

Georgina Public Library Board Policy Manual

Policy Title: Policy Development & Review

Category: Governance

Intent:

This policy establishes a framework for the development and review of policies of the Georgina Public Library Board. It ensures alignment with the Library's mission, compliance with legislative requirements, and the promotion of effective governance and service delivery.

The Georgina Public Library Board is committed to the ongoing development, review, and maintenance of clear, relevant, and effective policies.

Regulations:

1. The Board will endeavor to review all policies at least once during each term of the Library Board.
2. The Board will development policies in the following areas:
 - a) Governance;
 - b) Library Services; and
 - c) Auxiliary Services.
3. In developing and reviewing policies, the Board will be guided by the following principles:
 - a) Scope – Policies will address matters within the Board's authority and responsibility.
 - b) Timing - Policies may be developed:
 - i) Proactively, in anticipation of a need; or
 - ii) Reactively, in response to emerging needs.
 - c) Policy development may be assigned to an individual, working group, sub- committee or staff, based on subject-matter expertise.
 - d) The Board will consider:

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- i) Applicable legal obligations;
 - ii) Current understanding of the issue;
 - iii) Practices of the Municipality, other library boards, or similar organizations;
 - iv) Available templates or best practices; and
 - v) Appropriate sources of guidance.
- e) Policies will be written in clear, concise language appropriate for those responsible for implementation.
- f) Where appropriate, stakeholders will be consulted to support informed decision-making, promote understanding, and encourage acceptance of the policy.
- g) The Board will determine whether procedures are required to support implementation and will clarify:
- i) Responsibility for developing procedures;
 - ii) Timelines; and
 - iii) Processes for consultation, approval, and implementation.
- h) The Board will determine how policies will be communicated, to whom, and whether training or public communication is required.
- i) The Board will establish appropriate monitoring and reporting mechanisms to ensure effective implementation and to evaluate outcomes.
4. Policies will be maintained in a current and accessible format. Copies will be available to Board members and staff, and will be accessible to the public via the Library’s website or upon request.

POLICY HISTORY:	
Initial Draft Presentation	August 25, 2016
Policy Approval	August 25, 2016
Policy Review	April 18, 2019; June 18, 2026