
Category:	Governance GOV-06
Policy Name:	Succession Planning
Date Approved:	October 28, 2013
Last Reviewed:	May 31, 2021

1. Purpose

The purpose of this policy is to establish a process to identify employees with potential for advancement to fill key positions, namely CEO and Branch Librarian, and to provide development opportunities to prepare identified individuals for potential advancement to these positions.

2. Policy

The Lake of Bays Township Public Library is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

The Library Board may promote from within when it is satisfied that a well-qualified individual is available to fill a vacancy.

The Library Board will support employees showing potential to develop so that they are prepared and qualified to assume key positions.

3. Administration

The CEO, in consultation with the Branch Librarian, will identify candidates with potential for advancement from within the library staff and recommend such candidates to the Board for approval.

This identification will be based, among other considerations, on the annual staff Performance Review. Also as part of this review process, training needs will be identified to prepare the approved candidate(s) adequately for advancement. Training and development initiatives will be identified to meet these needs and will be recommended to the Board for approval.

The CEO will monitor the candidate's progress on a regular basis to ensure that training needs are being met and will report to the Board periodically.

The candidate's supervisor/manager will actively mentor the candidate to enhance the preparation for advancement.

The Board will approve any appointment of staff from within to vacant positions based on fulfillment of the above process, a consistent record of exemplary performance reviews and judgement by the CEO (when appropriate) and the Board as to the candidate's readiness.

Signature of the Chairperson _____

Document Revision Record:

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