

Delegation of Authority Policy

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Approval Authority Board of Governors	
Implementation Authority President	
Effective Date December 13, 2019	
Last Revision N/A	

1 Purpose

Appropriate delegation of authority is fundamental to the effective and efficient management and operation of the University.

The purpose of this policy is to establish the principles that govern the delegation of authority and to outline the process by which the authority to act and to make decisions is delegated.

A clear delegation of authority will:

- a) assign clear authorities and accountabilities, thereby ensuring that decisions made, and actions taken are by the appropriate levels;
- b) create a sound internal control environment;
- c) facilitate efficient decision making;
- d) maintain fiscal integrity; and
- e) ensure that transactions are executed as intended and in accordance with applicable law, regulations, and University policy.

2 Scope

This policy applies to the University of Calgary and any power or duty held by the Board.

3 Definitions

In this policy:

- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) “Board” refers to the Board of Governors of the University of Calgary.
- c) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the

Alberta Union of Public Employees, (iii) the Graduate Students' Association, or (iv) any other association or union representing Employees, in each case, in effect at the relevant time.

- d) "Delegate", "Delegated" and "Delegation" includes sub-delegate, sub-delegated and sub-delegation, respectively, as the context requires.
- e) "Designated Individual" means an Employee or Academic Staff Member with delegated or sub-delegated authority in accordance with this policy.
- f) "DOA" means Appendix A which sets out the authorities of the President, Vice-Presidents, General Counsel and University Secretary.
- g) "Employee" means an individual, other than an Academic Staff Member, who is engaged to work for the University under an employment contract.
- h) "PSLA" refers to the Post-Secondary Learning Act, Statutes of Alberta 2003, Chapter P-19.5.
- i) "University" means the University of Calgary.

4 Policy Statement

Statutory Authority

- 4.1 The Board has authority under the PSLA:
 - a) to manage and operate the University and its resources; and
 - b) to delegate to any person any power, duty or function it holds by virtue of the legislation.
- 4.2 Under the PSLA, the President has:
 - a) the authority to supervise and direct the operation of the University;
 - b) any other powers, duties, and functions assigned by the Board; and
 - c) the authority to delegate these powers, duties, or functions including the power of sub-delegation.
- 4.3 The Vice-Presidents have all of the powers, duties and functions that are assigned to them by:
 - a) the President; or
 - b) the Board on the recommendation of the President.

Delegation of Authority

- 4.4 Appendix A: Delegation of Authority sets out the authorities of the President, Vice-Presidents, General Counsel and University Secretary.
- 4.5 No person is authorized to make any decisions or sign any document if it creates an obligation or undertaking on behalf of the University unless:
 - a) the person has authority as set out in the DOA;
 - b) the person has authority as set out in a resolution of the Board or the Executive Committee of the Board;
 - c) the person has sub-delegated or temporary authority.
- 4.6 The DOA will be reviewed at least once every three years.
- 4.7 The DOA can only be changed with the approval of the Board on the recommendation of the President.

- 4.8** Requests for changes to the DOA will be directed to the Board through the Office of the President.

Sub-delegation of Authority

- 4.9** The President, Vice-Presidents and General Counsel may delegate responsibilities conferred by virtue of the DOA to Employees or Academic Staff Members in accordance with this policy. However, the President, Vice-Presidents and General Counsel may not delegate the authority to approve University-wide policies.
- 4.10** Designated Individuals may sub-delegate any of their authority if sub-delegation of that authority is permitted in the DOA or the applicable resolution of the Board or the Executive Committee of the Board.
- 4.11** Sub-delegations will be in writing and submitted to the General Counsel.
- 4.12** Delegated Individuals must ensure that the individuals they sub-delegate to understand the powers, duties and functions that have been sub-delegated to them.

Exercise of Delegations

- 4.13** Unless otherwise specified, authority is delegated to a position as opposed to a person and extends to any person acting in the position.
- 4.14** A Designated Individual will not exercise delegated authority if, in doing so, the Designated Individual will personally benefit or if the exercise of the authority otherwise creates a conflict of interest.
- 4.15** A Designated Individual will be aware of and refer to all relevant University policies and procedures as well as external legislative requirements when exercising delegated authority.
- 4.16** Notwithstanding a delegation of authority, a Designated Individual will bring any matter to the attention of the President or the Board if that matter has an unusually high-risk factor.

Temporary Delegation of Authority

- 4.17** Delegation of authority is permitted during the temporary absence of a person having permanent authority.
- 4.18** A temporary delegation will be in writing and submitted to the General Counsel.

Violations of the Policy

- 4.19** The Designated Individual will investigate allegations of irregularity or impropriety with respect to the any authority delegated by the Designated Individual. The Designated Individual will notify the General Counsel about active investigations.
- 4.20** Individuals who do not comply with this policy may be subject to penalties or discipline, up to and including termination of employment or other relationship with the University in accordance with University policies or procedures and any applicable Collective Agreement.

5 Responsibilities

- 5.1** Approval Authority: Board of Governors

- a) ensure appropriate rigour and due diligence in the development or revision of this policy.

5.2 Designated Individuals

- a) ensure sound stewardship of financial resources and assets;
- b) understand and comply with the University's policies, control procedures, and operating systems;
- c) ensure that required governance reviews are complete prior to the execution of a contract;
- d) act in good faith and solely in the best interests of the University;
- e) avoid situations that could lead to a real or perceived conflict of interest.

5.3 Implementation Authority: President

- a) review the DOA and report to the Board, as required;
- b) ensure training is available so Employees and Academic Staff Members understand this policy and related procedures;
- c) monitor compliance with this policy.

6 Appendices	Appendix A: Delegation of Authority
7 Related Guidelines/Forms	Temporary Delegation of Authority Form Sub-Delegation of Authority Form
8 History	<p>December 13, 2019 Approved and Effective. This policy replaces the Approval and Signing Authorities and Delegation of Authority Policy effective December 14, 2018. It is similar to the Delegation of Authority Policy that was in place until December 14, 2018.</p> <p>January 1, 2020 Editorial Revision. Updated format and links.</p> <p>February 16, 2021 Editorial Revision. Amended Appendix A as per resolution of the Executive Committee of the Board of Governors on October 5, 2020.</p> <p>April 15, 2021 Editorial Revision. Amended Appendix A due to Vice-President (Advancement) vacancy.</p> <p>August 1, 2021 Editorial Revision. Amended Appendix A due to Vice-President (Finance & Services) vacancy.</p> <p>December 2, 2021 Editorial Revision. Amended Appendix A to move real estate from the Interim Vice-President (Finance and Services) – Finance to the Interim Vice-President (Finance and Services) – Services.</p> <p>January 31, 2022 Editorial Revision. Amended Appendix A to remove interim roles for Vice-President (Advancement).</p>

Appendix A: Delegation of Authority

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Glossary of Terms and Acronyms

TERM/ACRONYM	DEFINITION
AC	Audit Committee (Board)
Board	Board of Governors of the University of Calgary
ELT	Any individual who, at the relevant time, is designated as a member of the University's Executive Leadership Team
FPC	Finance and Property Committee (Board)
FOIP	Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25
GC	General Counsel
GFC	General Faculties Council
HRGC	Human Resources and Governance Committee (Board)
IC	Investment Committee (Board)
LCR	Libraries and Cultural Resources
MO	Ministerial Order
PSLA	Post-Secondary Learning Act, SA 2003, c P-19.5
SLT	Any individual who, at the relevant time, is designated as a member of the Senior Leadership Team
University Facilities	All buildings, property, and grounds, including athletic and recreational fields and field stations, owned, leased, or operated by the University, except for lands leased to University District Trust or University Innovation Quarter Trust.

1. PRESIDENT

SECTION A: Accountabilities

The President is chief executive officer of the University.

The President shall have charge of and be responsible for:

- a. the operation of the University (s.81(3) of the PSLA);
- b. ensuring the University operates in compliance with the PSLA and in a manner consistent with University policy, priorities, and strategies;
- c. directing the activities of the ELT;
- d. managing the executive functions of the University;
- e. developing and delivering on the strategic direction of the University;
- f. facilitating the coordination, implementation and monitoring of institutional policy as well as the alignment of policy processes; and
- g. developing, managing, and maintaining governmental relationships.

The position of Vice-President (Finance and Services) is vacant effective August 1, 2021. Until a permanent Vice-President (Finance and Services) is in place, the accountabilities for Labour Relations shall transfer to the President. Therefore, the President shall have charge of and be responsible for:

- a. directing, supporting, and advising on matters related to labour and employment relations; and
- b. managing relationships with AUPE, and Management and Professional Staff.

SECTION B: Authority

The President shall have the authority to:

TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1 approve acquisition of real property valued up to \$5 million (s.66 of the PSLA)	Board	IVP(F&S)-F; VP(ADV) if donation		no
2 approve sale of real property up to \$2.5 million (s.67 of the PSLA)	Board	IVP(F&S)-F	may require MO (s.67(1.1) of the PSLA)	no
3 approve lease of real property > 5 years OR with an annual value of more than \$1 million and less than \$2.5 million (s.67 of the PSLA)	Board	IVP(F&S)-F; GC	may require MO (s.67(1.1) of the PSLA)	no
4 approve acquisition of real property by the Students' Union or the Graduate Students' Association (s.93(4) & 94(4) of the PSLA)	Board	IVP(F&S)-F		no
5 approve contracts for expenditures with a financial liability of > \$20 million	Board	GC		no
6 make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board			yes

7	approve joint venture, partnership or other similar agreements not dealt with elsewhere	Board	GC		no
8	appoint deans of faculties (s.21(1) of the PSLA)	Board	Provost & VP(A); IVP(F&S)-S; GC	HRGC	no
9	delegate powers, duties, and functions to the deans of faculties (s.21(2)(c) of the PSLA)	Board	Provost & VP(A)		yes
10	delegate powers, duties, and functions to the registrar (s.20(2) of the PSLA)	Board	Provost & VP(A)		yes
11	approve SLT contracts	Board	Provost & VP(A); GC; IVP(F&S)-S	HRGC	yes
12	suspend an employee from duty and privileges (s.22(1) & (3) of the PSLA)	PSLA	IVP(F&S)-S; Provost & VP(A)	collective agreements	yes
13	recommend appointment, promotion or dismissal of academic staff (s.22(2) of the PSLA)	PSLA	Provost & VP(A)	GFC procedures (s.26(1)(o) of the PSLA)	yes
14	execute collective agreements (with VP(F&S)-S)	Board	Provost & VP(A)	HRGC; Board	no
15	approve sponsorship requests or opportunities	Board	VP(R); VP(ADV)		yes
16	approve administrative policy on matters relating to government relations	Board		ELT	no
17	approve administrative policy on matters within this mandate	Board		ELT	no
18	prescribe terms and conditions of employment for support staff except research associates (s.83(d) of the PSLA)	Board	HRGC	subject to collective agreement	yes
19	approve non-union employee employment policies	Board	HRGC		yes

2. PROVOST AND VICE-PRESIDENT (ACADEMIC)

SECTION A: Accountabilities

The Provost and Vice-President (Academic) is the chief operating officer and chief academic officer of the University.

The Provost and Vice-President (Academic) shall have charge of and be responsible for:

- a. operational planning and performance measurement;
- b. academic planning and program delivery;
- c. student engagement;
- d. teaching and learning environments;
- e. recruitment, retention and development of academic staff and managing the relationship with TUCFA; and
- f. international relations and development.

SECTION B: Authority

The Provost and Vice-President (Academic) shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board			yes
2	approve academic affiliation and similar agreements	Board	GC		yes
3	approve agreements on matters within this mandate	Board	GC		yes
4	approve academic funding agreements	Board	GC		yes
5	recommend appointment of the deans to the President	Board			no
6	prescribe terms and conditions of employment for academic staff (s.84 of the PSLA)	Board	HRGC; IVP(F&S)-S	subject to collective agreement	yes
7	recommend ratification of faculty association agreements to HRGC		IVP(F&S)-S		yes
8	approve contracts for teaching services	Board			yes
9	approve use of the University's academic seal	Board			yes
10	approve academic regulations (s.60(1)(d) of the PSLA)	Board		GFC (s.26(1) of the PSLA)	yes
11	establish admission requirements (s.60(1)(c) of the PSLA)	Board		GFC (s.26(1) of the PSLA)	yes
12	approve the allocation of space in University Facilities	Board	GFC if appropriate		no
13	establish rules and regulations regarding the management and operation of libraries (s.26(k) of the PSLA)	Board		GFC approval may be required	yes
14	approve agreements for gifts-in-kind to LCR	Board	IVP(F&S)-F; VP(ADV)		yes
15	recommend tuition rates	Board	IVP(F&S)-F; FPC		no
16	prepare plans and reports required under the PSLA or by government	Board	VPs as per mandate		yes
17	approve administrative policy on matters within this mandate	Board		ELT	no

3. VICE-PRESIDENT (RESEARCH)**SECTION A: Accountabilities**

The Vice-President (Research) shall have charge of and be responsible for:

- a. directing the overall institutional research mandate;

- b. providing services in support of all research initiatives at the University;
- c. oversight of any University owned entities responsible for commercialization (s.68(3) of the PSLA);
- d. oversight of the Research Ethics Boards;
- e. oversight of major interdisciplinary initiatives; and
- f. receiving proposals for and monitoring activity of research institutes and centres.

SECTION B: Authority

The Vice-President (Research) shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board			yes
2	approve applications for research funding	Board			yes
3	approve institutional program applications		GC		yes
4	approve research agreements	Board	GC		yes
5	accept research grants < \$1 million in potential liability	Board	IVP(F&S)-F		yes
6	approve research affiliation agreements	Board	IVP(F&S)-F if financial liability; GC		yes
7	approve inter-institutional and master agreements relating to research	Board	GC		yes
8	approve reduction or waiver of indirect costs of research	Board	IVP(F&S)-F		yes
9	accept disclosures of intent to commercialize	Board			yes
10	prescribe terms and conditions of employment for postdoctoral fellows and research associates (s.83(d) of the PSLA)	Board	Provost & VP(A)		yes
11	approve revenue sharing agreements arising out of commercialization of intellectual property (s.68(3) of the PSLA)	Board	IVP(F&S)-F; GC		yes
12	approve applications and agreements for research chairs and other research-funded academic appointments	Board	Provost & VP(A); GC		yes
13	approve institutional nominations for research prizes and awards	Board			yes
14	approve creation or dissolution of research centres and institutes	Board	Supervising Officer	GFC; Approval & Review Body	no
15	demand, obtain and use unclaimed bodies of deceased persons for anatomical or scientific study or research at the University (s.37(1) of the PSLA)	Board			yes
16	approve administrative policy on matters within this portfolio	Board	VPs when within their mandate; GFC;	ELT; GFC if appropriate	no

4. INTERIM VICE-PRESIDENT (FINANCE & SERVICES) – FINANCE

The position of Vice-President (Finance and Services) is vacant effective August 1, 2021. Until a permanent Vice-President (Finance and Services) is in place, the delegation of authority for this role is divided between the Interim Vice-President (Finance and Services) – Finance and the Interim Vice-President (Finance and Services) – Services.

SECTION A: Accountabilities

The Interim Vice-President (Finance and Services) – Finance shall have charge of and be responsible for:

- a. directing and managing the institutions financial services;
- b. securing tax, accounting and audit services; and
- c. managing ancillary services.

SECTION B: Authority

Note that if the Interim Vice-President (Finance and Services) – Finance has been involved personally in a matter or the negotiation of a document; even though the Vice-President (Finance and Services) role would normally have authority to approve and/or sign; the matter or document shall go to the President for approval and/or signature.

The Interim Vice-President (Finance and Services) – Finance shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	borrow an amount up to \$10 million from any bank or treasury branch or from any other person to meet the expenses of the University until the time the revenues for the current year are available [short term borrowing] (s.72(1) of the PSLA)	Board		IC	no
2	recommend that the board borrow any sum of money and issue notes, bonds, debentures, or other securities for the purposes of the University [long-term borrowing] (s.73(1) of the PSLA)	Board		IC; MO	no
3	recommend that the board sell or otherwise dispose of notes, bonds, debentures or other securities on any terms and conditions [long-term borrowing] (s.73(3) of the PSLA)	Board		IC; MO	no
4	provide for the establishment, management, investment and winding-up or altering of a pooled trust fund (s.76(2)(a) and (2)(b), (c), (c.1) of the PSLA)	Board			no
5	provide for remuneration for the trustee of a pooled trust fund and the trusts that participate in the pooled trust fund out of the income earned by the pooled trust fund (s.76(2)(d) of the PSLA)	Board			no
6	create or dissolve a corporation (s.77 of the PSLA)	Board		GC; MO	no

7	recommend annual budget to the Finance and Property Committee	Board	Provost & VP(A)	no
8	prepare consolidated financial statements	Board	AC	yes
9	approve contracts for expenditures with a financial liability of < \$20 million	Board	appropriate VP	yes
10	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board		yes
11	approve agreements with students' union (s.93(4) of the PSLA)	Board	Provost & VP(A); IVP(F&S)-S	no
12	approve agreements with graduate students' association (s.94(4) of the PSLA)	Board	Provost & VP(A); IVP(F&S)-S	no
13	authorize procurement of goods and services	Board		yes
14	authorize sale of goods or surplus assets	Board	IVP(F&S)-S	yes
15	execute the charitable return	Board		no
16	approve administrative policy on matters within this mandate	Board	ELT	no

5. INTERIM VICE-PRESIDENT (FINANCE & SERVICES) – SERVICES

The position of Vice-President (Finance and Services) is vacant effective August 1, 2021. Until a permanent Vice-President (Finance and Services) is in place, the delegation of authority for this role is divided between the Interim Vice-President (Finance and Services) – Finance and the Interim Vice-President (Finance and Services) – Services.

SECTION A: Accountabilities

The Interim Vice-President (Finance and Services) - Services shall have charge of and be responsible for:

- a. directing, supporting, and advising on matters related to human resources;
- b. developing the institutional information technology strategy and providing information technology services in support of learning, teaching, research, and administration; and
- c. administering campus security and environment health and safety, insurance, and enterprise risk management programs.

By resolution of the Executive Committee of the Board of Governors on October 5, 2020, the authority that was vested in the Vice-President (Facilities) was transferred to the Vice-President (Finance and Services). Therefore, the Interim Vice-President (Finance and Services) – Services shall have charge of and be responsible for:

- a. developing, maintaining and implementing technical, engineering, architectural, and interior design standards for the planning, design, construction, and operation of University Facilities;
- b. approving design consultants and contractors as required for the planning, design, and construction of University Facilities;

- c. providing project management services for the planning, design, and construction of University Facilities;
- d. developing and stewarding the campus master plan;
- e. operating and maintaining University Facilities; and
- f. developing, implementing and monitoring the non-academic portion of the Institutional Sustainability Plan.

SECTION B: Authority

Note that if the Interim Vice-President (Finance and Services) – Services has been involved personally in a matter or the negotiation of a document, even though the Vice-President (Finance and Services) role would normally have authority to approve and/or sign, the matter or document shall go to the President for approval and/or signature.

The Interim Vice-President (Finance and Services) – Services shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	hire, promote, dismiss support staff (s.83 of the PSLA)	Board			yes
2	execute collective agreements (with President)	Board	Provost & VP(A)	HRGC; Board	no
3	approve agreements relating to benefit and pension plans	Board	AC		no
4	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board			yes
5	accept gifts of real property to the University when the real property is to be used for the purpose of conducting the affairs of the University (s.66(1) of the PSLA)	Board	VP(ADV); IVP(F&S)-S; GC		no
6	acquire real property < \$1 million (s.66(1) of the PSLA)	Board	IVP(F&S)-S; GC		no
7	approve sale of real property < \$1 million when the real property is being used for the purposes of the University (s.67(1.1)(a) of the PSLA)	Board	IVP(F&S)-S; GC		no
8	approve leases < 5 years (s.67 of the PSLA)	Board	IVP(F&S)-S; GC; VP(R); Provost & VP(A) if appropriate		no
9	approve right of way/easement	Board	IVP(F&S)-S; GC		no
10	approve agreements relating to the funding of capital projects	Board	IVP(F&S)-S; Provost & VP(A); GC		no
11	produce long-range land use and development plan (s.121(2) of the PSLA)	Board			yes
12	approve administrative policy on matters relating to the management and development of University Facilities	Board	IVP(F&S)-F		no

6. VICE-PRESIDENT (ADVANCEMENT)

SECTION A: Accountabilities

The Vice-President (Advancement) shall have charge of and be responsible for:

- a. maintaining a fundraising model that builds financial capacity and enhances the University's ability to meet its goals;
- b. developing and managing external relationships that are key to the development portfolio;
- c. coordinating development activity (including sponsorships for fund-raising purposes) across the University;
- d. maintaining a system to manage tax receipts for charitable donations;
- e. ensuring the public is informed about University activities and initiatives;
- f. developing and leading formal communications about the University;
- g. stewarding the brand for the University;
- h. creating and managing all identity standards that support the brand; and
- i. developing and managing relationships with alumni and students.

SECTION B: Authority

The Vice-President (Advancement) shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities related to communications	Board			yes
2	approve gift agreements (excluding gifts-in-kind to LCR)	Board	IVP(F&S)-F; GC VP(R); Provost & VP(A) if necessary		no
3	approve contracts on matters relating to fund raising	Board	IVP(F&S)-F; GC		no
4	fulfill estate administration agreements	Board	IVP(F&S)-F		yes
5	approve administrative policy on matters relating to fund raising	Board		ELT	no
6	approve procedures on naming of physical and academic entities	Board	VP(R); Provost & VP(A)	ELT	no
7	make decisions with respect to resource allocation within the budget allocation and in accordance with administrative policy in order to execute accountabilities and fulfill responsibilities	Board			yes
8	approve use of the University name and crest or coat of arms (s. 36(1) & (2) of the PSLA)	Board			yes

9	set standards for the use, presentation, and appearance of the University brand, name, crest, or coat of arms in all media	Board		yes
10	approve acquisition and use of a trademark	Board	GC	no
11	approve affinity agreements for alumni	Board	IVP(F&S)-F if necessary	yes
12	approve administrative policy on matters relating to formal external and internal communications	Board	ELT	no
13	approve administrative policy on matters relating to advertising	Board	ELT	no
14	approve administrative policy on matters relating to marketing and brand stewardship	Board	ELT	no
15	approve administrative policy on matters relating to community engagement	Board	ELT	no
16	approve administrative policy on matters relating to alumni engagement	Board	ELT	no

7. GENERAL COUNSEL

SECTION A: Accountabilities

General Counsel shall have charge of and be responsible for:

- a. managing compliance with FOIP (s.95(a) of the FOIP Act).

SECTION B: Authority

The General Counsel shall have the authority to:

	TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1	act as 'head' for the purposes of the FOIP Act	Board			yes
2	approve administrative policy on matters relating to privacy and access to information	Board		ELT	no
3	approve retention of outside legal counsel	Board			yes

8. UNIVERSITY SECRETARY

SECTION A: Accountabilities

University Secretary shall have charge of and be responsible for:

- a. supporting the Board of Governors and the General Faculties Council;
- b. acting as the gateway and facilitator for communication and interaction among the Board, General Faculties Council, senior management and other constituents; and
- c. managing the operations of the Board, General Faculties Council and their committees.

The University Secretariat is also an ombuds, facilitator and neutral space within the governance system and advocates for effective oversight, decision making and accountability, promoting shared governance and providing expert governance advice to the University community.

SECTION B: Authority

The University Secretary shall have the authority to:

TOPIC	FROM	CONSULTATION	PRIOR APPROVAL	MAY BE SUB-DELEGATED
1 approve use of the University's corporate seal	Board			no