



Policy Type: **Governance**

Policy Number: **GOV - 06**

Policy Title: **Delegation of Authority
to the CEO**

Policy Approval Date: June 2013

Policy Review Date: September 2024

PURPOSE

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(2), the Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Milton Public Library and its staff. This policy outlines the nature of the Board's relationship with the CEO.

SCOPE

- I. The CEO is the Board's only link to the operation of the library. As such:
 - a) the Board directs the CEO through:
 - (i) decisions made at Board meetings, by majority vote
 - (ii) approved written policies
 - (iii) approved budgets and plans
 - (iv) the CEO job description
 - b) only official decisions of the full Board are binding on the CEO
 - c) decisions or instructions of individual Board members are not binding on the CEO

2. The CEO will:
 - a) take, or approve lawful actions in the name of the library
 - b) take actions consistent with the Board's mission, vision, values and policies
 - c) be responsible for the employment, management and oversight of performance evaluation of all staff employed by, or on contract with, the library
 - d) design, implement and manage all operational practices and activities

Related Documents:

Milton Public Library. **HR-37 CEO Performance Evaluation**
Public Library Act. R.S.O. 1990, s. 3(1) and (3).