



Area: Governance

Initial Policy Approval Date: January 22, 2013

Policy Title: Delegation of Authority to the CEO **Last Review:** April 24, 2025

Policy Number: GOV 07

Year of next review: 2029

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 Hastings Highlands Public Library and its staff. This policy outlines the nature of the Board's relationship with the CEO.

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.
 - d) directions or instructions from any individuals outside the Board 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 performance evaluation of all staff employed by or on contract with the Library.
 - d) design, implement, and manage all operational practices and activities.
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