ACTING CEO PLAN POLICY

Effective: September 24, 2026 Next Review: September 2030

PURPOSE

To establish the London Public Library's (Library) Acting Chief Executive Officer & Chief Librarian (CEO) Plan.

SCOPE

This policy applies to the CEO and those Executive-level Employees who are from time to time authorized to exercise the authority of the position of CEO.

DEFINITIONS

Executive-level Employee is an employee who holds the position of director with the Library.

POLICY STATEMENT

The *Public Libraries Act, RSO 1990, c P.44* (the Act) gives the Board the sole right to hire the Library's CEO. Given the level of authority and responsibilities of the CEO, established by the Act and other legislation, and by the Board's bylaws and policies, the Board recognizes that it is important to have a plan in place in the eventuality of having to assign duties to an Executive-level Employee to act on behalf of the CEO on a short-term or emergency basis.

Executive-level Employees Authorized to Serve as Acting CEO

At all times there will be at least two designated Executive-level Employees who would be able to exercise the authority of the CEO on an acting basis and successfully fulfill the assigned duties of the position of the CEO.

Short-Term Succession

Short-term acting assignments, whether planned or due to an emergency, are used for situations in which the CEO is not available to perform their duties for a period not expected to exceed three (3) months. They are used most frequently for periods when the CEO is on vacation and not immediately available (e.g., out of country). They may also be used when the CEO is on an approved leave (e.g., short-term medical leave) or in unplanned circumstances, such as an illness or accident, which render the CEO unable to perform the duties of the CEO position. Under these circumstances:

- The CEO (or Board Executive if the CEO is not able) will appoint one of the designated Executive-level Employees into the role of Acting CEO and will advise the Board Executive;
- The CEO and the Director, Financial Services, who is a Library-authorized signing authority, shall not be unavailable at the same time.
- The duties of the CEO may be temporarily split amongst the designated Executive-level Employees.
- While on vacation, the CEO will be available to the Board Executive, Executive Assistant and Acting CEO in the event that a crisis might justify interrupting the CEO's planned absence.

If an emergency situation prevents the CEO from performing the role for a period expected to exceed three (3) months, the Board Executive will appoint an Executive-level Employee into the role of Acting CEO for the time required.

Departure of Incumbent CEO

- Voluntary departure: A voluntary departure may arise from circumstances such as the resignation/retirement of the incumbent CEO. The CEO will provide a period of reasonable notice before voluntary departure. The Board Executive may be required to appoint an Acting CEO depending upon the timing of the CEO's departure and the expected appointment date of a replacement CEO.
- Involuntary departure: If the Board initiates the removal of the CEO or decides not to renew a contract, the Board will plan for the appointment of an Acting CEO.

Authority of the Acting CEO

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

Board Oversight of Acting CEO

The 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 this temporary leadership role.

INQUIRIES

CEO & Chief Librarian