
Category:	Governance GOV-03
Policy Name:	Policy Development
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In accordance with the ***Public Libraries Act, R.S.O. 1990, c. P44***, s. 3(3), the Lake of Bays Township Public Library is under the ‘management and control of the library board’. The library 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 library board and employees. From that framework, the CEO or designated employees can develop procedures and plans for the library operations. Board members and employees are responsible for knowing, understanding and complying with Lake of Bays Township Library policies.

Section 1: Types of Policies

1. The work of the library is guided by policies in five main areas:
 - a) Foundation policies which record the board’s decisions on mission, vision, and values.
 - b) Board bylaws which establish the organizational structure of the library board and how it does business.
 - c) Governance policies which define the responsibilities and regulate the work of the library 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.
2. The library policy documents will include policies related to volunteers and to fundraising.

Section 2: Responsibilities

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
 - a) the Chief Executive Officer or library staff

- b) a member of the library board
 - c) the council
 - d) government through legislative requirements
 - e) a member of the community
2. The Library CEO will develop new policies as needed or draft revisions to existing policies with the guidance of the board's policy committee for Board approval.
 3. The library board is responsible for monitoring of policies and will:
 - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation.
 - b) ensure that policies comply with the ***Public Libraries Act*** as well as any applicable municipal bylaws, provincial or federal legislation.
 4. The library board is responsible for approval of all library policies and will:
 - a) receive all policy changes, in draft, in the information package sent out prior to the next scheduled board meeting.
 - b) approve all policies at a duly constituted board meeting.

Section 3: Policy Distribution

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the date of approval and the date of the next review.
2. A signed master copy of each approved policy to be housed in the CEO's office.
3. A copy of policies for the public will be available on the library website and in print format in both branches.
4. Each board member has access to the library policies on the library website or in print format if requested.

Section 4: Consolidation and Rescinding of Policies

1. **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 policy. The tracking of consolidated policies should be noted on the schedule of policies.
2. **Rescinding:** As necessary, a policy may be revoked, repealed or cancelled from the suite of Lake of Bays Township Public Library policies. The rescinding of an approved policy should only be done with board approval and its removal noted on the schedule of policies.

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44

Signature of the Chairperson _____

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