



The City of Kawartha Lakes Public Library

Policy Number: LIB2023-13

Policy Name: LIBRARY LEADERSHIP CONTINUITY POLICY
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Resolution #:	LIB2023-13	Date:	16 May 2023
Review Cycle:	Once per Term	Adoption Date:	03 August 2023
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		Last Reviewed Date:	

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to establish a plan to ensure the continued operations of the Kawartha Lakes Public Library during any period of CEO turnover or absence.

Leadership plays an essential part in the success of any organization. Planning for transition in leadership, as well as any unexpected interruption, is a governance best practice.

SCOPE:

This policy shall apply to the City of Kawartha Lake Public Library, the City of Kawartha Lakes Public Library Board, Chief Executive Officer and those Management-level employees who may, from time to time, be authorized to exercise the authority of the Chief Executive Officer.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Board” means the City of Kawartha Lakes Public Library Board.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Management-level Employee” means an employee who holds the position of Manager within the Library.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Statement of Authority

- 1.1 In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 15(2), the Board has the sole right to appoint a Chief Executive Officer.

2.0 Responsibility

- 2.1 It is the responsibility of the Board to assess the leadership needs of the Library and to ensure the selection of a qualified and capable CEO. The Board has the authority to determine the selection process.
- 2.2 Given the level of authority and responsibilities of the CEO, established by the Public Libraries Act, other legislation, and by Board bylaws and policies, the Board recognizes the importance of having a plan in the eventuality of a CEO succession requirement arising either from a leave of absence, emergency, retirement, or resignation.
- 2.3 The Board directs the CEO to ensure succession-ready Management-level employees can take on CEO responsibilities on an interim basis.

3.0 Short-term CEO Absence

- 3.1 Short-term CEO coverage is used for planned situations when the CEO is not available to perform the duties of the job for a period greater than three (3) weeks and less than three (3) months. It is used most frequently for periods when the CEO is on vacation and not immediately available. It may also be used when the CEO is on a pre-approved leave, such as a short-term medical leave.
 - 3.1.1 The CEO will appoint a Management-level employee into the role of Acting CEO and will advise the Library Board Chair.
 - 3.1.2 When the CEO is absent under these conditions, contact information for the CEO will be made available to the Library Board Chair and Acting CEO in the event of a crisis. For the most part, the CEO will be available by cell phone to the Library Board Chair and Acting CEO.

- 3.1.3 For these short-term absences, the Acting CEO will be compensated as per the City Management Directive – Non Union Compensation (MD2016-005)

4.0 Emergency CEO Absence

- 4.1 Emergency CEO coverage is required when an unplanned circumstance, such as an illness, accident, or other unforeseen circumstance, renders the CEO temporarily unable to perform the duties of the position.

- 4.1.1 The Library Board, in consultation with the CEO when circumstances allow, will appoint a Management-level employee into the role of Acting CEO.

5.0 Planned Departure

- 5.1 A voluntary departure may arise from circumstances such as the expiry of a CEO employment contract term, resignation, or retirement. The CEO will provide a period of reasonable notice before voluntary departure. The Board will formally accept the notice at the soonest possible Board Meeting (regular or special, as required).

The Board may be required to appoint an Acting CEO depending on the timing of the end of the CEO's employment and the expected appointment of a successor.

- 5.2 In the event of an involuntary departure of the CEO by the Board, the Board will plan for the appointment of an Acting CEO.
- 5.3 Whether voluntary or involuntary, the Board will strike an ad hoc CEO Search Committee and approve terms of reference for the Committee in accordance with the Board's Procedural Bylaw.

6.0 Authority of Acting CEO

- 6.1 The person appointed as Acting CEO shall have the full authority for decision-making and independent action as the regular CEO, subject to the policies of the Board.

7.0 Library Board Oversight

7.1 The Library Board Chair is responsible for monitoring the work of the Acting CEO and will be sensitive to the special support needs of the Acting CEO in their temporary leadership role.

8.0 Compensation for Acting CEO

8.1 The Acting CEO will be compensated as per the City Management Directive – Non Union Compensation (MD2016-005).