

	POLICY: Delegation of Authority		POLICY NO: LB 05
	POLICY LEVEL: Library Board	LAST REVIEW / REVISION DATE: SEPTEMBER 5, 2023	SCHEDULED REVIEW DATE: SEPTEMBER 2027

Delegation of Authority

The Library Board’s official connection to the library staff, its achievement, and conduct will be through the Chief Executive Officer. This policy outlines the nature of the Board’s relationship with the CEO.

Responsibility

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

Direction

The CEO is the Library Board’s only link to the operation of the Library. As such the Library Board directs the CEO through:

- Decisions made at Library Board meetings, by majority vote
- Approved written policies
- Approved budgets and plans
- The CEO job description

Only official decisions of the full Library Board are binding on the CEO. Decisions or instructions of individual Library Board members are not binding on the CEO.

Authority

The CEO will:

- Take or approve lawful actions in the name of the Stratford Public Library;
- Take actions consistent with the Library Board’s mission, vision, values, and policies;
- Be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the Stratford Public Library; and
- Design, implement and manage all operational practices and activities.

The CEO will ensure that the Library Board remains informed on library matters and will provide assurance that the library activities are compliant with legal or fiscal obligations.

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 Library Board. At all times, the Library 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.

Accountability

Within Board Policy 04 CEO Job Description, the Chief Executive Officer leads, executes and monitors activities on behalf of the Stratford Public Library Board.

The Library Board holds the Chief Executive Officer responsible through its performance appraisal process.

Related Documents:

- Public Libraries Act, RSO 1990
- Ontario Employment Standards Act, S.O. 2000
- LB 03 Board Job Description
- LB 04 CEO Job Description
- LG 01 Health and Safety
- LG 08 Emergency Preparedness Policy

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