

Category: Governance GOV-04
Policy Name: **Planning Policy**
Date Approved: June 27, 2016

Purpose:

The purpose of the Planning Policy is to establish a planning process that enables the Lake of Bays Township Public Library (the Library) to:

- Meet the needs of the community
- Maintain continuity of service
- Respond effectively to change
- Budget in an effective and responsible manner
- Ensure that the Library Board (the Board) and staff share a common understanding of what the Library is trying to achieve
- Consider our relationship with Township Council

Policy:

1. The planning process will follow the guidelines in the ***Public Libraries Act*** and meet all A.O.D.A (Accessibility for Ontarians with Disabilities Act) standards even if not specifically outlined in this policy.
2. The Library Board creates a Strategic Plan and has adopted an “evergreen” process. This process is based on a four year time horizon in which the plan is reviewed and renewed annually with the past year dropping off the four year term and the next consecutive year being added on.
3. The Strategic Plan includes an assessment of the operating environment, strategic goals, and actions to achieve the goals.

In this process the Board considers:

- the status of achievement of the previous year’s strategic goals
- changes in the character and needs of the community and the role of the Library in the community as part of its regular community analysis
- Council priorities

- Fiscal needs and restraints
- 4. After approval by the Board, the Strategic Plan will be communicated to Council and to the community at large.
- 5. The CEO will prepare an annual Strategic Plan report to the Board. This summary will include the review of the actions set out in the Strategic Plan.

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 27, 2016
Last Review/Revision	April 24, 2023
Year of Next Review	2027