



SCUGOG MEMORIAL PUBLIC LIBRARY

POLICY TYPE / NUMBER:	BOARD 'B01'		
POLICY TITLE:	Policy Development		
AUTHORITY / CREATED:	Board	November 20, 2008	Reviewed: Feb. 16, 2023

Policy Statement

The Scugog Memorial Public Library has two Policy and Procedure Manuals: Board and Administrative.

Purpose

The purpose of the manuals is to:

1. Provide information, direction and support to the Library Board, employees and customers;
2. Guide relationships among members of the Library Board, employees and customers;
3. Ensure consistent application of policies and procedures;
4. Clarify responsibility and promote accountability by providing clearly written accessible policies and procedures; and
5. Serve as a practical orientation tool.

Complementary Documents

Generally, material from the following complementary documents is not repeated in the two manuals. Cross-referencing is used instead. Complementary documents include but are not limited to:

- Employment Standards
- Ontario Human Rights Code
- Occupational Health & Safety Act / Workplace Violence & Harassment
- Workplace Safety and Insurance Board Act
- Public Libraries Act

- Municipal Act
- Child, Youth and Family Services Act
- Accessibility for Ontarians with Disabilities Act
- Freedom of Information and Protection of Privacy Legislation
- Corporations Act
- Pay Equity Act
- Employment Insurance Act
- Income Tax Act
- Criminal Code

Definitions

Board Policies - provide the framework for the way in which Directors meet their fiduciary requirements as individuals working together as Board. Policies include those that address governance, financial viability, strategic planning, stakeholder relations, self-assessment and accountability, monitoring organizational quality and effectiveness indicators and matters relating to its relationship with the CEO.

Administrative Policies - are those policies that direct the operation of the library on a day-to-day basis. Included are Finance, Personnel, Collections, Circulation, Facilities, Services, etc.

Policy Development Process

The following staff positions are responsible for developing policies and maintaining specific Policy Manuals:

Manual Name	Policy Writers	Consulted	Admin Support	Approval
Board	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • Library Board • Finance, Policy and Personnel Committee • CEO 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • Board
Administrative	<ul style="list-style-type: none"> • CEO • Manager of Public Services 	<ul style="list-style-type: none"> • CEO • Manager of Public Services • Library Staff 	<ul style="list-style-type: none"> • CEO • Manager of Public Services 	<ul style="list-style-type: none"> • CEO

The CEO is consulted regarding the need for policy revisions/updates.

When the need for a policy has been established, the policy writer will consult the current manuals to establish whether a similar policy is in place within any manual.

Before drafting a policy, research is completed. Examples: other relevant Library policies, consultation with the appropriate staff, research on similar policies from peer or provincial organizations. The decision is made regarding whether the proposed policy fits under the 'Board' or 'Administrative' mandate (as described in the '**Definitions**' section above).

Administrative policies - are drafted and approved by the CEO and brought to the Board for information only.

Board policies - Once a policy is drafted, the draft is brought forward to the Library Board for input.

Following the Board's input the revised draft is ready for final approval by the Library Board.

The CEO completes the manual according to the layout described in this policy and copies and distributes the policy to the appropriate staff.

Reviews and Revisions

Incidental Revisions

Policies and procedures in manuals are revised to reflect changes as they occur. All manual readers are welcome to submit suggested revisions to the CEO for consideration.

The CEO will maintain a policy and procedures file that includes suggestions, excerpts from team minutes, emails and incident reports.

Scheduled Reviews

In addition, all material in the manuals is reviewed, revised or reconfirmed every four years. This is done on a cyclical rotation with policies being brought to the Board for review and possible revision as needed.

Public Accountability & Transparency

Board policies, after receiving approval from the Board, will be posted on the SMPL website where they can be viewed by the public.

Contact Person: Board Chair, Chief Executive Officer
Cross Manual Reference: Admin A01 – Policy Development Procedure
Relevant Forms: N/A
Approval Date: November 20, 2008
Review Dates: March 17, 2011; February 16, 2023
Revised Date: Feb 19, 2019
Approved by: Library Board