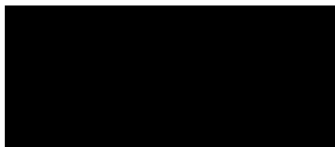




Government of Newfoundland and Labrador
Department of Advanced Education, Skills and Labour

May 7, 2019



Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act, 2015* [Our File #: AESL/027/2019]

On April 15, 2019 the Department of Advanced Education, Skills and Labour received your request for access to the following records/information:

“Any emails between the Minister of AESL (or staff) to members of the MUN Board of Regents (including Dr. Noreen Golfman and Dr. Gary Kachanoski) from November 1, 2018 to the date of this request”

Per my April 15, 2019 letter, you were advised that that given there are over 600 staff in the department, we will conduct a search of the Director of Literacy and Institutional Services, Assistant Deputy Minister of Post-Secondary Education, Assistant Deputy Minister of Corporate Services and Policy, Deputy Minister and Minister.

Please note that emails for the period November 1, 2018 to November 26, 2018 were previously provided to you in AESL/042/2018 and are not included again here.

I am pleased to inform you that your request for access to this information has been granted in part and the responsive records are attached. Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the *Access to Information and Protection of Privacy Act, 2015* (the act):

Section 27.(2) The head of a public body shall refuse to disclose to an applicant

- b. information in a record other than a cabinet record that would reveal the substance of deliberations of Cabinet

Section 29.(1) The head of a public body may refuse to disclose to an applicant information that would reveal:

- a. advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister.

Section 35.(1) The head of a public body may refuse to disclose to an applicant information which could reasonably be expected to disclose

- f. positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the government of the province or a public body, or considerations which relate to those negotiations
- g. information, the disclosure of which could reasonably be expected to prejudice the financial or economic interest of the government of the province or a public body

Section 40. (1) The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy.

As required by subsection 8.(2) of the act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

Section 42 of the act provides that you may ask the Information and Privacy Commissioner to review this partial refusal of access or you may appeal the refusal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall 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
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL A1B 3V8


Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event you wish to appeal to the Supreme Court, you must do so within 15 business days of the date of this letter. Section 52 of the act sets out the process to be followed when filing such an appeal.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information requests website within one day following the applicable period of time.

If you have any further questions, please feel free to contact the undersigned at (709) 729-4276 or SharonSeaward@gov.nl.ca.

Sincerely,



SHARON SEAWARD
ATIPP Coordinator

Attachment

Date : 1/30/2019 4:44:29 PM

From : "Ennis-Williams, Candice"

To : "'Iris Petten'"

Subject : RE: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Looking forward to it!

Candice

From: Iris Petten <ipetten@oceanchoice.com>

Sent: Wednesday, January 30, 2019 4:42 PM

To: Foote, Sheila M <SFoote@gov.nl.ca>

Cc: Ennis-Williams, Candice <candiceennis-williams@gov.nl.ca>

Subject: RE: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Thank you for sending. Looks like we will be continuing to work together.

Iris

From: Foote, Sheila M [<mailto:SFoote@gov.nl.ca>]

Sent: Wednesday, January 30, 2019 4:00 PM

To: Iris Petten

Cc: Ennis-Williams, Candice

Subject: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Dear Ms. Petten,

Please see the attached correspondence on behalf of the Honourable Bernard Davis, Minister.

Kind regards,

Sheila

Sheila M. Foote

Secretary to the Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block, Confederation Building

St. John's, NL A1B 4J6

Tel: 709-729-3580

Fax (709) 729-6996

SFoote@gov.nl.ca

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Date : 1/30/2019 4:46:06 PM

From : "Ennis-Williams, Candice"

To : "'Iris Petten'"

Subject : RE: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Iris,

The related news release will be going out early next week. Will advise once date confirmed by Comms

Candice

From: Iris Petten <ipetten@oceanchoice.com>

Sent: Wednesday, January 30, 2019 4:42 PM

To: Foote, Sheila M <SFoote@gov.nl.ca>

Cc: Ennis-Williams, Candice <candiceennis-williams@gov.nl.ca>

Subject: RE: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

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Iris

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Sent: Wednesday, January 30, 2019 4:00 PM

To: Iris Petten

Cc: Ennis-Williams, Candice

Subject: Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Dear Ms. Petten,

Please see the attached correspondence on behalf of the Honourable Bernard Davis, Minister.

Kind regards,

Sheila

Sheila M. Foote

Secretary to the Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block, Confederation Building

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Tel: 709-729-3580

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Date : 1/30/2019 4:00:11 PM

From : "Foote, Sheila M"

To : "'ipetten@oceanchoice.com'"

Cc : "Ennis-Williams, Candice"

Subject : Ministerial Correspondence on behalf of the Honourable Bernard Davis, Minister

Attachment : Correspondence from the Honourable Bernard Davis.PDF;

Dear Ms. Petten,

Please see the attached correspondence on behalf of the Honourable Bernard Davis, Minister.

Kind regards,

Sheila

Sheila M. Foote

Secretary to the Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block, Confederation Building

St. John's, NL A1B 4J6

Tel: 709-729-3580

Fax: (709) 729-6996

SFoote@gov.nl.ca



Government of Newfoundland and Labrador
Department of Advanced Education, Skills and Labour
Office of the Minister

JAN 30 2019

Ms. Iris Petten
Chairperson, Board of Regents
Memorial University
St. John's
NL A1C 5S7

Dear Ms. Petten: *Iris*

I write to congratulate you on your reappointment as member and chairperson of Memorial University's Board of Regents for a three-year term effective from February 13, 2019.

Please be advised that the associated Order in Council reappointing you will be posted on the Provincial Government's website as part of our efforts to enhance disclosure.

Thank you for agreeing to serve again in this capacity and best wishes for a successful term.

Sincerely,

BERNARD DAVIS, MHA
District of Virginia Waters – Pleasantville
Minister

cc: Ms. Candice Ennis-Williams, Assistant Deputy Minister

Date : 2/22/2019 9:54:42 AM

From : "President, The"

To : "Davis, Bernard"

Cc : "Iris Petten (ipetten@oceanchoice.com)" , "Decker, Kent" , "Foote, Sheila M"

Subject : Correspondence from Dr. Gary Kachanoski, President and Vice-Chancellor

Attachment : DAVI0222.pdf;image003.jpg;

Dear Minister Davis,

Please find attached correspondence from Dr. Gary Kachanoski, President and Vice-Chancellor, Memorial University of Newfoundland

I would appreciate if you would acknowledge receipt of this e-mail and attachment.

Thank you,

Barbara Philpott

Barbara Philpott for

Cynthia Cleary| Assistant to the President

President's Office, Room A-2028

Arts and Administration Building | 230 Elizabeth Avenue

Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7

t: 709.864.8212 | f: 709.864.2059 | email: president@mun.ca





Office of the President and Vice-Chancellor

St. John's, NL Canada A1C 5S7
Tel 709 864 8212 Fax 709 864 2059
president@mun.ca

February 21, 2019

The Honourable Bernard Davis
Minister of Advanced Education, Skills and Labour
Government of Newfoundland and Labrador
P. O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Davis,

[REDACTED] JFF has approached Memorial University to accept, as a gift, the JGC. The assets of the JGC include 37 acres of land held under two 99 year leases from the Crown, a 33,600 ft² geologically focused science center and associated property. JGC has been open to the public since 2002 and was developed by the late philanthropist Dr. Paul Johnson with assistance from some Memorial University Earth Sciences faculty members. This significant offer comes after many years of a mutually beneficial relationship in which Memorial has supplied diverse expertise and resources to support the GEO CENTRE in return for access to the facility and parking. The facility has an estimated replacement value of \$17 Million.

Today (February 21), the Board of Regents (the Board) approved a motion to accept, as a gift, the Johnson GEO CENTRE. The motion was approved after conducting an analysis of a business case for the operation of the facility including a risk analysis and, with external financial support from Johnson Insurance Inc. (see attached correspondence). However the motion approved by The Board is also explicit in that the acceptance is contingent on approval from the Province on the transfer of the two land leases to Memorial University and amendment of the land use purposes of the leases to be consistent with the purposes of Memorial University.

We are aware that JFF and Johnson Insurance Inc. have met with Government officials and have communicated that the facility will cease operations on March 31, 2019, should the transfer not occur before that date. As such, there is a desire to advance this issue to a final decision in a timely manner.

Documentation supporting the decision of the Board is available to officials of your Department.

Sincerely,

A handwritten signature in dark ink, appearing to read "G. Kachanoski", written over a light background.

Gary Kachanoski
President and Vice-Chancellor

Enclosure

c. Ms. Iris Petten, Chair, Board of Regents
Ref: U/GK/DAVIS0221 (2019)



*Fort William Building
10 Factory Lane
St. John's, NL
Canada A1C 6H5*

February 21, 2019

Dr. Gary Kachanoski
President
Memorial University of Newfoundland
230 Elizabeth Avenue
St. John's, NL
A1C 5S7

Dear Dr. Kachanoski,

RE: Transfer of the Johnson Geo Centre to Memorial University

As referenced in our recent discussions regarding the above initiative, Johnson Insurance is proud to assist the Johnson Family Foundation in the transfer of the World Class Johnson Geo Centre to Memorial University.

As always, we are delighted to work with Memorial on projects that bring value to our long standing partnership and the Province.

Best Regards,

JOHNSON INC


John Thompson
SVP, National Sales & Business Development

cc Rob Greenwood, Executive Director, Public Engagement and Leslie Harris Centre of Regional Policy and Development

Date : 2/27/2019 11:43:54 AM

From : "Foote, Sheila M"

To : "'munpres@mun.ca'"

Cc : "Iris Petten (ipetten@oceanchoice.com)" , "'kdecker@mun.ca'" , "President, President" , "Ennis-Williams, Candice"

Subject : Ministerial Response to your Correspondence

Attachment : Ministerial Response to your Correspondence - Dr Gary Kachanoski.PDF;

Good day Dr. Kachanoski,

Please find the attached response from the Honourable Bernard Davis, Minister of the Department of Advanced Education, Skills and Labour to your correspondence of February 21, 2019.

Kind Regards,

Sheila M. Foote

Secretary to the Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block, Confederation Building

St. John's, NL A1B 4J6

Tel: 709-729-3580

Fax (709) 729-6996

SFoote@gov.nl.ca



Government of Newfoundland and Labrador
Department of Advanced Education, Skills and Labour
Office of the Minister

FEB 27 2019

Dr. Gary Kachanoski
President and Vice-Chancellor
Memorial University of Newfoundland
St. John's, NL A1C 5S7

Dear Dr. Kachanoski:

I write in response to your letter of February 21, 2019 regarding the proposed transfer of the Johnson Geo Centre to Memorial University as a gift.

Department officials will review this proposal and will notify the University when a decision has been made related to the authorities required.

Sincerely,

HON. BERNARD DAVIS, MHA
District of Virginia Waters – Pleasantville
Minister

cc: Ms. Candice Ennis-Williams, Assistant Deputy Minister
Ms. Iris Petten, Chair, Board of Regents, Memorial University

Date : 3/25/2019 12:36:41 PM
From : "Ennis-Williams, Candice"
To : "'Golfman, Noreen'"
Cc : "President, The" , "Iris Petten"
Subject : RE: MUNSU
Attachment : image001.png;

Thanks Noreen. I will advise the Deputy and Minister of this update

Best regards
Candice

From: Golfman, Noreen <ngolfman@mun.ca>
Sent: Monday, March 25, 2019 12:35 PM
To: Ennis-Williams, Candice <candiceennis-williams@gov.nl.ca>
Cc: President, The <munpres@mun.ca>; Iris Petten [REDACTED]
Subject: MUNSU

Hi Candice,

As I suspected, John Godfrey was defeated in a vote for the VP Director of Advocacy last week and so there is a new kid in town. Her name is Kat McLaughlin: <https://www.themuse.ca/meet-kat-mclaughlin-candidate-for-executive-director-of-advocacy/>

Cheers,
Noreen



Noreen Golfman

Provost and Vice President (Academic)

Memorial University

St. John's, NL

Canada A1C5S7

709 8643757

Blog: <http://www.mun.ca/vpacademic/blog/>

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 diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Date : 4/11/2019 5:35:25 PM

From : "Dunphy, Debbie"

To : "President, President"

Cc : "Langor, Fiona" , "Ennis-Williams, Candice" , "Decker, Kent"

Subject : Guidelines on the Conduct of the Public Service during an Election

Attachment : Caretaker_Convention_2019.pdf;

Dr. Kachanoski;

Please find attached a copy of the Guidelines on the Conduct of the Public Service during an Election Period. Please distribute to all staff.

Please note that this was the message received by all GNL Employees from the Clerk of the Executive Council.

During an election in Newfoundland and Labrador, the current government retains full legal authority to govern and maintain the daily administration of the province, while exercising restraint in the scope of decision-making and actions taken. This practice, known as the caretaker convention, is detailed in the [Guidelines on the Conduct of the Public Service during an Election Period](#).

These guidelines include a broad range of topics and have been updated for 2019 to assist public service employees in clarifying the functions and activities of government during the caretaker period. The guidelines are based on nationally and internationally recognized practices for elections in jurisdictions with similar forms of government, as well as accepted past practices during elections in this province. The caretaker period begins on the day a general election is called and continues until after the election reveals a clear result which confirms an incumbent government is re-elected, or the day a newly elected government is sworn in.

I am pleased to present the updated guidelines and I encourage you to review them to ensure appropriate application to activities and decisions during the caretaker period. These guidelines will help all of us to maintain a neutral and non-partisan public service which focusses on achieving the best in public service to the people of our province.

Elizabeth Day

Clerk of the Executive Council

Guidelines on the Conduct of the Public Service during an Election Period

Cabinet Secretariat

Spring 2019

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Introduction

Canada's form of government is a democracy based on the British parliamentary system, otherwise known as the Westminster System. During an election in Newfoundland and Labrador, the House of Assembly is dissolved, however, the current government retains full legal authority to govern and to ensure that essential government activities continue.

The **caretaker period** begins once the election writ is issued and continues until after the election reveals a clear result (i.e. the incumbent government is clearly re-elected or a newly elected government is sworn in). Caretaker convention requires that during this period, government will exercise restraint in decision-making, arising from the fact that there is no accountability to an elected House of Assembly and the incumbent government cannot assume that it will command the confidence of the House following the election.

During the caretaker period, the daily business of government continues and routine matters of administration still need to be addressed. Cabinet Ministers will remain as ministers throughout the caretaker period but activity should be restricted to matters that are routine and non-controversial, or require urgent action, such as emerging public health or safety concerns. In accordance with these guidelines, government should avoid making major policy decisions; entering into new major projects or costly undertakings and making executive or board appointments.

Appointments of Parliamentary Assistants and Parliamentary Secretaries will end upon dissolution of the House of Assembly and they will no longer continue to have a role which entitles them to departmental support or access to Cabinet documents. Any functions assigned to the Parliamentary Assistants and Parliamentary Secretaries must be assumed by the Minister responsible. They will however continue in their role as MHAs and representing constituents during the caretaker period.

Political support staff, including Executive Assistants, continue working but may not be involved in the election campaign during normal working hours or while occupying their government offices; those who wish to become involved with the election campaign during normal working hours must either take paid leave or a leave of absence.

If an election results in the incumbent government being re-elected, public service business can return to normal operations on the day following the election. If a new government is elected or if an election result is unclear about which party will form the government, the caretaker guidelines continue to apply until a government is clearly identified and is sworn in.

Definitions

The following definitions apply to these guidelines:

Caretaker period: Begins on the day the House of Assembly is dissolved for an election until after the election reveals a clear result (i.e. the incumbent government is clearly re-elected or a newly elected government is sworn in).

Department: A core government department or agency, including Executive Council and all line departments, the Labour Relations Board, the Public Procurement Agency, the Multi-Materials Stewardship Board, the Newfoundland and Labrador Housing Corporation, the Public Service Commission, The Royal Newfoundland Constabulary and Workplace NL.

Agencies, Boards and Commissions (ABCs): ABCs include all corporations covered by the Transparency and Accountability Act, which includes: 1) a corporation in which a majority of the shares are vested in the Crown, 2) a corporation, commission or body where the majority of the members are appointed by an Act, the Lieutenant-Governor in Council or a minister, 3) a school board elected under the Schools Act, 1997, and 4) a corporation, commission or other body that the Lieutenant-Governor in Council may, by regulation, designate as a public body. References to agencies, boards and commissions do not include 1) a court established under the Judicature Act; 2) a court established under the Court of Appeal Act; or 3) the Provincial Court of Newfoundland and Labrador.

Public bodies: Includes both government departments and ABCs.

Application

Responsibility for implementing and applying these guidelines rests with the executive head of each public body. During the caretaker period, the deputy minister or equivalent will serve as the point of contact for officials within the public body to answer any questions that may arise about the application of these guidelines. Questions regarding the guidelines and their interpretation can be referred to Cabinet Secretariat if required.

The guidelines are primarily reflective of the relationship between ministers and their departments. The relationship between ministers and agencies, boards and commissions varies based on their legislative framework. For this reason, officials from agencies, boards and commissions should comply with these guidelines, unless to do so would conflict with their legal obligations or compelling organizational requirements.

Commitments

Policy Decisions

During an election, the normal routine administration of departments and ABCs must continue. This includes actions such as: front-line service delivery, protection of public health and safety, enforcement of laws and rights, as well as management of financial and human resources. However, departments should be mindful of the caretaker environment and exercise special care when making decisions during this time.

During the caretaker period, implementation of public policy decisions should be delayed and public bodies should not make major policy decisions that are likely to commit financial or other resources or bind an incoming government, during the caretaker period.

While the caretaker convention does not prohibit the incumbent government from making political commitments regarding future policy directions, announcements of new funding and new policies that take effect immediately should not be made during the caretaker period. Occasionally, a significant policy decision may have been made before commencement of the election and needs to be implemented during the caretaker period. Usually implementation of such a decision can continue during the caretaker period, unless the proposed action would be difficult or impossible to reverse, without incurring undue cost or disruption.

Decisions on whether and how to implement significant policy decisions that were made in close proximity to the announcement of an election require careful judgement on whether implementing the decision is appropriate or necessary. If the decision is a matter of contention in the campaign, it should be deferred where possible. In addition, if a public policy decision was made prior to the announcement of the election but not publicly announced, care should be taken to ensure any public communications on the decision and its implementation could not be construed as using government resources for partisan purposes. Any questions related to the application of this direction should be brought to the Clerk of the Executive Council.

If an election results in the incumbent government clearly being re-elected, public service business can return to normal operations on the day following the election. In this scenario, departments may continue to advance policy and programming matters in a fashion consistent with the administration prior to the election. Where a particular past policy or practice has been highlighted for potential change during an election, it is recommended that advice be sought on new policies and procedures prior to taking any new decisions in this regard.

If an urgent situation or emergency arises, the deputy minister should consult with the Clerk of the Executive Council on proposed actions. Whether a particular policy decision qualifies as 'major' is a matter of judgment. Relevant considerations include not only the significance of the decision in terms of policy and resources, but also whether the decision is a matter of contention in the election campaign. If, during the caretaker period, a matter arises that is not urgent or emergent but meets any of the following criteria, a decision on whether and how to proceed should be deferred until the outcome of the election is known, or in the case of a new government, until the new government is sworn in:

- Matters that are significant or controversial;
- Matters that have long-term implications that would limit the freedom of action of an incoming government;
- Matters that cannot be reversed;
- Matters that require a new policy direction; or,
- Matters that require a change to an existing policy.

Decisions that fall into one or more of the categories above should be deferred, if possible, until the caretaker period has passed. Where deferral is not possible, temporary or holding arrangements should be pursued that do not commit the government in the longer term. All questions related to deferral or temporary arrangements should be brought to the Clerk of the Executive Council. If deferral or temporary arrangement is not possible, a decision should be made only after the minister responsible and any required representatives of the Premier's Office consults with the leadership of the other political parties during the caretaker period.

Where it is clear that a new party will form the next government but the government has not yet been sworn in, the incumbent government should not undertake new policy initiatives and should seek the advice of the leadership of the incoming government on any significant matters of legal, economic or other importance that cannot be delayed until the new government formally takes office. The level and type of consultation may vary depending on the complexity, urgency and confidentiality of the issue. For example, in the case of emergency assistance required as a result of a hurricane or other natural or man-made disaster, consultation is not required, however, notification on the steps government intends to take should be provided. This is consistent with the Emergency Services Act, which provides authority to the Lieutenant-Governor in Council to declare a provincial emergency for all or part of the province.

Appointments

Wherever possible, Government should defer making appointments to public service executive positions, as well as ABC appointments during the caretaker period. If deferring

the appointment is impractical as it would impact the proper functioning of the public body, such as an unexpected resignation, it is recommended that an acting appointment be made for a limited period.

Major Contracts, Undertakings and Funding Contributions

During the caretaker period, new non-routine tenders should not be initiated, however, procurement for routine goods and services and/or goods and services that support the ordinary operations of government (e.g., purchase of machine parts or office supplies) can proceed in the normal fashion. In the event of an emergency, procurements required to maintain public health and safety, or the daily administration of a government service, can also proceed in the normal fashion. If the minister is not available, the deputy minister or equivalent can sign routine contracts during the caretaker period.

Public bodies must avoid entering into major contracts or undertakings, or providing major financial contributions to external organizations, such as non-routine grants, during the caretaker period. When determining whether a contract, undertaking or contribution qualifies as 'major', the following matters should be considered:

- The dollar value of the commitment; and
- Whether the commitment:
 - Involves routine administration (such as hosting fees for a long-standing government website);
 - Implements or entrenches a new policy, program or administrative structure; or,
 - Requires Cabinet or ministerial approval to pursue.

For any tenders issued prior to the caretaker period, decisions on whether to proceed with the tender award should be deferred, whenever possible, until after the caretaker period concludes. If a public body determines that a decision to award a contract cannot be deferred for legal, commercial or other reasons and/or requires that a tender be issued, the deputy minister or equivalent must seek direction from the Clerk of the Executive Council before proceeding.

Intergovernmental Relations

Meeting and Events

During the caretaker period, the government and public servants should take caution when participating in intergovernmental events, including first ministers meetings, ministerial meetings, and meetings of senior officials and working groups. Ministers and deputy ministers should refrain from attending in-person intergovernmental meetings and

conferences, unless it is determined that being absent would have an adverse impact on the province. Such a determination should be made in consultation with the Clerk of the Executive Council and the deputy minister of Intergovernmental Affairs.

Where it is approved that the minister or deputy minister will participate in an intergovernmental in-person meeting, event or conference, they will attend as observers only. The province's representatives should clearly note during the deliberations that the province is unable to commit to any policy, initiative or investment during the caretaker period, and that no outcome of the meeting is binding on the Government of Newfoundland and Labrador. Any communiques resulting from intergovernmental meetings or events during the caretaker period may include disclaimers that note that Newfoundland and Labrador was unable to participate in the proceedings due to the on-going provincial election. Disclaimers can also be requested to be updated following the conclusion of the caretaker period, if the government decides to support the outcomes of the meeting or event.

Departments should also refrain from participating in minister and deputy minister intergovernmental conference calls, including bilateral and multilateral phone conversations, unless it is determined that not participating would adversely impact the province. In the event the minister or deputy minister does participate in such a conference call, it should be clearly noted that the province is in a caretaker period and that no commitments from the call are binding on the province.

Officials must obtain the deputy minister's approval to participate in any officials' level intergovernmental meetings in person or by telephone. Officials participating must clearly note that they are participating as observers only and the province is in a caretaker period and that no positions agreed at the meeting or conference call are binding on the province.

Any questions related to participation in intergovernmental meetings should be directed to the deputy minister of Intergovernmental Affairs who will consult with the Clerk of the Executive Council, as required.

Intergovernmental Negotiations

Ordinarily, where an intergovernmental or international negotiation is of a bilateral nature, it should be deferred until a new government is in place. However, in the case of multilateral negotiations, public servants should adopt observer status during the caretaker period. The lead negotiator should communicate in writing to the other parties that the province has moved into a caretaker period and that the province is unable to make any decisions or advance positioning during this period.

Where it is not feasible to defer involvement or adopt observer status, officials may attend but must limit their role to providing information on the past position of government with a clear qualifier that the position of the province is subject to change following the election. If this is not practical, the minister responsible should consult with the opposition leadership or incoming government, in the event of a change in government, to inform them of the negotiations and the position officials will take during the caretaker period.

Any questions related to participating in intergovernmental negotiations should be directed to the deputy minister of Intergovernmental Affairs who will consult with the Clerk of the Executive Council as required.

Intergovernmental Agreements

Agreements may be signed if Cabinet authority is in place, they are routine in nature (e.g., a renewal or extension of a longstanding agreement, information-sharing for program administration, etc.), relevant funding has been appropriated by the House of Assembly, and no signing ceremony or public event is planned. If Cabinet authority is in place, but the agreement is not routine in nature (e.g., contemplates a major policy shift or outlines a new program or policy), signature of the agreement should be deferred until after the end of the caretaker period. Any questions regarding whether or not the agreement is routine in nature should be directed to the Clerk of the Executive Council.

Where Cabinet authority is not yet in place to sign the agreement prior to the election, a submission seeking such authority should also be deferred until Cabinet has been reestablished after the election.

In the event of a change in government, departments are recommended to seek confirmation of any existing direction pertaining to the intergovernmental agreement prior to signature.

Visits from Foreign Dignitaries

Foreign dignitaries whose visits are scheduled for the caretaker period should be advised that during an election, ministers are unable to meet with ambassadors or consuls general from foreign states, except in extraordinary circumstances as determined in consultation with the Provincial Protocol Office. Officials may meet with foreign dignitaries provided the other usual qualifiers about avoiding political comment and providing only factual information are observed. During the caretaker period, the deputy minister or equivalent responsible must approve whether or not officials meet with any representatives of foreign states.

The Provincial Protocol Office will lead on informing any relevant foreign dignitaries during the caretaker period.

Cabinet Operations

Cabinet meetings are not normally held during the caretaker period, unless an emergency arises of a public health and safety nature. In addition, Cabinet Secretariat will not receive submissions and Minutes of Council/Orders in Council will only be issued in emergency situations.

Public bodies will normally have advance notice of the timing of elections and therefore measures should be taken to ensure that any outstanding Orders in Council are pursued prior to the thirty days preceding a fixed election date or as soon as possible once it is known that an election will be called.

Maintaining the Neutrality of the Public Service

The public service is a non-partisan body. Government services and programs must be delivered and advice provided in a politically neutral manner at all times.

Political Activity

The private political activities of Government of Newfoundland and Labrador public servants falls outside the guidelines set out in this document. However, all employees of the Provincial Government are encouraged to review the Political Activity Policy, which is available online at: www.gov.nl.ca/exec/hrs/working_with_us/political.html

Marketing and Awareness Activities

Marketing and advertising activities will be curtailed during the caretaker period; advertising related to government programs, services and operations will not be permitted. This includes traditionally-placed messages from public bodies (for example, messages for Fire Prevention Week, Small Business Week, etc.); annual promotion of government programs; regional or national publications; local or national television, and on-line corporate advertising, if there is a possibility of viewership within the province. If advertising has been booked, the department responsible must cancel or defer it. Exceptions may be granted in specific cases with the approval of the Associate Secretary to Cabinet for Communications.

The following exceptions will also apply:

- Advertising to promote health and safety of the public such as school closures, public advisories, and communications related to emergency situations;
- Legal advertising in provincial newspapers;
- Recruitment of essential personnel; and
- The province's tourism campaigns through the Department of Tourism, Culture, Industry and Innovation can continue during the caretaker period, due to their specialized objectives and messaging about the province.

Public bodies should not initiate any new marketing or public events, however, participation by public servants in previously or externally-planned public conferences and stakeholder events is permitted if it is usual, routine and non-controversial in nature. Similarly, attendance at national and international trade shows, conferences and seminars, including booths, banners and corporate literature should be avoided but may proceed with the approval of the deputy minister or equivalent if the event is usual, routine and non-controversial. Otherwise, participation in events should occur only if the event is essential. Speeches should be confined to bringing greetings and welcoming delegates, and should avoid any discussion of policy matters. Presentations or panel discussions at conferences should be confined to technical matters only.

Advertising, including ads in programs or show guides is not permitted. Outside of the province, related advertising including advertisements in programs or show guides as well as sponsorships and associated advertising is permitted; however, editorials, advertorials and paid advertising in industry specific magazines and publications around trade shows, conferences and seminars is not permitted if there is significant potential viewership in Newfoundland and Labrador.

Provincial Government officials must exercise judgment if they are scheduled to speak at public functions during the caretaker period, such as a conference held by an industry association or community group. Messaging delivered from a public servant should be neutral, routine and non-controversial. In the case of non-controversial issues, officials may speak, but should explain that the government is in a caretaker period and that they will limit their statements to factual issues and matters of administration. Officials should also avoid publicly promoting policies during the caretaker period. In the case of controversial issues, officials should decline invitations to speak noting that the on-going election prevents the public service from speaking to the issue at hand.

The determination on whether an issue is controversial rests with the deputy minister or equivalent during the caretaker period. It is recommended that all public bodies require deputy minister or equivalent approval for all public engagement activities during the caretaker period, where this protocol may not ordinarily be the case.

Communications

Announcing the Election

In general, communications activity that promotes government programs, policies or services will be avoided during the caretaker period. However, it is important that the electoral process be on public record. The following is appropriate to go through the normal process with the Communications and Public Engagement Branch:

- A media advisory of the photo opportunity or media availability of the election call.
- A news release announcing the election date (no references to campaign strategy or political party).

Ministerial Interviews

The minister responsible for the public body continues to be the spokesperson for the department/entity, and necessary interviews should be provided by the minister. Interviews should be confined to topics relating to operations of government, such as matters impacting public safety or public health issues. Directors of communications should contact the Associate Secretary to Cabinet for Communications with questions regarding specific situations.

Ministerial Messages

A regular communications activity is supplying ministerial messages to organizations to be published in booklets prepared for conferences, tournaments, AGMs, etc. Messages from the minister will not be provided for use during the caretaker period.

News Releases

News releases, statements and public advisories will be kept to a minimum during the caretaker period and new programs, policies or funding commitments will not be announced unless they are addressing an exceptional circumstance such as a public emergency, or the lack of announcement will mean a material loss to government.

Announcements will be limited to operational communications (e.g., Justice and Public Safety enforcement notifications, Occupational Health and Safety (OHS) proceedings or charges, notifications of road closures, emergency situations or matters affecting public health). In these cases, quoting Cabinet ministers should be avoided, however, there may be circumstances where it is appropriate to do so (issue of public health, for example). As always, news releases, statements and public advisories must be submitted to the

Communications and Consultations Branch for review and distribution. Normal approval processes will continue to apply.

Use of Government Premises

There may be occasions where Provincial Government premises can appropriately be used during the caretaker period by political parties for public events such as media conferences. Where candidates, other than the Premier or ministers acting in their official capacities, seek to visit premises or facilities, departments should provide assistance to government and opposition parties. Government resources must not be used to support political activity and events must not unduly disrupt the daily operation of any facilities. Public servants must not engage in political dialogue or provide logistical support for political functions. The deputy minister or equivalent must approve any such requests.

Social Media

Activity on all departmental social media accounts will be limited to exceptional circumstances such as emergency, public health or safety concerns or necessary public information on operational issues.

Factual information may be provided in response to direct questions on social media. No discussion of policy or programs can occur on departmental accounts during this time.

Officials should review the Social Media Policy and Guidelines, which apply at all times, including during the caretaker period. The Social Media Policy and Guidelines are available online at: <https://www.gov.nl.ca/socialmedia/>

Any questions related to this section of the guidelines should be directed to the Associate Secretary to Cabinet for Communications.

Public and Stakeholder Engagement/Consultations

During the caretaker period, the public service does not undertake consultation or engagement sessions with the general public or targeted stakeholders. Any consultations that are on-going at the time that the election is called must be postponed until after the caretaker period concludes.

Similarly, engagement of the public service with stakeholders, such as meetings between the executive team of a department and representatives of community organizations, industry associations, or other lobby groups, should be limited or deferred where possible.

Information Requests

Compliance with the Access to Information and Protection of Privacy Act, 2015 *is* required during the caretaker period and nothing in these guidelines modifies the processes outlined in legislation. The Access to Information and Protection of Privacy Act, 2015 can be viewed at: www.assembly.nl.ca/Legislation/sr/statutes/a01-2.htm

Requests from Media

Communications staff will not proactively seek media coverage during the election period and should not initiate contact with media. Media requests will, as always, be addressed promptly. Requests for information will be limited to technical and factual information and, if possible, provided not for specific attribution, i.e., be attributed to “spokesperson for Department of ...”

In order to avoid any perception of participating in a policy debate, departmental statements will not comment on existing or proposed programs or provide policy rationale.

Requests from Ministers

During the caretaker period, ministers may continue to request factual material from departments. Material relating to the day-to-day business of government should continue to be supplied to ministers in the usual ways determined by ministers and the executive prior to the call of the election.

In most instances, departments should not provide policy advice during the caretaker period. Deputy Ministers and equivalents are charged with determining whether any urgent issues arise that would necessitate the provision of policy advice to the minister during the caretaker period. This includes policy advice provided in briefing notes, PowerPoint presentations, emails and verbal briefings.

In the case where the minister has directed that policy work be undertaken in advance of the call of the election, public officials can proceed with such policy development, provided this does not require input and engagement with the minister or external stakeholders outside of the core provincial public service.

Requests from Political Parties

Departments should continue with standard processes of providing factual information requested by political parties and processing of other information requests under the Access to Information and Protection of Privacy Act, 2015.

Routine Administration

Routine administration may proceed during the caretaker period. As noted previously in the guidelines, the deputy minister or equivalent is required to oversee the implementation of and compliance to the guidelines by their officials.

Tabling Responses to Reports

Reports cannot be tabled in the House of Assembly once an election has been called. If a government-commissioned report is delivered to the government during an election, any formal, public response to its content should be made only after the caretaker period has concluded. Public bodies may, however, undertake appropriate preparatory work and consultation within the core provincial public service so that they are in a position to provide early advice to the incoming government.

Financial Supports to Ministers

During the caretaker period, the covering of expenses for ministers and their staff should be assessed on a case-by-case basis. Claims relating to the management of essential government business can be covered by departments; for example, to support ministers attending an urgent Cabinet meeting or primarily in connection with their ministerial duties. Public bodies must not cover claims relating to the election campaign or a political event, such as the purchase of cell phones, tablets and laptops. In the case of claims that cover a combination of government and political business, departments can grant a partial reimbursement to cover government activities only.

Legislation

Legislation will not normally be proclaimed during the caretaker period and regulations should not be approved.

Correspondence

During the caretaker period, it is recommended that courtesy replies be provided to incoming correspondence. During this time, it is advisable that correspondence be sent under the signature of the deputy minister or equivalent. It is recommended that the following elements be included in all correspondence from a department during the caretaker period:

- Replies should include a statement explaining the caretaker status of the current government;
- The content of correspondence should reflect factual information;
- Replies should not assume that the current government will or will not return to office;

- Replies that require an explanation of government policy must not commit government to post-election action; and
- New policy or program commitments of a political nature should not be communicated through official correspondence on Provincial Government letter head during this period.

Collective Bargaining

During the caretaker period, the government should not engage in collective bargaining for the renewal of a collective agreement, Memorandum of Agreement or Agreement in Principle with respect to human resources. Memoranda of Agreement or Agreements in Principle should not be signed until the caretaker period has concluded.

Date : 4/3/2019 10:03:35 AM

From : "Reynolds, Sandy"

To : "President, President" , "'Tilley, Linda'"

Cc : "Ennis-Williams, Candice" , "'ipetten@oceanchoice.com'" , "Decker, Kent (kdecker@mun.ca)" , "annbrowne@mun.ca" ,
"'tinias@mun.ca'" , "'ljstyles@mun.ca'"

Subject : Ministerial Correspondence to Dr. Gary Kachanoski

Attachment : Letter to Dr. Gary Kachanoski.PDF;

Please find attached correspondence from Minister Davis.

Sandy

Sandy Reynolds

Assistant to the Deputy Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block

Confederation Building

t 709.729.3582

e sandyreynolds@gov.nl.ca


APR 03 2019

Sect. 27.(2)(b)

Dr. Gary Kachanoski
President and Vice-Chancellor
Memorial University
St. John's, NL A1C 5S7

Dear Dr. Kachanoski:

I am pleased to confirm that approval has been granted under Subsection 4(2) of the *Memorial University Act* to authorize Memorial University to maintain and keep in proper order and condition and to alter, repair, renovate and furnish the Johnson Geo Centre following Memorial University's acquisition by gift of the Johnson Geo Centre. This approval is conditional upon Memorial University covering all costs and liabilities related to the initiative without seeking further funding from the Provincial Government.



Sincerely,



HON. BERNARD DAVIS, MHA
District of Virginia Waters – Pleasantville
Minister

cc: Ms. Candice Ennis-Williams, Assistant Deputy Minister
Ms. Iris Petten, Chair, Board of Regents, Memorial University
Mr. Kent Decker, Vice-President (Administration and Finance), Memorial University
Ms. Ann Browne, Associate Vice-President (Facilities), Memorial University

Date : 4/9/2019 3:07:02 PM

From : "President, The"

To : "Davis, Bernard"

Cc : "Nippard, Melissa" , "Iris Petten (ipetten@oceanchoice.com)" , "Squires, Lynn (Cadigan)" , "Rob Greenwood" , "Foote, Sheila M" , "Coady, Siobhan"

Subject : Correspondence from Gary Kachanoski, President and Vice-Chancellor, Memorial University

Attachment : DAVI0409.pdf;image001.jpg;

Good afternoon,

Please find attached correspondence from Dr. Gary Kachanoski, President and Vice-Chancellor, Memorial University.

Regards,

Barbara Philpott

Barbara Philpott for

Cynthia Cleary| Assistant to the President

President's Office, Room A-2028

Arts and Administration Building | 230 Elizabeth Avenue

Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7

t: 709.864.8212 | f: 709.864.2059 | email: president@mun.ca





Office of the President and Vice-Chancellor

St. John's, NL Canada A1C 5S7
 Tel. 709 864 8212 Fax. 709 864 2059
 president@mun.ca

April 8, 2019

The Honourable Bernard Davis
 Minister of Advanced Education, Skills and Labour
 Government of Newfoundland and Labrador
 P.O. Box 8700
 St. John's, NL A1B 4J6

Dear Minister Davis:

More than 250 alumni and friends of Memorial University will gather in Calgary on Tuesday, June 11 for our Affinity Newfoundland and Labrador celebration. As you are aware, this event, along with others in Ottawa, Toronto and Halifax, are held annually to raise the profile of Memorial University and of Newfoundland and Labrador.

These events raise funds for scholarships and bursaries here at Memorial, help the university develop new co-op and internship opportunities, and promote undergraduate and graduate student recruitment. Through the national Affinity program, I am proud to say that we have supported 67 students by raising a total of \$1,194,475 as of the end of fiscal year 2018. Our Affinity celebration in Calgary also provides a wonderful opportunity to network with a range of private and public sector leaders from across industry and government in Western Canada.

We would be pleased if you could join us for this important event. I have extended a separate invitation to the premier and have asked him to bring greetings on behalf of the province. I am also extending an invitation to the Honourable Siobhan Coady, Minister of Natural Resources.

Planning is well underway and the event promises to be exceptional. Our keynote speaker for the evening is Trent McClellan, who will be guaranteed to entertain the crowd with his experience as a comedian and writer for *This Hour Has 22 Minutes*. We are also pleased to welcome founding member of Spirit of Newfoundland, Sheila Williams, as our emcee. Visible support by our provincial leadership will take what is already an outstanding event to the next level, and I do hope you can confirm your attendance.

Should you require additional information or to RSVP, please contact Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement at 709-864-3481 or email lynn.squires@mun.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read "G. Kachanoski".

Gary Kachanoski
 President and Vice-Chancellor

- c. Ms. Iris Petten, Chair, Board of Regents
- Hon. Siobhan Coady, Minister of Natural Resources
- Dr. Rob Greenwood, Associate Vice-President (Public Engagement and External Relations)
- Ms. Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement

Date : 4/9/2019 3:12:14 PM

From : "President, The"

To : "Premier of NL" , "Roberts, Edna"

Cc : "Nippard, Melissa" , "Iris Petten (ipetten@oceanchoice.com)" , "Squires, Lynn (Cadigan)" , "Rob Greenwood" , "Foote, Sheila M" , "Coady, Siobhan" , "Davis, Bernard"

Subject : Correspondence from Gary Kachanoski, President and Vice-Chancellor, Memorial University

Attachment : PREMIER0409.pdf;image001.jpg;

Good afternoon,

Please find attached correspondence from Dr. Gary Kachanoski, President and Vice-Chancellor, Memorial University.

Regards,

Barbara Philpott

Barbara Philpott for

Cynthia Cleary| Assistant to the President

President's Office, Room A-2028

Arts and Administration Building | 230 Elizabeth Avenue

Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7

t: 709.864.8212 | f: 709.864.2059 | email: president@mun.ca





Office of the President and Vice-Chancellor

St. John's, NL Canada A1C 5S7
 Tel 709 864 8212 Fax 709 864 2059
 president@mun.ca

April 8, 2019

Premier Dwight Ball
 Government of Newfoundland and Labrador
 Confederation Building, East Block, P.O. Box 8700
 St. John's, NL A1B 4J6

Dear Premier Ball:

Over 250 alumni and friends of Memorial University will gather in Calgary on Tuesday, June 11 for our Affinity Newfoundland and Labrador celebration. As you are aware, this event, along with others in Ottawa, Toronto and Halifax, are held annually to raise the profile of Memorial University and of Newfoundland and Labrador.

These events raise funds for scholarships and bursaries here at Memorial, help the university develop new co-op and internship opportunities, and promote undergraduate and graduate student recruitment. Through the national Affinity program, I am proud to say that we have supported 67 students by raising a total of \$1,194,475 as of the end of fiscal year 2018. Our Affinity celebration in Calgary provides a wonderful opportunity to network with a range of private and public sector leaders from across industry and government in Western Canada.

I would like to extend a personal invitation to attend our upcoming Calgary event and bring greetings on behalf of the province. I am also extending an invitation by letter to the Honourable Siobhan Coady, Minister of Natural Resources and the Honourable Bernard Davis, Minister of Advanced Education, Skills and Labour.

Planning is well underway and the event promises to be exceptional. Our keynote speaker for the evening is Trent McClellan, who will be guaranteed to entertain the crowd with his experience as a comedian and writer for *This Hour Has 22 Minutes*. We are also pleased to welcome founding member of Spirit of Newfoundland, Sheila Williams, as our emcee. Visible support by our provincial leadership will take what is already an outstanding event to the next level, and I do hope you can confirm your attendance.

Should you require additional information or to RSVP, please contact Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement at 709-864-3481 or email lynn.squires@mun.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Gary Kachanoski'.

Gary Kachanoski
 President and Vice-Chancellor

- c. Ms. Iris Petten, Chair, Board of Regents
 Hon. Bernard Davis, Minister of Advanced Education, Skills and Labour
 Hon. Siobhan Coady, Minister of Natural Resources
 Dr. Rob Greenwood, Associate Vice-President (Public Engagement and External Relations)
 Ms. Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement
 Ref: U/GK/BALL0405 (2019)

Date : 4/9/2019 3:03:43 PM

From : "President, The"

To : "Coady, Siobhan"

Cc : "Nippard, Melissa" , "Iris Petten (ipetten@oceanchoice.com)" , "Squires, Lynn (Cadigan)" , "Rob Greenwood" , "Davis, Bernard" , "Foote, Sheila M"

Subject : Correspondence from Gary Kachanoski, President and Vice-Chancellor, Memorial University

Attachment : COAD0409.pdf;image003.jpg;

Good afternoon,

Please find attached correspondence from Dr. Gary Kachanoski, President and Vice-Chancellor, Memorial University.

Regards,

Barbara Philpott

Barbara Philpott for

Cynthia Cleary| Assistant to the President

President's Office, Room A-2028

Arts and Administration Building | 230 Elizabeth Avenue

Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7

t: 709.864.8212 | f: 709.864.2059 | email: president@mun.ca





Office of the President and Vice-Chancellor

St. John's, NL Canada A1C 5S7
Tel: 709 864 8212 Fax: 709 864 2059
president@mun.ca

April 8, 2019

The Honourable Siobhan Coady
Office of the Minister
Department of Natural Resources
50 Elizabeth Ave, P.O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Coady:

Over 250 alumni and friends of Memorial University will gather in Calgary on Tuesday, June 11 for our Affinity Newfoundland and Labrador celebration. As you are aware, this event, along with others in Ottawa, Toronto and Halifax, are held annually to raise the profile of Memorial University and of Newfoundland and Labrador.

These events raise funds for scholarships and bursaries here at Memorial, help the university develop new co-op and internship opportunities, and promote undergraduate and graduate student recruitment. Through the national Affinity program, I am proud to say that we have supported 67 students by raising a total of \$1,194,475 as of the end of fiscal year 2018. Our Affinity celebration in Calgary also provides a wonderful opportunity to network with a range of private and public sector leaders from across industry and government in Western Canada.

We would be pleased if you could join us for this important event. I have also extended a separate invitation to the premier and have asked him to bring greetings on behalf of the province. I am also extending an invitation to the Honourable Bernard Davis, Minister of Advanced Education, Skills and Labour.

Planning is well underway and the event promises to be exceptional. Our keynote speaker for the evening is Trent McClellan, who will be guaranteed to entertain the crowd with his experience as a comedian and writer for *This Hour Has 22 Minutes*. We are also pleased to welcome founding member of Spirit of Newfoundland, Sheila Williams, as our emcee. Visible support by our provincial leadership will take what is already an outstanding event to the next level, and I do hope you can confirm your attendance.

Should you require additional information or to RSVP, please contact Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement at 709-864-3481 or email lynn.squires@mun.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Kachanoski'.

Gary Kachanoski
President and Vice-Chancellor

- c. Ms. Iris Petten, Chair, Board of Regents
Hon. Bernard Davis, Minister of Advanced Education, Skills and Labour
Dr. Rob Greenwood, Associate Vice-President (Public Engagement and External Relations)
Ms. Lynn Squires, Assistant Director, Alumni Engagement, Office of Public Engagement

Date : 4/9/2019 2:08:22 PM

From : "Reynolds, Sandy"

To : "President, President" , ""Tilley, Linda"" , ""ipetten@oceanchoice.com"" , ""ljstyles@mun.ca"" , "Decker, Kent (kdecker@mun.ca)" , ""Scott, Tina (Regents)"" , ""lpike@mun.ca""

Cc : "Dunphy, Debbie"

Subject : Budget 2019

Attachment : 2019 Budget Lockup Form AES.pdf;

Please find the attached Budget Lock up form and guidelines that must be completed and returned on or before Friday, April 12, 2019. Please cc me (sandyreynolds@gov.nl.ca) on returned forms.

Thanks

Sandy

Sandy Reynolds

Assistant to the Deputy Minister

Department of Advanced Education, Skills and Labour

3rd Floor, West Block

Confederation Building

t 709.729.3582

e sandyreynolds@gov.nl.ca



Department of Finance

Budget Lockup Registration (AES)Please complete and return via fax (709) 729-0393 or email budget2019@gov.nl.ca

PLEASE BE INFORMED THAT ALL PERSONS ATTENDING ALL LOCK-UPS MUST ENTER BY WAY OF THE PUBLIC SERVICE ENTRANCE, WEST BLOCK. ATTENDEES MUST PROVIDE PHOTO ID (ATTENDEES WITHOUT PHOTO ID WILL BE REFUSED ENTRY). DUE TO NEW SECURITY MEASURES IT IS RECOMMENDED THAT INVITED GUESTS ARRIVE 20 MINUTES BEFORE LOCK-UP TIMES.

1. Name: _____

2. Organization: _____

3. Business Address: _____

4. Telephone: _____

5. Email: _____

6. Wireless Devices: Please indicate if you have any communication devices:

	Yes	No
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>
IPad	<input type="checkbox"/>	<input type="checkbox"/>
Blackberry	<input type="checkbox"/>	<input type="checkbox"/>
Laptop Computer	<input type="checkbox"/>	<input type="checkbox"/>

*External Card**Internal Wireless*

MAC Address: _____

Other Devices (please specify) _____

I am receiving an advance copy of the 2019-2020 Budget documents from the Government of Newfoundland and Labrador. In doing so, I acknowledge that the release of any information contained in these documents is strictly prohibited prior to the official delivery in the House of Assembly.

Signature _____

Budget Lockup Guidelines

1. Only those pre-registered for the Budget Lockup will be permitted into the lockup area.
2. Lockups end at the time the Minister begins to speak. Participants may enter any time, but **cannot leave** until the end, with the following exceptions:
 - a. Members of the House of Assembly may leave at 1:50 p.m. and proceed **directly** to the House to take their seats.
 - b. Participants who have invitations to hear the Speech in the Gallery must be ushered by a government official.

MHAs and other participants are reminded that media interviews are not permitted during this time.

- c. Members of the House of Assembly proceeding to the House may take their handwritten notes. All other budget documents, materials and lap top computers will be delivered in bulk to their offices.

Budget documents are not permitted to be delivered to the House of Assembly or Gallery.

- d. Other participants proceeding to the House or Gallery must leave all budget documents, related materials and laptop computers (except handwritten notes) in the lockup area, to be picked up after the Speech.
3. Participants who will not be proceeding to the House of Assembly or Gallery are permitted to take their budget documents, related materials and laptop computers after the Minister commences the Budget Speech.

4. All participants are required to complete the Budget Lock up Declaration Sheet prior to receiving any Budget Documents.
5. No cellular phones, palm pilots, blackberries or other communication devices are permitted to be used in the lockup area. Any of these items that are brought into the lockup must be turned off and given to the staff representatives at the beginning of the lockup. These items will be returned at the end of the lockup.

Lap top computers are permitted in the lockup area, however, absolutely no communication via wireless or phone line connections is permitted. In cases where a participant has a wireless laptop, the external card, if applicable, must be removed. If the laptop has an integrated wireless card it must be turned off. Participants bringing laptops into the lockup area are required to provide Finance staff representatives with the computer's MAC address.

Random sweeps will be performed at all lockup areas to ensure Compliance.

6. In the event that it is necessary to evacuate the building, all Budget documents and related materials including briefcases and notes should be left in the lockup area, and participants should proceed with the lockup monitor to the emergency exit.