Delegation of authority under the
Freedom of Information and Protection of Privacy Act
and regulations thereunder

UNIVERSITY OF GUELPH

Pursuant to section 62(1) of the Freedom of Information and Protection of Privacy Act (the Act), I hereby delegate certain of my powers, duties, and functions to the persons who hold the positions, and to the extent, set out in the Schedule A attached, subject to the following conditions:

a) That the persons to whom certain of my powers, duties or functions are delegated are bound in the exercise of those powers, duties or functions by the jurisdictional, legislative, and administrative limitations to which I am subject;

b) That this delegation sets out the lowest level positions of individuals to whom powers, duties, and functions of the executive head are delegated. This does not in any way limit the authority of individuals in positions directly above the listed positions from exercising any of the delegated powers, duties, or functions in their areas of responsibility;

c) That the powers, duties, or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;

d) That notwithstanding the delegation of my powers, duties, or functions, I may exercise at any time any of the powers, duties, or functions delegated.

This delegation is effective on and from the date shown below and shall remain in effect until revoked. This delegation may be revoked or amended from time to time.

Dated at Guelph, Ontario this 24th day of November, 2006

[Signature]

Alastair Summerlee, President and Vice-Chancellor
University of Guelph
Delegation of Authority by Head of Institution
*Freedom of Information and Protection of Privacy Act*

The following Schedule lists the level of officer or employee of the University of Guelph authorized to approve the specified transactions and the level of office authorized to implement these decisions, including signing any related documents:

<table>
<thead>
<tr>
<th>Authority for University decisions concerning access to records and the protection of personal information under FIPPA for their respective areas of responsibility.</th>
<th>Vice-President (Academic), Vice-President (Finance and Administration), Vice-President (Alumni Affairs and Development), Vice-President (Research), Director (Human Rights &amp; Equity), University Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative authority for the implementation of University decisions under FIPPA. This includes the administration of all documentation related to requests under the Act including but not limited to the issuing of correspondence, notices, fee estimates, transfer requests, time extensions. Responsibility for liaison with the office of the Information &amp; Privacy Commissioner and implementation of reporting requirements under the Act. Authority for decisions on fee waivers.</td>
<td>Access/Privacy Coordinator</td>
</tr>
<tr>
<td>Authority for department-specific development of records management plans and protocols for records containing personal information, and related record-keeping. (It is suggested that this be done via records retention schedules filed with VP.)</td>
<td>Vice-President (Academic), Vice-President (Finance and Administration), Vice-President (Alumni Affairs and Development), Vice-President (Research), Director (Human Rights &amp; Equity), University Secretary</td>
</tr>
</tbody>
</table>

Alastair Summerlee
President and Vice-Chancellor
November 2006