

GOV 05 Policy Development

Policy Type:	Governance	Policy Number:	GOV 05
		Policy Approval Date:	April 4, 2013
Policy Title:	Policy Development	Policy Review Date:	December 7, 2023
		Next Review Date:	December 2027

1.0 Scope

In accordance with the Public Libraries Act, the Whitchurch-Stouffville Public Library is under the management and control of the Board. The Board has the sole authority and responsibility for establishing policy. This policy directs the Board to develop and monitor its policies.

Policies set the framework for the governance and operations of the library and provide direction to the Board and staff. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of the library.

2.0 Types of Policies

The Board develops and maintains policies in four areas:

- Foundation policies which record the Board's decisions on vision, mission, and values;
- 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; and,
- Operational policies which regulate the services and day-to-day operations of the library, including policies with respect to, Volunteers and Fundraising.

3.0 Responsibilities

The Board shall:

- Establish a schedule to review existing policies and will integrate this schedule into the Board agendas; and
- Ensure that policies comply with the Public Libraries Act, any applicable municipal by-laws, provincial and federal legislation.

The CEO shall establish operational procedures as required for the effective implementation of Board policies.

4.0 Policy Development

The development of a new Board policy or the revision of an existing Board policy can come from several sources:

- the CEO;
- a member of the Board;
- the municipal council;
- provincial government; and
- a member of the public.

The Board shall:

- receive all policy changes, in draft, at least seven days prior to the next scheduled Board meeting;
- introduce a new policy or policy change through a motion at a duly constituted Board meeting; and
- approve all policies at a duly constituted Board meeting in accordance with its by-laws.

5.0 Policy Distribution

All policies shall be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.

The Board shall:

- ensure that all Board members and staff have access to the policy; and
- ensure that its policies are available on the library's website.