

# REPORT

## Oakville Public Library Board

March 20, 2025

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**FROM:** Community Services Commission

**DATE:** March 20, 2025

**SUBJECT:** OPL 2024 CEO Performance Evaluation Process

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### Recommendation:

That the OPL 2024 CEO Performance Evaluation Process report be received for information.

### Key Facts:

The following are key points for consideration with respect to this item:

- The current CEO has been in place since November 25, 2018.
- The responsibility for leading the CEO's annual performance review process, on behalf of the OPL Board, is delegated to the Commissioner of Community Services.
- The CEO evaluation is comprised of a competencies rating survey, that is completed by the Board, as well as an evaluation of key CEO accomplishments for the year.
- A timeline for completing the evaluation initiatives is outlined within this report and the final CEO evaluation report and compensation adjustment recommendation will be presented to the OPL Board on May 15, 2025.

### Background:

The CEO was hired permanently on November 25, 2018. On behalf of and with direction from the Board, the CEO is responsible for: ensuring efficient and comprehensive library operations; leading the strategic planning process and developing annual action plans that reflect the strategic plan (as approved by the Board); monitoring the budget, including variance reports and forecasts; advocating on behalf of the Library for provincial and federal funding; and working with the Town on joint initiatives.

Within the Library's Memorandum of Understanding, with the Town of Oakville, the CEO is identified as a member of the Town's senior management team and has a

liaison relationship with the Town’s Commissioner of Community Services and the Commissioner of Corporate Services with respect to Town delivered services. The responsibility for leading the CEO’s annual performance review process is delegated by the Board to the Commissioner of Community Services.

**Comment/Options:**

Annual Evaluation Process

The annual evaluation process for the CEO is comprised of the following initiatives:

- A survey is conducted by the Town’s Commissioner of Community Services with members of the Board who were in place during the evaluation year (2024). The survey seeks Board input on evaluating the CEO for seven (7) key competencies: strategic thinking; innovative solutions and ideas; collaboration and partnership; achieving results; people leadership; resource management and financial accountability; and personal leadership. Competencies are rated using a three (3) point scale to measure performance (See Appendix A).
- The second evaluation initiative involves a review of key accomplishments, which are submitted by the CEO for the Board’s consideration. The accomplishments are aligned to the annual goals and priorities that are approved by the Board for the evaluation year.

Results of the competency survey and annual accomplishments review provide the basis for evaluating the CEO performance with one of five (5) possible ratings for the year: Not Achieving; Progressing/Partial Success; Fully Successful; Highly Successful; or Exceptional.

2024 CEO Evaluation Timeline

Timing	Evaluation Initiative
March 24, 2025 – April 11, 2025	Board survey completion.
April 14, 2025 – May 6, 2025	Survey compilation, CEO key accomplishments review, overall evaluation recommendation and drafting of the final evaluation report to the OPL Board.
May 15, 2025	OPL CEO Evaluation report and salary adjustment recommendation is

	presented to the OPL Board for approval.
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**Appendices:**

Appendix A – Oakville Public Library CEO Performance Review Template

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Commissioner of Community Services