

	POLICY: Policy Development		POLICY NO: LB - 09
	CATEGORY: Board	LAST REVIEW / REVISION DATE:	SCHEDULED REVIEW DATE: APRIL 2027

Policy Development Policy

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Stratford Public Library is under the management and control of the Library Board. The Stratford Public Library Board is responsible for the establishment, maintenance and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation the Stratford Public Library

Board members and staff are responsible for knowing, understanding and complying with Stratford Public Library policies.

1. The Board shall ensure that all policies comply with relevant legislation, by-laws, policies and procedures.
2. The Board shall encourage the initiation and development of new policies, as required, to reflect changing organizational needs, priorities, and/or government legislation.
3. The Board shall assign the development of procedures resulting from Board approved policies to Library management.
4. The Board is responsible for establishing and reviewing all Governance policies for the Library.
5. The Board shall assign the responsibility of operational policy development to the Library CEO, as well as the implementation of any approved policy. Policies developed will be brought back to the Board for approval before implemented.
6. The Board shall review operational policies every 3 years from the last date of review. Governance polices shall be reviewed every 4 years from the last date of review, or as required by legislation. Any Library policy can be brought to the Board for updating outside of this schedule if the need arises.
7. All approved policies will be made public and posted on the Library website, with printed copies being available on request.
8. As necessary a policy may be removed or rescinded with board approval.

Legal References:

- Public Libraries Act, RSO 1990, c P.44

ORIGINAL DATE ADOPTED	April 4, 2023
DATE(S) AMENDED	

