

Title:	Executive Limitations Policy	Policy Number: 100-04
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PURPOSE

This policy defines the limits of the CEO contributing to the overall accountability of the Library.

SCOPE

This policy applies to the position of CEO.

DEFINITIONS

CEO - Chief Executive Officer

Board - Sault Ste. Marie Public Library Board

Assets - assets that include property (buildings, furniture, equipment, land, print and electronic resources) and financial

POLICY STATEMENT

The CEO shall maintain a high standard of stewardship over the Library, its resources, its facilities, and its staff. The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or unlawful, or in violation of commonly accepted business ethics, the Public Libraries Act, RSO 1990, Ch. 44, other relevant statutes, contractual agreements with bargaining units or any other contractual agreements and shall observe at all times the Board's policies.

ASSET MANAGEMENT AND PROTECTION

The CEO shall ensure the assets of the organization are protected, adequately maintained and not unnecessarily risked.

Property Assets

The CEO shall secure all Board assets, including facilities, furniture, equipment, technology, print and electronic assets, from risk of theft, damage or neglect. Accordingly the CEO shall ensure that:

- facilities are properly maintained;
- procedures are in place to protect intellectual property, historical assets including archive material, information and files from loss or significant damage;
- appropriate action is taken in response to theft or damage to Board assets;
- the insurable assets of the organization are insured against losses for replacement value, and
- surplus furniture, technology and equipment are disposed of in a practical and advantageous method.

Financial Assets

The CEO shall ensure that:

- the organization, its employees, and the Board are not unnecessarily exposed to claims of liability and that adequate third party liability insurance is in place for protection;
- effective internal control systems to protect the organization are in place with regard to access by personnel to material amounts of the organization's funds, and
- adequate internal financial controls that meet the standards of the organization's auditors are in place, and these controls are tested at periodic intervals.

Purchases

The CEO shall not permit any purchases that are inconsistent with the Board's governing procurement policies and procedures.

BUDGETING AND FORECASTING

Budgeting in any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board priorities, the requirements of the Public Libraries Act, 1990, C.P. 44 and other relevant legislation, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight. Budgeting shall take into account the long-term financial health of the organization.

The CEO shall ensure that:

- all budgets disclose planning assumptions, cash flow projections, capital requirements including justification and a reasonable projection of costs and revenues, and
- operating and budget requirements for the ensuing year are prepared and presented according to prescribed timelines to meet the requirements of the Municipal budget cycle.

The CEO shall ensure that the operating budget:

- enables accurate projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
- provides adequate information to support a budget presentation that meets municipal budget presentation requirements;
- plans the expenditures in an fiscal year of funds that are conservatively projected to be received in that period, and
- provides resources for Board governance, such as costs of fiscal audit, Board development, Board meetings and special Board events.

The CEO shall ensure that the capital budget:

- presents capital budget estimates with sufficient detail to describe the nature, scale and scope of the proposal, including full disclosure of all the costs;
- presents comprehensive capital estimates to the Board following established City of Sault Ste. Marie requirements, and
- is based on realistic operating or capital budget estimates based on reasonable and/or expected funding and financial considerations.

COMMUNICATION AND COUNSEL TO THE BOARD

The CEO shall ensure that the Board is always informed about all significant matters. The CEO shall:

- advise the Board in a timely, complete and accurate manner of relevant trends, anticipated adverse controversial media coverage, material external and internal changes, customer complaints, which in the judgment of the CEO are of pressing concern, and particularly changes in the assumptions upon which any governance policy has been previously established;
- submit the required monitoring data as scheduled and in an accurate and understandable fashion;
- never knowingly withhold or distort information that is needed for fully informed Board decisions;
- provide a mechanism to provide for all Board internal and external communications, including the appropriate distribution of media releases to the Board;
- deal with the Board as a whole except when responding to individual requests for information relevant to Board motions and processes or responding to officers or committees duly charged by the Board;
- report in a reasonable timely manner on actual or anticipated non-compliance with any policy of the Board, and
- advise the Board if, in the CEO's opinion, the Board is not in compliance with legislation or its own Governance Policies.

EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board from sudden loss of the CEO-services, the CEO may not have fewer than one other management staff familiar with Board and CEO policies, issues and processes and understand all aspects of the organization and be able to carry on the responsibilities of CEO as set out in the policies. The CEO shall:

- ensure that the Board knows and understands the competencies of these individuals;
- designate a senior manager in charge and inform the Board when they are absent for a period of more than four (4) days; and
- ensure the continuance of such key positions within the organization.

FINANCIAL CONDITION

With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall be responsible for continuously monitoring the finances of the organization to ensure that the financial condition remains sound and in accordance with the established requirements under the Public Libraries Act, RSO 1990, Ch 44, or any other relevant legislation and municipal requirements. The CEO shall not:

- borrow money or pledge the assets of the Library;
- invest funds of the organization in instruments contrary to Board direction;
- allow liquid assets to drop below the amount deemed necessary to meet Library contractual obligations and settle debts in a timely manner;
- allow tax or other government mandated payments or filings to be overdue or inaccurately filed;
- acquire, encumber or dispose of real property without Board approval, and
- settle a claim in excess of \$12,500 without Board approval.

COMPENSATION AND BENEFITS

The CEO shall have in mind fairness and the fiscal integrity and public image of the organization in all matters relating to employment, compensation and benefits to employees, consultants, and casual workers. The CEO shall:

- oversee the compensation practices of the Library;
- oversee the administration of the Library's compensation and benefits programs for employees;
- review the performance and development of Library management in achieving corporate goals and objectives and assure that senior managers are compensated effectively in a manner consistent with the strategy of the Library and competitive practice;
- review and approve any employment agreements or severance arrangements, and
- never change their own compensation and benefits.

STAFF AND VOLUNTEER RELATIONS

With respect to the treatment of paid staff and volunteers, the CEO will not cause or allow conditions that are unfair, undignified or unsafe or in violation of any legislation affecting labour or human rights. The CEO shall ensure all human resources policies and practices:

- comply with applicable legislation and such policies will be communicated and available to each employee;
- are updated as legislation or circumstances dictate and that employees are made aware of any changes to these policies and practices in a reasonable timely manner;
- are aligned with conditions in the collective agreements between the Board and the bargaining units, and



- adhere to the Library Board's Value Statements.

PUBLIC RELATIONS

The CEO is the representative of the Library and will maintain positive relationships with community agencies, all levels of government, outside organizations, and the media. The CEO shall ensure:

- Library participation in community events, projects, and activities where appropriate;
- Inform the Board of developments at all levels of government which may impact the Board's mandate;
- Inform the media of all major impacts, positive or negative, to Library services, and participate in discourse about Library services.

RELATED POLICIES

100-03 Board – Board - CEO Linkage Policy
100-08 Signing Authority Policy
100-11 Board Code of Ethics
200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
300-10 Business Continuity Plan Policy
400-02 Management and Non-Union Human Resources Policy
400-05 Workplace Code of Conduct
400-09 Human Rights Policy, Anti-Harassment/Discrimination/Violence
400-16 Relieving Pay Policy