p.m. In this regard, if you have not already done so, please advise whether you will be in attendance.

Thank you,

Tina

From: Scott, Tina (Regents)
Sent: Friday, December 29, 2023 9:13 PM
To: [REDACTED]; andrea.stack@cibc.ca; Andrew Mercer [REDACTED]; Anik Rahman (m.anik@mun.ca) <m.anik@mun.ca>; Arshad Shaikh [REDACTED]; Ash Hossain (athossain@mun.ca) <athossain@mun.ca>; Bob Hallett <bhallett@terrabruce.com>; Brendan Mitchell [REDACTED]; Carter McNelly [REDACTED]; Earl Ludlow [REDACTED]; Eleanor Swanson [REDACTED]; Glenn Barnes [REDACTED]; Jennifer Lokash <jlokash@mun.ca>; Justin Ladha (justin.ladha@kmkcapital.ca) <justin.ladha@kmkcapital.ca>; Leigh Borden [REDACTED]; Lloydetta Quaicoe <s72luq@mun.ca>; Lynn Zurel [REDACTED]; Michelle Baikie [REDACTED]; Nathalie Pender (npender@grenfell.mun.ca) <npender@grenfell.mun.ca>; Neil Bose (nbose@mun.ca) <nbose@mun.ca>; 'Office of the President' <president@mun.ca>; Provost and Vice-President (Academic) <vpacad@mun.ca>; Scott Worsfold <dsorsfold@mun.ca>; Tim Powers [REDACTED]; Tina Scott <tinas@mun.ca>; Trudy Morgan-Cole [REDACTED]; Vicki Collins <vcollins@mun.ca>; Ian Sutherland (sutherland@grenfell.mun.ca) <sutherland@grenfell.mun.ca>; Paul Brett <paul.brett@mi.mun.ca>; Randell, Alison

<alrandell@mun.ca>; Brown, Margot <mbrown@mun.ca>; Tana Allen (tallen@mun.ca) <tallen@mun.ca>; Catharyn Andersen <catharyn.andersen@mun.ca>; Lisa Browne (lisa.browne@mun.ca) <lisa.browne@mun.ca>
Cc: Renee Fitzgerald <reneef@mun.ca>; Provost and Vice-President (Academic) <vpacad@mun.ca>; Vice-President (Administration and Finance) Office - MUN (vpadmin@mun.ca) <vpadmin@mun.ca>
Subject: Special Meeting of the Board of Regents - Saturday, December 30, 2023 @ 5:00 p.m. NDT
Importance: High

Good evening,

At the request of Glenn Barnes, Chair of the Board of Regents, a special meeting of the Board is being scheduled. The meeting will be held on Saturday, December 30, 2023, at 5:00 p.m. NDT and will be held via webex. In this regard, a meeting invite will be sent shortly.

I would appreciate it if you would confirm your attendance at your earliest convenience.

Thank you,

Tina

Secretary to the Board of Regents
 Memorial University of Newfoundland
 St. John's, NL A1C 5S7 T: 709-864-8281

From: Scott, Tina (Regents)
Sent: Friday, December 29, 2023 6:20 PM
To: [REDACTED]; andrea.stack@cibc.ca; Andrew Mercer [REDACTED]
 [REDACTED]; Anik Rahman (m.anik@mun.ca) <m.anik@mun.ca>; Arshad Shaikh [REDACTED]
 [REDACTED]; Ash Hossain (athossain@mun.ca) <athossain@mun.ca>; Bob Hallett <bhallett@terrabruce.com>;
 Brendan Mitchell [REDACTED]; Carter McNelly [REDACTED]; Earl Ludlow
 [REDACTED]; Eleanor Swanson [REDACTED]
 Glenn Barnes [REDACTED]; Jennifer Lokash
 <jlokash@mun.ca>; Justin Ladha (justin.ladha@kmkcapital.ca) <justin.ladha@kmkcapital.ca>; Leigh Borden s. 40(1)
 [REDACTED]; [REDACTED]; Lloydetta
 Quaicoe <s72lug@mun.ca>; Lynn Zurel [REDACTED]; Michelle Baikie
 [REDACTED]; Nathalie Pender (npender@grenfell.mun.ca)
 <npender@grenfell.mun.ca>; Neil Bose (nbose@mun.ca) <nbose@mun.ca>; 'Office of the President'
 <president@mun.ca>; Provost and Vice-President (Academic) <vpacad@mun.ca>; Scott Worsfold
 <dsworsfold@mun.ca>; Tim Powers [REDACTED]; Tina Scott <tinas@mun.ca>; Trudy
 Morgan-Cole [REDACTED]; Vicki Collins <vcollins@mun.ca>
Cc: Brown, Margot <mbrown@mun.ca>; Renee Fitzgerald <reneef@mun.ca>
Subject: IT issue impacting Grenfell Campus and Marine Institute

Good evening,

On behalf of Glenn Barnes, Chair of the Board of Regents, I am forwarding for information, the following Newsline release relating to "IT issue impacting Grenfell Campus and Marine Institute":

Subject: IT issue impacting Grenfell Campus and Marine Institute

Memorial is aware of an issue with IT services at Grenfell Campus and the Marine Institute. This may impact websites, email and other online services. Work is ongoing to assess the impact and more information will be shared as it becomes available.

Access to emergency services is not affected. In the event of an emergency, please call 911. At Grenfell campus, Campus Enforcement and Patrol can be reached at 709 637-2888. At the Marine Institute, security can be reached at 709 778-0644.

Thank you,

Tina
Secretary to the Board of Regents
Memorial University of Newfoundland
St. John's, NL A1C 5S7 T: 709-864-8281

CONFIDENTIAL COMMUNICATIONS ADVICE

Confidential update from Board of Regents chair, Glenn Barnes, to members of the Board of Regents. [REDACTED]

s. 29(1) (a)

Dear Regents,

On Dec. 29, Memorial University became aware of an information technology (IT) services issue at Grenfell Campus. Upon being alerted to the issue, the university immediately took steps to isolate impacted systems and engage experts to investigate the cause and scope of the incident. IT services at the Marine Institute were shut down as a precaution. There is no indication at this stage that IT services on other campuses are impacted. The investigation is in its early stages and will likely take some time to complete.

Emergency response protocols have been activated to ensure academic, research and administrative activities can continue.

The Board Executive has been briefed and will continue to be engaged in this process through the normal execution of the Emergency Management Plan. The provincial government has been notified of the issue.

We will continue to keep the Board of Regents informed as the situation evolves. More information will be available at our meeting this evening.

At this time, we ask that you keep this information strictly confidential. Any inquiries from the media or other external sources should be directed to Meaghan Whelan, associate director (communications), at mcwhelan@mun.ca or [REDACTED]

Sincerely,

s. 40(1)

Glenn Barnes

Butler, Kaitlin Sophia

From: Tobin, Holly <htobin@mun.ca>
Sent: Saturday, December 30, 2023 2:00 PM
To: McDougall, Greg
Subject: Privileged and Confidential - Prepared at the request of Counsel - For Review

Hi Greg,

Please review the update below and let me know if its good to send to Lisa and Ian. Thanks!

Our EOC team met today at noon. Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

Situation Report:

s. 29(1) (a) s. 31(1)(l)

- [REDACTED]
- [REDACTED]
- [REDACTED] s. 29(1) (a)
- [REDACTED] s. 29(1) (a) s. 31(1)(l)
- [REDACTED]
- [REDACTED] s. 29(1) (a)
- [REDACTED]

Communications Summary:

- No media inquiries to date
- Social media
 - o One post on yodel
- Messaging has been approved to be sent to the Board of Regents.
- Communications plan is being developed.

Decision Points:

- Dr Sutherland: Grenfell Delayed Opening

HOLLY TOBIN MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 Facilities Management Building FM1024
 St. John's, Newfoundland : A1C 5S7
 T 709 864 7661 C [REDACTED] F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: [Janes, David Charles](#)
To: [Browne, Lisa](#); [McDougall, Greg](#); [Randell, Alison](#)
Subject: Privileged and Confidential - Prepared at the request of Counsel - One page overview of [REDACTED]
Date: Saturday, December 30, 2023 2:54:35 PM
Attachments: [REDACTED]

s. 31(1)(l)

Hello all, s. 31(1)(l)

Please see attached a one pager [REDACTED]

s. 31(1)(l)

s. 29(1) (a)

s. 31(1)(l)

Dave

DAVE JANES | COORDINATOR OF RISK AND INSURANCE

NOTE TO APPLICANT: The attachment on page 85 is redacted pursuant to s. 31(1) (l) and s. 35(1)(b) and (g).

IAP Office

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 St. John's, NL A1C 5S7
 Office: 709-864-4895
 Email: dcjanes@mun.ca

www.mun.ca/risk

From: Whelan, Meaghan
To: Browne, Lisa
Subject: For review - key messages and phase 2 statement (confidential and privileged at request of Counsel)
Date: Saturday, December 30, 2023 3:21:52 PM
Attachments: Key messages for Regents - Dec 30.docx
Phase 2 statement - Dec 31 v1.docx

NOTE TO APPLICANT: The attachments are located on the subsequent pages.

Hi Lisa,

IAP Office

Here are the key messages [REDACTED] They've only been shared with you, so far.

s. 29(1) (a)

Thanks,
Meaghan

Key messages for Regents – post Board meeting (Dec. 30) s. 29(1) (a) s. 31(1)(l)

Note that all media requests to be managed by Meaghan Whelan, associate director, communications, mcwhelan@mun.ca or s. 40(1)

Updated key messages will be shared with Regents at that time.

s. 29(1) (a)

- On Dec. 29, Memorial staff became aware of an issue with information technology services at Grenfell. The team took immediate action. s. 31(1)(l)

IT services at the Marine Institute were shut down as a precaution. It is not yet clear when services will be restored.

- There is no indication at this stage that IT services on other campuses are impacted.
- An investigation into the cause and scope of the issue is underway. This investigation is in its early stages and will likely take some time to complete.

s. 29(1) (a)

- Emergency response protocols have been activated to ensure academic, research and administrative activities can continue.

Confidential communications advice

Distribution – Dec. 31 by noon via:

-
-
-
-

s. 29(1) (a)

Subject: IT security issue impacting Grenfell Campus (and Marine Institute - tbc)

On Dec. 29, Memorial University became aware of an issue with the information technology (IT) services at Grenfell Campus.

s. 29(1) (a)

As soon as the [REDACTED] was discovered, security protocols were put in place to isolate the impacted systems and an investigation was launched.

The breach has been contained to Grenfell Campus. IT services at the Marine Institute were shut down as a precaution. There is no indication at this stage that IT services on the other campuses are impacted.

s. 29(1) (a)

Memorial can confirm that the issue is the result of a cybersecurity [REDACTED] and law enforcement has been notified.

Memorial is committed to protecting the information entrusted to it and maintaining operations for students, faculty and staff. The university is actively working with cybersecurity experts to conduct a forensic investigation to determine the cause and scope of the issue. This investigation is in its early stages and will likely take some time to complete.

It is not yet clear what information has been affected by this breach. When that information is available it will be shared with the university community.

The university's emergency plan has been activated to ensure the academic, research and administrative activities can continue.

More information about any changes that impact faculty, staff or students at Grenfell Campus [REDACTED] will be shared in advance of the start of the winter 2024 semester.

s. 29(1) (a)

[REDACTED] Information will be posted on mun.ca as it becomes available.

From: [REDACTED] s. 40(1)

Date: Saturday, December 30, 2023 at 4:49 PM

To: Tobin, Holly <htobin@mun.ca>, [REDACTED]

[REDACTED], Bob Edwards

[REDACTED] s. 40(1)

Subject: Re: Privileged and Confidential - Prepared at the request of Counsel - Grenfell Planning Team Email Addresses

Thanks!

From: Tobin, Holly <htobin@mun.ca>

Date: Saturday, December 30, 2023 at 8:51 PM

To: Ian Sutherland [REDACTED]

[REDACTED], Bob Edwards

[REDACTED] s. 40(1)

Subject: Privileged and Confidential - Prepared at the request of Counsel - Grenfell Planning Team Email Addresses

Privileged and Confidential - Prepared at the request of Counsel

Hi all,

Below are the email addresses for the Grenfell Planning group! [REDACTED]

[REDACTED] Thanks!

s. 29(1) (a)

from Ian he/they to everyone: 3:14 PM

s. 40(1)

from morteza haghiri to everyone: 3:14 PM

s. 40(1)

from Kevin Garnier to everyone: 3:14 PM

s. 40(1)

[REDACTED] - Kevin Garnier

from Bob Edwards to everyone: 3:14 PM

Bob Edwards [REDACTED] s. 40(1)

from Peter Ride to everyone: 3:14 PM

[REDACTED] s. 40(1)

from Newton to everyone: 3:14 PM

[REDACTED] s. 40(1)

from Peggy Colbourne to everyone: 3:14 PM

[REDACTED] s. 40(1)

from Carolyn to everyone: 3:14 PM

[REDACTED] s. 40(1)

from Laura to everyone: 3:14 PM

[REDACTED] s. 40(1)

from Jennifer to everyone: 3:14 PM

Jennifer Watton: [REDACTED] s. 40(1)

from Ken Jacobsen to everyone: 3:14 PM

[REDACTED] s. 40(1)

HOLLY TOBIN MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

Office of the Chief Risk Officer
 Memorial University of Newfoundland
 Facilities Management Building FM1024
 St. John's, Newfoundland A1C 5S7
 T 709 864 7661 C [REDACTED] F 709 864 8823

www.mun.ca/emergency s. 40(1)

Where people and ideas become

From: [McDougall, Greg](#)
To: [Browne, Lisa](#)
Subject: Fwd: Privileged and Confidential - Prepared at the request of Counsel : MemorialUniversityofNewfoundland-Memo...
Date: Saturday, December 30, 2023 4:55:38 PM
Attachments: [MemorialUniversityofNewfoundland](#)
[MemorialUniversityofNewfoundland](#)
[MemorialUniversityofNewfoundland](#)

s. 31(1)(l)

s. 31(1)(l)

Sent from my iPhone

NOTE TO APPLICANT: The attachments, located on pages 94-104, are redacted pursuant to s. 31(1) (l) and s. 39(1). Pages 97, 101 and 104 also contain several s. 40(1) redactions.

Begin forwarded message:

IAP Office

From: "Randell, Alison" <alrandell@mun.ca>
Date: December 29, 2023 at 10:23:44 PM NST
To: "Browne, Lisa" <lisa.browne@mun.ca>, "Janes, David Charles" <dcjanes@mun.ca>, "Worsfold, Scott" <dsworsfold@mun.ca>, "McDougall, Greg" <gmcdougall@mun.ca>
Subject: Privileged and Confidential - Prepared at the request of Counsel : MemorialUniversityofNewfoundland-Memo...
 s. 31(1)(l)

Signed documents with s. 31(1)(l)

Thanks,

Alison

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer
 Memorial University of Newfoundland
 Spencer Hall - SP4015
 220 Prince Philip Drive, St. John's, NL, A1C 5S7
 T 709.864.2063
Alison.Randell@mun.ca | www.mun.ca/cio

From: DocuSign NA3 System <dse_NA3@docusign.net>
Sent: Friday, December 29, 2023 10:19 PM
To: Randell, Alison <alrandell@mun.ca>
Subject: [EXTERNAL SENDER] Completed: Complete with DocuSign: MemorialUniversityofNewfoundland-Memo...
 s. 31(1)(l)

<~WRD0002.jpg>

Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)

s. 31(1)(l)

All parties have completed Complete with DocuSign:

MemorialUniversityofNewfoundland-

s. 31(1)(l)

Memo....

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit DocuSign.com, click 'Access Documents', and enter the security code:

s. 31(1)(l)

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<~WRD0002.jpg>

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s. 31(1)(l)

This message was sent to you by [REDACTED] who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

Butler, Kaitlin Sophia

From: Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>
Sent: Saturday, December 30, 2023 4:55 PM
To: Whelan, Meaghan; Travis Walker (he/him)
Cc: Randell, Alison; McDougall, Greg; Tobin, Holly
Subject: RE: [REDACTED] (privileged and confidential on advice of counsel)
 s. 30(1) (a)

Hi Meaghan,

[REDACTED] s. 30(1) (a)

Imran Ahmad

Partner / Associé

Toronto / Montréal

Canadian Head of Technology / chef canadien, Technologies

Canadian Co-Head of Information Governance, Privacy and Cybersecurity

cochef canadien, Gouvernance de l'information, protection des renseignements personnels et cybersécurité

Norton Rose Fulbright Canada LLP / S.E.N.C.R.L., s.r.l.

T: +1 416.202.6708 | M: [REDACTED] | T: +1 514 847 4747

imran.ahmad@nortonrosefulbright.com

s. 40(1)

NORTON ROSE FULBRIGHT

From: Whelan, Meaghan <mcwhelan@mun.ca>

Sent: December 30, 2023 2:54 PM

To: Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>

Cc: Randell, Alison <alrandell@mun.ca>; McDougall, Greg <gmcdougall@mun.ca>; Tobin, Holly <htobin@mun.ca>

Subject: [REDACTED] (privileged and confidential on advice of counsel)

s. 30(1) (a)

[External Email – Use Caution]

Hello Imran and Travis,

s. 30(1) (a)

[REDACTED]
 [REDACTED]
 [REDACTED] s. 30(1) (a)

Thanks,
Meaghan

Law around the world
nortonrosefulbright.com

Confidentiality notice

This email is confidential and may be privileged. If you are not the intended recipient please notify the sender immediately and delete it.

From: Peter Ride <[REDACTED]> s. 40(1)

Date: Saturday, December 30, 2023 at 5:35 PM

To: [REDACTED]

Cc: Tobin, Holly <htobin@mun.ca>,

[REDACTED], Bob Edwards

[REDACTED]

s. 40(1)

[REDACTED]

[REDACTED]

Subject: Re: Privileged and Confidential - Prepared at the request of Counsel - Grenfell Planning Team Email Addresses

s. 40(1)

Just for information - I sent myself a test email from my @grenfell outlook account to my [REDACTED] account at 10am this morning. The email just arrived in my [REDACTED] inbox at 5.20pm. s. 40(1)

So I did another test just now and the email arrived immediately. [REDACTED] s. 29(1) (a)

However I then sent a test mail in the other direction - from [REDACTED] to @grenfell - but this hasn't arrived. [REDACTED] s. 40(1)

s. 29(1) (a)

s. 29(1) (a)

[REDACTED] Thanks Newton!

Peter

On Sat, Dec 30, 2023 at 4:49 PM [REDACTED] wrote:

s. 40(1)

Thanks!

From: Tobin, Holly <htobin@mun.ca>

Date: Saturday, December 30, 2023 at 8:51 PM

To: Ian Sutherland [REDACTED], [REDACTED]

[REDACTED], Bob Edwards

[REDACTED]

s. 40(1)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: Privileged and Confidential - Prepared at the request of Counsel - Grenfell Planning Team Email Addresses

From: [Browne, Lisa](#)
To: [Whelan, Meaghan](#)
Subject: RE: For review - key messages and phase 2 statement (confidential and privileged at request of Counsel)
Date: Saturday, December 30, 2023 6:02:00 PM
Attachments: [Key messages for Regents - Dec 30 LB.docx](#)

From: Whelan, Meaghan <mcwhelan@mun.ca>
Sent: Saturday, December 30, 2023 3:22 PM
To: Browne, Lisa <lisa.browne@mun.ca>
Subject: For review key messages and phase 2 statement (confidential and privileged at request of Counsel)

Hi Lisa,

Here are the key messages They've only been shared with you, so far.

s. 29(1) (a)

Thanks,
Meaghan

Key messages for Regents – post Board meeting (Dec. 30) s. 29(1) (a) s. 31(1)(l)

Note that all media requests to be managed by Meaghan Whelan, associate director, communications, mcwhelan@mun.ca or s. 40(1)

As we get into a more proactive media stage, updated key messages will be shared with Regents at that time.

In the meantime, here are the initial key messages that have been distributed to key stakeholders:

- On Dec. 29, Memorial staff became aware of an issue with information technology services at Grenfell. The team took immediate action. s. 29(1) (a)
IT services at the Marine Institute were shut down as a precaution. It is not yet clear when services will be restored.
- There is no indication at this stage that IT services on other campuses are impacted.
- An investigation into the cause and scope of the issue is underway. This investigation is in its early stages and will likely take some time to complete.
- s. 29(1) (a)
Emergency response protocols have been activated to ensure academic, research and administrative activities continue.