



wasaga beach public library

Policy Name	Policy Development Policy		
Section	Governance	Effective Date	October 24, 2023
Policy Number	GOV-03	Reviewed Date	October 24, 2023
Motion Number		Next Review Date	2027

## Purpose

In accordance with the Public Libraries Act, R.S.O. 1990, c P44, s. 3(3), the Wasaga Beach Public Library is under the management and control of the Library Board. The Board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the Library and provide direction to Board and staff. The policies are the tool for achieving the Library's purpose and advancing the mission.

## Scope

This policy directs the Library Board to develop and monitor policies that ensure effective provision of library services.

## Definitions

A **policy** is a deliberate system of guidelines to guide decisions and achieve rational outcomes. A policy is a statement of intent and is implemented as a procedure or protocol. Policies are generally adopted by a governance body within an organization.

A **Board** is a committee of persons organized under authority of law in order to exercise certain authorities, have oversight or control of certain matters, or discharge certain functions of a representative, or fiduciary character.

## Policy

### 1.1 Types of Policies

The Board develops and maintains policies in the following areas:

- Foundation policies which record the Board's decisions on mission, vision, and values;
- Board by-laws which establish the organizational structure of the Board and how it does business;
- Governance policies which define the responsibilities and regulate the work of the Board;
- Operational policies which regulate the services and day-to-day operations of the Library;
- Human resource policies which guide employee relations.

### 1.2 Responsibilities

The Board will:

- Establish a schedule to review existing policies and will integrate this schedule into Board meeting agendas;
- Review the Library's current policies as prescribed by legislation and/or review Library policies at least once every four years;
- Work cooperatively with the CEO to ensure that policies comply with the Public Libraries Act, municipal by-laws, and any applicable provincial and federal legislation;
- Ensure that policies follow the standard format and include a title, numbering system, date of approval and date of next review.

### **1.3 Policy Approval**

Policies will be created and modified through the following process:

- The need to develop a new policy or to revise an existing policy shall be identified by the CEO or by a member of the Board;
- The CEO shall submit a draft version of the policy to the Policy Committee for consideration;
- After examination of the draft and discussion regarding desired amendments or additions, the Committee will make a recommendation to the Board on policy;
- The Board will introduce a new policy or policy change through motion at a duly constituted Board meeting;
- Draft policies will be provided to the Board in advance of the scheduled meeting to provide ample time for review;
- The Board will approve all policies at a duly constituted Board meeting;
- As deemed appropriate, the Policy Committee and/or CEO will be permitted to make minor revisions to approved policies pertaining to numbering, corrections, templating, identifying pertinent links, as long as the general terms of the policy – purpose, scope, definitions, responsibilities, rights, intent – are not altered without Board approval.

### **1.4 Policy Distribution**

The Board will:

- Include approved policies in the Wasaga Beach Public Library Policy Manual.
- Ensure that all Board members and staff have access to the policies.
- Post policies on the Library's website.

### **1.5 Consolidation and Rescinding of Policies**



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- i. Consolidation: Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones. In a general review of the library policies it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.
- ii. Rescinding: As necessary, a policy may be revoked, repealed, or cancelled from the suite of Wasaga Beach Public Library policies. The rescinding of an approved policy should only be done with Board approval and its removal should be noted on the schedule of policies.

### **Responsibility**

The Library Board is responsible for developing and implementing this policy. Board members and staff are responsible for knowing, understanding, and complying with all the policies of the Wasaga Beach Public Library.

### **Appendix**

Public Libraries Act, R.S.O. 1990, c P44, s. 3(3)

### **Related materials/policies**

nil

### **Policy History**

Approved by the Wasaga Beach Public Library Board,  
Date: October 24, 2023 Motion Number: