Policy Development Policy

Policy Number:	**GOV-010**
Policy Category:	**Governance**
Approved by:	**OPL Board**
Accountability:	**CEO or Designate**
Approval Date:	**February 20, 2020**
Effective date:	**February 21, 2020**
Supersedes:	Policy Development Policy effective June 27, 2013

Purpose

To specify a formal mechanism to create, revise, rescind, approve and publish library policies.

Scope

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3)*, the Oakville Public Library is under the management and control of the 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, staff and volunteers. Policies are a tool for achieving the library's vision and advancing the strategic priorities. They help ensure compliance with applicable laws and regulations, promote operational efficiencies and reduce institutional risks. Their broad application provides a basis for consistent decision-making and resource allocation. Board members, staff and volunteers are responsible for knowing, understanding and complying with the policies of the Oakville Public Library.

Policy Statement

Section 1: Types of Policies
The board develops and maintains policies in five areas:
   a) Foundation policies which record the board's decisions on vision, mission and values;
   b) Board bylaws which establish the organizational structure of the board and how it does business;
   c) Governance policies which define the responsibilities and regulate the work of the board;
   d) Human resources policies which guide relations with the staff;
   e) Operational policies which regulate the services and day-to-day operations of the library.

Section 2: Responsibilities

The board will:
   a) Establish an annual schedule to review existing policies and will integrate this schedule into the board agendas;
   b) Ensure that policies comply with the *Public Libraries Act*, and any other applicable provincial and federal legislation.

Section 3: Policy Approval
Policy approval is a two step process:
   1. Draft policies are provided to the board seven days prior to the next scheduled board meeting. The board provides comments and feedback on the draft policy and any changes are made by staff. The revised policy is presented to the board at a subsequent board meeting.
   2. Pending no further changes, the board approves draft policies.

The public is notified of new policies or policy revisions through the posting of the board agenda package on the OPL.ca website.

Section 4: Policy Distribution
All policies should 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 will:
   a) Ensure that all board members, staff and volunteers have access to the policies;
   b) Post policies on the library's website.

Section 5: Considerations
The proposed development of a new policy, or the proposed revision or rescission of an existing policy can come from several sources:

   a) The Chief Executive Officer
   b) A member of the board
   c) The Council
   d) Provincial Government
   e) A member of the public