

Policy Development Framework

Policy Number:	GOV-010
Policy Category:	Governance
Approved by:	OPL Board
Accountability:	CEO or Designate
Approval Date:	
Effective date:	
Supersedes:	Policy Development Policy effective February 21, 2020

Purpose

The purpose of this policy is to provide a formal mechanism to create, revise, rescind, approve, and publish policies for the Oakville Public Library, ensuring accountability, transparency, and equity in all policy decisions.

Scope

Oakville Public Library upholds the Canadian Charter of Rights and Freedoms, fulfills its obligations under the Ontario Human Rights Code, and legislative responsibilities under the Public Libraries Act. In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3)*, the Oakville Public Library is under the management and control of the Library Board. The board has the sole authority and responsibility for establishing policy, for which the CEO is responsible for administering.

Policies set the framework for the governance and operations of the library and provide direction to board, staff and volunteers. Policies are a tool for achieving the library's vision and advancing its strategic priorities. They help ensure compliance with applicable laws and regulations, promote operational efficiencies, and reduce institutional risks. Their broad application provides a basis for consistent decision-making, organizational transformation, service excellence, capacity building, and resource allocation.

Board members, staff and volunteers are responsible for knowing, understanding, and complying with the policies of the Oakville Public Library.

Policy Statement

This policy outlines the requirements for policy development at the Oakville Public Library.

Section 1: Types of Policies

The board develops and maintains policies in five areas:

1. Foundation Policies which record the board's decisions on vision, mission and values;
2. Board Bylaws which establish the organizational structure of the board and how it does business;
3. Governance Policies which define the responsibilities and regulate the work of the board;
4. Human Resources Policies which guide relations with the staff;
5. Operational Policies which regulate the services and day-to-day operations of the library.

Section 2: Responsibilities

The board will:

- a) Establish an annual schedule to review existing policies and will integrate this schedule into the board agendas;
- b) Ensure that policies comply with the *Public Libraries Act*, and any other applicable provincial and federal legislation.

Section 3: Policy Approval

Policy approval is a twostep process:

1. Draft policies are provided to the board seven days prior to the next scheduled board meeting. The board then provides comments and feedback on the draft policy and requested changes are made by staff.
2. The revised policy is presented to the board at a subsequent board meeting. Pending no further changes, the board approves draft policies.

The public is notified of new policies or policy revisions through the posting of the board agenda packages on the OPL.ca website.

Section 4: Policy Distribution

All policies should be documented in a standard format; numbered according to policy type and include the date of approval and the period of the next review.

The board will ensure that:

- a) All board members, staff and volunteers have access to the policies;
- b) Public policies are made available via the library's website;
- c) All policies are made available to staff via the intranet.

Section 5: Considerations

The proposed development of a new policy, or the proposed revision or rescission of an existing policy can come from several sources:

- a) The Chief Executive Officer (or Designate)
- b) A member of the Library Board
- c) The Town of Oakville Council
- d) Provincial Government

All policy development, revisions, and rescissions are made with consideration to feedback received from library staff, members of the public, community partners, and other sources as appropriate.

Commitments

With this policy, OPL makes the following commitments:

- To apply an equity, inclusion, and accessibility lens as one of the overarching principles of policy development, to prevent or mitigate existing barriers, or the creation of barriers, for equity-deserving groups and persons with disabilities.
- To protect the public's right to access a broad range of human knowledge, experience, information, and ideas in a welcoming and supportive environment, and to respond to the unique and changing needs of the diverse residents and communities of Oakville.
- To embody the universal principles of public libraries outlined in the International Federation of Library Associations (IFLA), the Canadian Federation of Library Associations (CFLA), and associated United Nations treaties and guidelines as appropriate.
- To outline how and why the library makes policy decisions, advancing the role of the public library in contributing to a free and just democratic society.

References and Related Documents:

[Canadian Charter of Rights and Freedoms](#)

[Ontario Human Rights Code](#)

[Human Rights Commission Policy Guidelines](#)

[Public Libraries Act](#)

[Accessibility for Ontarians with Disabilities Act](#)

[Purpose of the Board](#)

[IFLA-UNESCO Public Library Manifesto](#)

[United Nations Human Rights Treaties ratified by Canada](#)

[Calls to Action \(Truth and Reconciliation Commission of Canada\)](#)

[Implementing the United Nations Declaration on the Rights of Indigenous Peoples Act in Canada \(Government of Canada\)](#)