

REPORT

Oakville Public Library Board

Meeting Date: May 16, 2024

FROM: Oakville Public Library

DATE: May 7, 2024

SUBJECT: Policy Development Framework – May 16, 2024

RECOMMENDATION:

That the Policy Development Framework be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The OPL Policy Development Framework (Appendix A - Policy Development Framework) has been updated from the previous version approved in February 2020 (Appendix B – Policy Development Policy).
- OPL recommends changing the title of the Policy Development Policy to the Policy Development Framework for clarity and to align with the Town of Oakville’s naming standard for the Corporate Policy Framework.
- OPL recommends that the framework advance the following broad outcomes:
 - Acknowledging OPL’s requirement to uphold the Canadian Charter of Rights and Freedoms and fulfill its obligations under the Ontario Human Rights Code.
 - Embedding an equity, inclusion, and accessibility lens to ensure policy development aligns with OPL’s mission, vision, and values.
 - Embodying 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.
- The policy outlines the requirements and responsibilities for all policy development within the OPL governance structure, ensuring that there is accountability, transparency, and equity in all policy decisions.

BACKGROUND:

The Oakville Public Library (OPL) has an ongoing review process to evaluate all policies and procedures, to ensure that all decisions and practices continue to align with OPL’s mission, vision, values, and legal obligations.

The Policy Development Framework establishes the requirements for all policy development at OPL and reinforces the principles of accountability, transparency, and equity in all policy decisions.

OPL upholds the Canadian Charter of Rights and Freedoms, fulfills its obligations under the Ontario Human Rights Code, and adheres to the legislative responsibilities under the Public Libraries Act.

Universal principles of public libraries are outlined by the International Federation of Library Associations (IFLA), Canadian Federation of Library Associations (CFLA), and associated United Nations treaties and guidelines as appropriate.

COMMENT/OPTIONS:

The OPL Policy Development Framework (Appendix A - GOV-010 Policy Development Framework) has been updated from the previous version approved in February 2020 (Appendix B – GOV-010 Policy Development Policy).

OPL recommends changing the title of the Policy Development Policy to the Policy Development Framework for clarity and to align with the naming standard set out by the Town of Oakville’s Corporate Policy Framework.

OPL recommends that the policy framework be updated to reflect the library’s commitment to applying an equity, inclusion and accessibility lens; protecting the public’s right to access a broad range of knowledge, experience, information, and ideas; embodying the universal principles of public libraries as set forth by government, the United Nations, and national and international library associations.

All OPL policies provide a basis for consistent decision-making, organizational transformation, service excellence, capacity building and resource allocation.

APPENDICES:

Appendix A – Policy Development Framework (2024)

Appendix B – Policy Development Policy (2020)

Prepared by:
Caitlyn Hicks, Director, Customer Experience

Submitted by:
Tara Wong, CEO