



PROVINCIAL CAPITAL COMMISSION

Chief Executive Officer (CEO) Role and Responsibility

Mandate

The mandate of the CEO is to manage the day-to-day operations of the PCC and ensure that operations are consistent with the policies developed by the Board of Directors and are carried out in such a way that meets the requirements of the *Capital Commission Act*.

Accountabilities

The CEO is accountable to the Board for:

- contributing to the development of annual goals and objectives
- ensuring that Commission procedures and overall management are designed in accordance with established Board policy
- keeping the Board informed of existing or impending Board policy issues

Duties and Responsibilities

The CEO is responsible to the Board. The Board and the CEO work together to develop policies and plans consistent with the mandate as expressed by the Shareholder. The Board is responsible to ensure the CEO is not subjected to political interference.

a) Operations

1. Develop and implement operational policies, strategic plans, and Annual Operating Plans to guide the PCC within the limits prescribed, delegated authority, and the framework of the strategic directions approved by the Board
2. Operate the PCC within established policies, maintain a regular policy review process, and revise or develop policies for presentation to the Board
3. Ensure the PCC operates within all regulatory requirements of a Crown Corporation
4. Ensure the PCC operates within approved budgets and operating plans
5. Keep abreast of issues which may significantly impact the PCC
6. Ensure the PCC meets audit requirements.

b) Human Resources

1. Create and maintain an organizational environment that promotes positive staff morale and performance
2. Ensure effective human resources programs are developed and maintained to support the strategic goals of the PCC (including recruiting, performance management, training, succession planning, employee relations, and compensation)
3. Direct, motivate and maintain a competent, well-trained, flexible and responsive staff capable of meeting current and future needs
4. Develop and recommend the overall PCC organizational structure and staffing to the Board
5. Develop and maintain an annual Board-approved plan for the development and succession management.

Role

The function and duties and the delegated responsibilities of the CEO (specified by the Board of Directors pursuant to Part 2 – 2, contained herein) are to:

1. develop annual planning guidelines, oversee the development of the Corporation's annual Service Plan and recommend strategies to achieve the Corporation goals and objectives
2. develop, and recommend to the Board, the annual operating and capital budget
3. upon approval of the service plan and annual budget and with full delegated authority, implement the plan in its entirety



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4. inform Chair of expenditures out of CEO contingency
5. monitor the Corporation's performance against objectives and provide a quarterly performance report to the Board
6. oversee the day-to-day operations and activities of the PCC
7. upon informing the Board, exercise authority to approve: all goods and services purchases, all capital purchases under \$1 million, lease commitments under \$1 million, and disposition of tangible assets with a market value of less than \$1 million
8. oversee the preparation of quarterly budget variance reports, the annual report and annual financial statements
9. be accountable to the Board of Directors for the activities of the PCC, carry out the functions and duties that the Board specifies and provide a highlight report featuring issues that management has or will be addressing
10. maintain overall responsibility to the Board of Directors for the implementation of Board policies and the efficient and effective operations of the Corporation
11. work to support Board members and the Chair
12. participate in an annual CEO performance evaluation (See Appendix 4)
13. provide interpretation of government policy to the Board of Directors
14. provide leadership and direction to staff of the PCC
15. exercise delegated authority to appoint officers and employees necessary to carry on the business and operations of the Corporation, define their duties, determine their remuneration, evaluate their performance, take disciplinary action as required, negotiate the collective agreement and handle all union grievances
16. act as a primary spokesperson for the Corporation
17. communicate closely with the public regarding the operation of the PCC
18. perform such other duties or activities as required by the Board from time-to-time.