



<b>Policy Name:</b>	Policy Development Policy		
<b>Section:</b>	Governance	<b>Effective Date:</b>	October 27, 2011
<b>Motion Number:</b>	21-11	<b>Reviewed Date:</b>	February 25, 2021
<b>Policy Number:</b>	GOV-02	<b>Next Review Date:</b>	April 2029

## Purpose

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 3(3), the Barrie Public Library is under the management and control of the Library Board. The Library Board has the sole authority and responsibility for establishing policy. This policy directs the Library Board to develop and monitor policies that ensure effective provision of library services.

## Policy

### Types of Policies

- Foundational policies which record the board’s decisions on vision, mission, and values
- Bylaws which establish the organizational structure of the Library Board and how it does business
- Governance policies which define the responsibilities and regulate the work of the Library Board
- System policies which regulate the services and day-to-day operations of the Library

### Responsibilities

The Library Board will:

- Establish a schedule to review existing policies and will integrate this schedule into the board meeting agendas
- Review the Library’s current policies as prescribed by legislation or at least once every four years
- Work cooperatively with the CEO to ensure that policies comply with the *Public Libraries Act*, municipal bylaws, and any applicable provincial and federal legislation.

### Policy Approval and Considerations

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 appropriate standing 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 the policy

The Library Board will:

- Receive all policy changes, in draft, 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
- Approve all policies at a duly constituted board meeting