Milton Public Library
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Policy Type:	**Governance**	Policy Number:	**GOV - 06**
Policy Title:	**Delegation of Authority to the CEO**	Policy Approval Date:	June 2013
		Policy Review Date:	May 2026

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

1. 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
   e) provide the board with the information, support and professional knowledge and expertise it needs to be successful

3. In cases of emergency or special circumstances where it is necessary to act outside the terms of a delegated authority outlined here, the CEO is given authority to take such action as

necessary to rectify the situation. The CEO is also given the authority to modify any written Emergency or Business Continuity Plans created in advance of this circumstance. All such actions shall be reported immediately to the Chair and then the Board. At all times, the Board retains its authority as employer and the CEO retains authority over library operations and staff, unless such authority is suspended under federal or provincial legislation.

Related Documents:

Milton Public Library**.** ***HR-37 CEO Performance Evaluation***

Public Library Act. R.S.O. 1990, s. 3(1) and (3).