



**Policy Name: GOV-07 Governance Policy - Policy Development**

**Date Approved:** May 17, 2017

**Motion Number:** 17-31

**Review Date:**

**Date Amended:**

**Motion Number:**

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), Kitchener Public Library is under the management and control of the library board. The library board has the sole authority and responsibility for establishing policy. This policy directs the library board to develop and monitor policies.

Policies set the framework for the governance of the library and provide direction to the library board and the CEO. The policies are the tool for achieving the library's purpose and advancing the mission. A sub-committee shall be responsible for and will report recommendations to the board for reviewing and developing board policies and bylaws.

**Types of Policies:**

- 1) foundation policies which record the board's decisions on vision, mission, and values
- 2) board bylaws which establish the organizational structure of the library board and how it does business
- 3) governance policies which define the responsibilities and regulate the work of the library board
- 4) executive limitation policies which define what decisions are within the Chief Executive officer's authority,

**Library Board Responsibilities:**

- 1) establish a schedule to review existing policies and integrate this schedule into the board meeting agendas
- 2) ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws, provincial and federal legislation

**Policy Approval:**

- 1) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
- 2) introduce a new policy or policy change through a motion at a duly constituted board meeting
- 3) approve all policies at a duly constituted board meeting
- 4) document policies in a standard format; numbered according to policy type and include the date of approval and the date of the next review

**Policy Distribution:**

- 1) include approved policies in the Kitchener Public Library Board Policy Manual
- 2) ensure that all board members and employees have access to the policy manual
- 3) publically post policies for community awareness and transparency

Considerations:

The initiative to develop a new policy or to revise an existing policy can come from several sources including the chief executive officer, a member of the board, council, government or a member of the public.