

March 24, 2026

Kenessa Windsor
Alanna Wicks
Access Privacy Analyst
Office of the City Solicitor
City of St. John's

Dear Kenessa Windsor and Alanna Wicks,

**Re: Section 110(1) of the Access to Information and Protection of Privacy Act, 2015 - Designation
by the Head of a Public Body**

Pursuant to s. 110(1) of the Access to Information and Protection of Privacy Act, 2015 ("the Act"), and as the Head of the City of St. John's responsible for decisions under the Act, I hereby designate you, Kenessa Windsor and Alanna Wicks as ATIPP coordinator responsible for the day to day administration of the legislation on behalf of the City of St. John's.

The City of St. John's, together with all public bodies in the province of Newfoundland and Labrador, is committed to the provision and promotion of open and transparent government. Open and transparent government requires respect for and compliance with the Act by:

1. Ensuring that the citizens of St. John's have the information required to participate meaningfully in the democratic process.
2. Being transparent in our work and decisions and remaining fully accountable to the people we serve.
3. Making every reasonable effort to respond to requests for information on a timely basis.
4. Carefully and appropriately protecting the privacy of individuals whose personal information is entrusted to us.

You are expected to carry out the responsibilities of the coordinator as listed in s. 110 of the Act. In summary, those duties are to:

1. Receive and process requests made under the Act.
2. Coordinate responses to requests.
3. Communicate throughout the process with applicants, third parties, and others who may have an interest in the request.
4. Educate staff of the City of St. John's about the applicable provisions of the Act.
5. Track requests made under the Act and the outcome of the requests.
6. Prepare statistical and other reports as may be requested.
7. Carry out other such duties as may be assigned.

ST. JOHN'S

You are also responsible under s. 12 of the Act to carefully protect the identities of applicants in all circumstances except:

- a. Where a request is for personal information about the applicant; or
- b. Where the name of the applicant is necessary to respond to the request and the applicant has consented to its disclosure.

You are expected to carry out your responsibilities with a high degree of independence and with scrupulous adherence to the Act. The nature of your responsibilities requires that you swear or affirm your commitment to confidentiality. The required oath/affirmation is appended to this letter.

This mandate letter constitutes a grant to you of all the authority you may reasonably require to fulfill your duties and responsibilities as coordinator.

As Head of the City of St. John's, I commit:

- a. To fully supporting you in your role as coordinator and to ensuring that all personnel of the City of St. John's have been informed by me of your authority as coordinator and have, in support of that authority, been instructed by me to provide you with the full and timely cooperation you may require as you carry out your responsibilities.
- b. To supporting the City of St. John's administration of the Act by setting and pursuing the objective of excellent information management.
- c. To exercising my authority to ensure that you promptly receive such access to records as you reasonably need in order to respond to requests for information.

This designation is effective on or from the date shown below.

Sincerely,

Derek Coffey

2026/03/24

Derek Coffey
City Manager

Date

Cc: Director – ATIPP Office, Department of Justice and Public Safety

ST. JOHN'S

Designated ATIPP Coordinator's Oath/Affirmation

This Oath/Affirmation applies to information which may be verbal, written, or electronic.

I will exercise due care in utilizing personal or confidential information in electronic, written, or verbal forms.

I understand that I am responsible for reviewing and understanding the Access to Information and Protection of Privacy Act and policies related to the management and protection of information and to comply with these requirements. If I do not understand the legislation or policies, I am responsible for seeking assistance and direction.


I, Kenessa Windsor, will faithfully, honestly and impartially, to the best of my knowledge, skill and ability, perform my duties as an ATIPP Coordinator.

I will not at any time, other than in the performance of my duties, directly or indirectly:

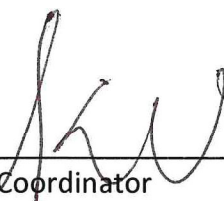
- Discuss with or disclose to anyone, other than a duly authorized person, any personal information or confidential information to which I may have access or become aware of while performing my duties.
- Remove personal or confidential information from my employer's premises without written permission or as necessary to perform my duties.
- Release or discuss personal or confidential information, even after my employment or association with my employer is terminated.

I acknowledge that I have read and understand the contents of this Oath/Affirmation.

SIGNED at St. John's, Newfoundland and Labrador, this 26 day of March, 2026.



Commissioner of Oaths



ATIPP Coordinator

JENNIFER SQUIRES

A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2026

ST. JOHN'S

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I understand that I am responsible for reviewing and understanding the Access to Information and Protection of Privacy Act and policies related to the management and protection of information and to comply with these requirements. If I do not understand the legislation or policies, I am responsible for seeking assistance and direction.


I, Alanna Wicks, will faithfully, honestly and impartially, to the best of my knowledge, skill and ability, perform my duties as an ATIPP Coordinator.

I will not at any time, other than in the performance of my duties, directly or indirectly:


- Discuss with or disclose to anyone, other than a duly authorized person, any personal information or confidential information to which I may have access or become aware of while performing my duties.
- Remove personal or confidential information from my employer's premises without written permission or as necessary to perform my duties.
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