

Assumptions and Potential Impacts for Planning Purposes (Updated March 14, 2025)

The following assumptions and projected impacts build on those originally communicated in October 2024 in the 2025 Canada Games Business Continuity planning template, with some assumptions added or updated based on from information received in business continuity plans received to date.

PLEASE READ BEFORE CONTINUING

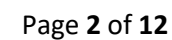
Plans for the Games continue to evolve. In many cases, units /departments summarized below are still working on revising and testing their plans and items captured here are subject to change. If you feel that information presented in this document is in contradiction to information you have received via other sources, we advise you to reach out directly to the unit/department that provides the service/information you are seeking. As well, if a unit/department would like an update, correction or clarification on any items within this document, please contact canadagames2025@mun.ca

Contents:

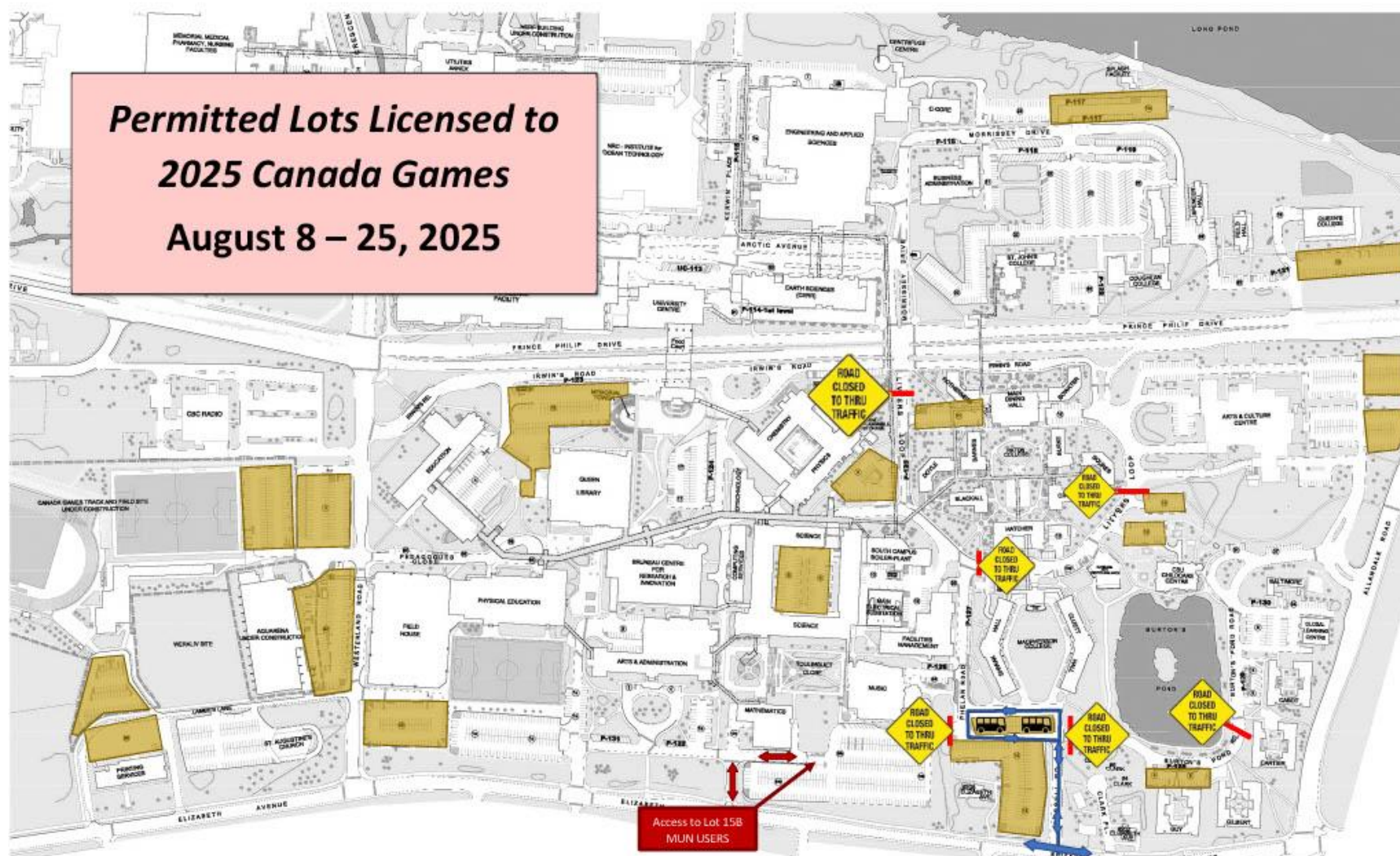
Buildings with Planned 2025 Canada Games Activity.....	2
Parking Licensed to the Canada Games Host Society and Anticipated Road Closures.....	3
Risks and Anticipated Major Impacts:	4
1. General 2025 Canada Games Assumptions:	4
2. Human Resource Assumptions	4
3. Teaching and Learning Assumptions	6
4. Research Assumptions	6
5. Access to Campus Assumptions	6
6. Parking Assumptions.....	7
7. Student Support and Programming Assumptions	8
8. CITL, OCIO, and Technical Services Assumptions.....	9
9. Facilities Management Assumptions	9
10. Marketing and Communications Assumptions	9
11. Conferences, Workshops, Events, and General Summer Programming Assumptions.....	10
12. Other Unit-Specific Level of Service Assumptions	10

(As of Feb. 28, 2025; subject to Change. A full list of rooms can be found [here](#))

(As of Feb. 28, 2025; subject to Change. A full list of rooms can be found [here](#))



Parking Licensed to the Canada Games Host Society and Anticipated Road Closures (As of February 28, 2025; subject to change.)



IV1

Anticipated Assumptions and Major Impacts:

1. General 2025 Canada Games Assumptions:

- 2025 spring semester and 6-week summer session classes will end by **August 1, 2025**, with exams finishing by **August 5, 2025**.
- The 2025 fall semester will begin on **September 9, 2025**.
- Memorial will host upwards of 2,400 athletes, coaches and managers in the Games Village during each week of the Games. Preparations for the Games Village accommodations in Memorial's student residences will begin after the following closure dates:
 - Paton College, starting on **May 1, 2025** after its regular seasonal closure.
 - Macpherson College, starting at the closure of the 2025 Guest Accommodations at approximately the third week of July.
 - Gilbert and Guy Courts, starting on **June 30, 2025**.
 - Baltimore, Cabot and Cartier Courts will remain operational for students.
 - All student residences will be available for their regular annual rental periods for the 2025-26 academic year, with move-in anticipated on **September 7, 2025**.
- The Canada Games Host Society will begin to move into all other [licensed spaces](#) on St. John's Campus on **August 5, 2025** (or earlier where possible without disruption to regular business). Such preparations may include temporary conversion of classrooms to office space, signage installation and equipping sports venues.
- During the Games, there will be an increase in campus density and noise levels for longer periods of time throughout the days and evenings, including weekends.
- Expect increased visitors to St. John's Campus – particularly on the south side of campus where many Games-related activities are taking place ([see page 6](#)).
- Expect increased traffic flow around St. John's Campus with some temporary road closures on-campus ([see page 7](#)).
- Expect reduced parking availability and temporary lot reassignment ([more below](#)).
- Many support services will be heavily involved in supporting Memorial's commitment to the 2025 Canada Games (e.g. Facilities Management, Office of the Chief Information Officer, Campus Enforcement, Division of Marketing and Communications, etc.), potentially increasing response times for non-emergent requests.
- Extreme weather (e.g. hurricane season) is a possibility, which could impact your operations, access to the University and the continuity of the 2025 Canada Games.
- Regular suppliers/vendors may need to arrange alternate delivery times and drop-off areas during the Games period.
- There may be cause to reschedule or delay some August 2025 [events/programming](#) on St. John's Campus (internal and external), particularly those that rely on Memorial's on-campus accommodations.

2. Human Resource Assumptions

- **Remote Work:**
 - Work on campus is available for those individuals/units who require or prefer access to campus resources to complete their work. Remote work is at the discretion of the unit but

- not required. Knowing which units plan to be fully or largely working in-person on St. John's Campus helps with temporary parking reassignment planning.
- If your unit/department is planning remote work options as part of your continuity plan, you are encouraged to review the Flexible Work Arrangements Policy as this will apply for those considering work from home during the Games.
 - Remote work arrangements will require a Memorial-managed asset to access Memorial's network via VPN.
 - At this time, there is no institutional equipment or funding identified to support new remote arrangements during the Games. We would ask that you complete your remote work plans based on your existing or expected resources for the 2025-26 budget year.
 - In departments/units not directly involved in the Games, taking annual leave or working from home when possible (and with approval) is encouraged.
- **Volunteer Leave:**
 - Memorial is pleased to support the Games 2025 Canada Games Host Society and its volunteer goals by providing eligible non-academic university employees with up to two days of volunteer leave to volunteer with the Games.
 - Volunteer leave can be taken in the 30 days prior to the commencement of the Games (July 9, 2025) until the day after the closing ceremony of the Games (Aug. 26, 2025).
 - Employees interested in utilizing volunteer leave will need to complete a volunteer leave application form, to be submitted by the employee to their supervisor along with their proposed volunteer work schedule and confirmation of their approval as a volunteer with the Games.
 - Scheduling of volunteer leave must be discussed and agreed upon between the employee and their supervisor. The university will make best efforts to honour volunteer leave requests.
 - For detailed information on this opportunity, please contact your HR Advisor.
 - **Anticipated Service Levels:**
 - Services are not expected to be interrupted but may be provided remotely in some cases.
 - A reduced number of employees in the Payroll, MyHR, Advisory Services and HR Records units will be on campus to address in person questions as needed. There will also be an HR Manager on site for any escalated questions.
 - All University departments are required to make every effort during the Canada Games to submit payroll and HR changes as soon as possible and according to the payroll deadlines as normally required, including keying and approving time on schedule.
 - Any required modifications to payroll/HR deadlines will be communicated in advance.
 - **Other Items**
 - The end date for the reduction of leave to a one-year carry-over limit has been extended from March 31, 2025 to **October 31, 2025**.
 - A Memorandum of Understanding is in development with NAPE local 7801, while other Memoranda of Understanding have been signed with locals 7803 and 7804.

- Expect reduced on-campus summer camps (and possibly in other recreational areas throughout the St. John's area) during the 2025 Canada Games; this may result in an increase of leave requests during the period.
- Memorial University's Child Care Centre has scheduled its annual closure for the period of Aug. 11-22, 2025.

3. Teaching and Learning Assumptions

- Classes for both the 2025 spring semester and summer session (with some exceptions) will end by **August 1, 2025**, with exams finishing by **August 5, 2025**, placing the 2025 Canada Games in between semesters for most programming. These dates will apply to all campuses regardless of impact from the 2025 Canada Games.
- The 2025 fall semester will begin on **September 9, 2025**.
- Classrooms used during the Games and access to all licensed facilities will be restored prior to the start of the fall 2025 semester.
- Faculty of Medicine will continue operations.
- Faculty and staff members will maintain access to their offices.
- Faculties and Schools are encouraged to share any adjusted office hours and/or methods of service delivery (e.g. remote Academic Advisor appointments) through their regular channels.

4. Research Assumptions

- Research will continue.
- Research Initiatives and Services (RIS) anticipates no significant impact to service level:
 - CREAT will continue on campus as usual in labs located in the Core Science Facility and Alexander Murray building.
 - Pre-award functions of RIS will be hybrid, with some in-person staff in the main office suite within the Bruneau Centre. The unit will ensure services to support external funding related deadlines and obligations are upheld.
- There will be no restrictions on access to research areas.
- Animal Care and Veterinary Resources (ACVR) core functions are deemed critical, operating 365 days per year. ACVR staff will be on site throughout the Games period.
- Expect limited 2025 Canada Games activity on the north side of St. John's Campus.
- The Office of the Vice-President (Research) will work with researchers to make case-by-case plans that detail how research will continue and what support is required.
- MUNFA agreement requirements will be followed.

5. Access to Campus Assumptions

- It is anticipated that there will be an increase of vehicular and pedestrian traffic on and around St. John's Campus (on average, each athlete brings 2-3 loved ones with them to the Games).
 - Work commute times may increase and employees are asked to plan accordingly.
- Memorial will host upwards of 2,400 athletes, coaches and managers in the Games Village during each week of the Games. Preparations for the Games Village accommodations will begin after the following closure dates:
 - Paton College, starting on **May 1, 2025** after its regular seasonal closure.
 - Macpherson College, starting at the closure of the 2025 Guest Accommodations at approximately the third week of July.

- Gilbert and Guy Courts, starting on **June 30, 2025**.
- Baltimore, Cabot and Cartier Courts will remain operational for students.
- All student residences will be available for their regular annual rental periods for the 2025-26 academic year, with move-in anticipated on **September 7, 2025**.
- Sport and recreation facilities at the Aquarena, Field House and Physical Education Building will be licensed to the 2025 Canada Games and patrons will not have access to these facilities at that time (this does not include staff/faculty office spaces).
 - Students enrolled in the 14-week spring semester, 6-week summer semester and medical students can expect an adjusted recreation fee to reflect this decrease in access.
- Faculty, staff, students and the public will continue to have access to most St. John's Campus buildings although you may find Canada Games activities taking place around you.
- Areas licensed by the Canada Games Host Society with closed access will be identified in advance and communicated to occupants of those areas. At this time, Games Village accommodations has been identified as limited access area as well as most areas within sports venues and the licensed parking lots identified on [page 6](#).
 - If you are a staff / faculty member who requires access to residence accommodations for your work (e.g. Hatcher House), you may receive a credential from the Host Society to ensure your smooth access.
 - Access to Memorial's Global Learning Centre, Child Care Centre and Campus Food Bank will continue but may require alternative access routes and/or special credentials given their proximity to the Games Village accommodations area.
- [Many classrooms](#) will be in use by the Canada Games Host Society during the Games. Although all spaces will be restored in time for the start of fall 2025 classes, it is advised that planned work for classrooms take the Games period into consideration.
- [Regular emergency plans](#) will be in place.
- Visitors to St. John's campus may find it difficult to find pay-per-use parking during the Games. It is recommended that visitors use other modes of transportation to access campus during the Games, particularly during business hours from Monday to Friday.

6. Parking Assumptions

- Those normally assigned to a licensed lot will be reassigned to an alternate lot. See chart below for more information. Factors that aided reassignment planning included:
 - lot counts conducted over the weeks between summer and fall semesters in 2024, and
 - continuity plans received from units/departments to date
- Annual and summer permit holders on St. John's Campus will receive permit discounts.
- We will be looking for volunteers to help CEP with access to our permitted lots.
- We also encourage you to consider other modes of transport including, carpooling, public transport, biking and walking.
- Annual permit holders on annual leave but volunteering on campus during the Games are encouraged to park in the designated volunteer lots instead of their usual lots.
- If you require Blue Zone parking, please contact the parking office directly at parking@mun.ca to coordinate your parking during this time.

Lot Affected	Temporary Reassignment* (August 8-25, 2025)
3	Lot 27 - Parking Garage Level 2 and 3
5	Lot 22
6	Lot 15B
11	Lot 22
14	Lot 22
15	Changed to Student Residence Lot as of May 1, 2025. Employee permits will be reallocated to 15B at that time.
16A Splash	Lot 22
18	Lot 27 - Parking Garage Level 2 and 3
19	Lot 22
36	St. James United Church
<i>*Subject to change as traffic management planning progresses</i>	

7. Student Support and Programming Assumptions

- Departments/units that provide support for students (new and returning) are encouraged to provide uninterrupted support services in preparation for the upcoming semester, with any services provided outside of the norm to be communicated well in advance.
- The Student Wellness and Counseling Centre will continue to operate alongside the 2025 Canada Games polyclinic operations.
 - Medical and nursing services will continue. The SWCC will share their space with the Canada Games team for the Games Polyclinic but also plan to continue operations in tandem. Remote service options are also expected to be provided.
 - Expect increased traffic at the Centre as different client groups are being processed.
 - Residency/IPPT program will continue but may take place in a different location during the Games.
 - Two Wellness Navigators will be onsite each week with others able to meet with students remotely.
- Due to increased campus density, Blundon Centre appointments will be encouraged to be held remotely, however, in-person appointments will be available upon request.
- Student Life offices on the 4th Floor of the University Centre will be open.
- The Student Experience Office will remain open, but most services will be offered remotely.
- Games Village accommodations will not restrict entry to Memorial's Campus Food Bank, or Baltimore, Cabot or Cartier Courts. See [more below](#) on Memorial's Child Care Centre and Internationalization Office in the Global Learning Centre.
- In May 2024, all students living on St. John's Campus at that time received communications from Student Residences and Ancillary Operations about the availability of housing in summer of 2025. All subsequent applicants were made aware of the availability of housing for summer 2025 and were asked to plan accordingly. [See more about closure dates above.](#)
 - Supports are available for students who seek off-campus housing for the summer of 2025.
- Students who plan to live on campus in fall 2025 and arrive **before** the fall 2025 move-in date may have difficulty finding short-term accommodations in the city if arriving before August 25,

2025. Memorial University will not be able to offer accommodation in between terms in August 2025.

8. CITL, OCIO, and Technical Services Assumptions

- Regular helpdesk hours will continue, however; resources from the Office of the Chief Information Officer (OCIO) will be heavily involved in supporting Memorial's commitment to the Games, which may increase response times for non-emergent requests.
- Resources from OCIO will be made available to assist the Canada Games Host Society with set-up leading up to the Games and may be limited in ability to implement new projects prior to and during the Canada Games.
- Many classrooms will be in use by the Canada Games Host Society during the Games. Although all spaces will be restored in time for the start of fall 2025 classes, it is advised that any planning for software/hardware upgrades in a classroom take the Games period into consideration.
- Regular services of Centre for Innovation in Teaching and Learning (CITL) are not expected to be interrupted during Games but may be provided remotely in some cases; positions that will operate remotely during the Games will be communicated by CITL in advance.
- Some in-person CITL support is expected to be provided in a number of support areas and will be communicated to clients in advance. Reach out to CITL if you have questions about in-person support during the Games.
- Technical Services will remain operational.
 - The team will work with other units on forward planning for known repairs and upgrades.
 - Deliveries that must happen during the Games will be managed to ensure continuity.
 - Given expected campus density, movement of equipment will be minimized where possible during the Games.

9. Facilities Management Assumptions

- Regular service hours and duties will continue, however; resources from Facilities Management will be heavily involved in supporting Memorial's commitment to the Games, which may increase response times for additional non-emergent requests.
- Resources from Facilities Management will be made available to assist the Canada Games Host Society with set-up leading up to the Games and may be limited in ability to implement new projects prior to and during the Canada Games.
- Many classrooms will be in use by the Canada Games Host Society during the Games. Although all spaces will be restored in time for the start of fall 2025 classes, it is advised that work orders for a classroom take the Games period into consideration.

10. Marketing and Communications Assumptions

- Expect that resources from the Division of Marketing and Communications will be heavily involved in sharing Memorial's role in the Games leading up to, during and after the Games, which may increase response times for non-emergent or unplanned requests. This may require early planning for any fall 2025 communications requirements.
- Resources from the Division of Marketing and Communications may be limited in ability to implement new projects prior to and during the Canada Games.

- The Canada Games at Memorial project team will work with the Division of Marketing Communications (and those who hold positions with a communications lens) to develop a communications plan for the Games.

11. Conferences, Workshops, Events, and General Summer Programming Assumptions

- Facilities licensed by the Canada Games Host Society will not be available for regular use between August 6-25, 2025. Set-up in most spaces will begin after exams end on August 5, 2025.
- Memorial's anchor summer programs may require some modification in timing for the Games year.
- Many support services will be heavily involved in supporting Memorial's commitment to the 2025 Canada Games (e.g. Facilities Management, OCIO, CEP, etc.), potentially increasing response times for non-emergent requests.
- Guest accommodations on campus will close earlier than in years past (late July) and accommodations within the City and surrounding areas will be limited due to the influx of 2025 Canada Games participants and spectators.
- The Royal St. John's Regatta will run a week earlier than usual (July 30th) in 2025 to accommodate the 2025 Canada Games. Other external annual events may adjust dates in a similar fashion. The Canada Games Host Society will work with the City of St. John's to discuss other external summer events/festivals.
- Some camps may not be able to run all summer depending on requirements of the program, venue needs of various athletics groups, and staffing required for the Games.
- Summer programs may experience student hiring difficulties with shortened program periods and the likelihood that many sports camp employees will be involved in the Games (e.g. officials, venue operations, etc.).

12. Other Unit-Specific Level of Service Assumptions

Campus Enforcement and Patrol (CEP)

- CEP will continue to operate as per normal procedures.
- [Contact CEP](#) in the event of any incidents.
- If CEP is unable to respond immediately external responders will be dispatched instead, which is consistent with current practice.
- Memorial University is working with the Host Society and other external entities on a coordinated response in cases of emergency during the Game.

Environmental Health & Safety (EHS)

- Requests for permits to work should be submitted one month in advance of work.

Financial & Administrative Services (FAS)

- Services are not expected to be interrupted but may be provided remotely in some cases.
- The Cashier's Office will continue to provide in-person service.
- Strategic Procurement is anticipating higher volumes of procurement requests from units supporting the Games, which may impact usual service times.

- The current political climate may also interrupt supply chains with US involvement.
- Printing Services (including mail services) will not be interrupted.
 - Mail will be delivered and received by Printing Services. Delays may occur if units do not have in-person resources available to receive mail.

Grenfell Campus – Facilities Management and Ancillary

- Grenfell Campus works with many St. John's Campus units such as Strategic Procurement, Office of the Chief Information Officer, Environmental Health Services, Human Resources, Financial and Administrative Service, etc. In cases such as these, Grenfell Campus response times for non-emergent requests could be linked to the response times at St. John's campus.
- Service level assumptions for many of these units have been updated within this document.

Grenfell Campus – Finance

- No impacts anticipated

Internationalization Office (IO)

- Given the proximity of the IO to the Games Village accommodations, staff of the IO will work remotely for the duration of the Games but expect no lapse in regular service delivery.
- Social programs that typically meet in person will be paused for the two weeks of the Games (August 11 – 22, 2025).

Memorial University Child Care Centre

- Memorial's Child Care Centre will close from August 11 – 22, 2025. This is a regular annual closure period for the Centre.

QEII Library

- Includes libraries within the system found on St. John's campus such as those in Education, Health Sciences Centre, and Music and collections found within the Centre for Newfoundland Studies and the Archives and Special Collections.
- Access to the collections and regular library services will continue. Any modifications to ordering, pick-up or deliveries will be communicated to Library users at least 3 months prior.

Registrar's Office

- Services are not expected to be interrupted but may be provided remotely in some cases; positions that will operate remotely during the Games will be communicated in advance.
- Due to increased campus density during the Games, some in-person service hours may be adjusted or reduced; any changes to in-person hours will be communicated in advance.
- Recruitment roles are anticipated to be highly involved in the Games.

School of Graduate Studies (SGS)

- Service is expected to be provided in a hybrid fashion; further communications will be shared closer to Games.
- Due to use of Beatrice Watts Boardroom by the Canada Games, thesis defence will be remote during the Games period. If in-person is required, it will be scheduled before or after the Games.

Signal Hill Campus

- Facilities at Signal Hill Campus, including the Emera Innovation Centre, Graduate Student residence services and the Johnson Geo Centre will remain open.
- If you are considering a space rental at Signal Hill Campus that is managed by Conference and Events Services, you are encouraged to submit an inquiry as soon as possible as spaces are filling up for the summer.
- Many rental spaces on St. John's Campus that are managed by the Conference and Events Services team are booked for the period of August 5-27, 2025 for the Games. Reach-out to meet@mun.ca if you have questions about rental options on St. John's Campus between August 5-27, 2025.
- For more information on groups housed within the Emera Innovation Exchange such as Business & Arts NL, Gardiner Centre, Genesis, Harris Centre, Memorial University of Newfoundland Pensioners' Association, Newfoundland Quarterly, and Office of Public Engagement (OPE), please reach out to these groups directly.

Student Residence & Ancillary Operations (SRAO)

- No further updates or changes to previously released information on dates for student residences closure and reopening for fall 2025:
 - Paton College, starting on **May 1, 2025** after its regular seasonal closure.
 - Macpherson College, starting at the closure of the 2025 Guest Accommodations at approximately the third week of July.
 - Gilbert and Guy Courts, starting on **June 30, 2025**.
 - Baltimore, Cabot and Cartier Courts will remain operational for students.
 - All student residences will be available for their regular annual rental periods for the 2025-26 academic year, with move-in anticipated on **September 7, 2025**.
- No anticipated changes to bookstore services.
- SRAO food and beverage service partners in the University Centre and other campus buildings are expected to be open during the Games. Notice of hours of operation will be communicated.
- Many members of the Student Residences and Ancillary Operations team will be on-campus to prepare for incoming fall 2025 students as well as in support of the Games. Any changes affecting SRAO services (hours, in-person versus remote availability, etc.) will be shared closer to Games through regular communications channels.