

Title:	Planning Policy	
Policy Type:	Governance	Policy Number: 100-13
Approval By:		
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PURPOSE

To maintain an effective planning process for the Library in order to fulfill its mandate under the Public Libraries Act, RSO 1990, c. P44, to safeguard Library facilities and operations, and to meet other legislative requirements.

SCOPE

This policy is limited to governing and organizational plans. Individualized, human resources, and departmental plans are excluded.

DEFINITIONS

Accessibility Plan - an action plan to ensure that services at the Library are relevant, inclusive and responsive for all by preventing and removing barriers to accessibility and by meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

Business continuity plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster.

Strategic Plan - A document used to communicate the Library's priorities, goals, objectives the actions needed to achieve them, and evaluate progress.

POLICY STATEMENT

The Board shall maintain effective planning processes for the library to fulfill its mandate under the Public Libraries Act, RSO 1990, c. P44, s. 20(a) and to meet its obligations under other Acts.

ACCESSIBILITY PLAN

The Library shall have an Accessibility Plan as required by the Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, C. 11. The plan will describe how the Library will prevent and remove barriers to accessibility and fulfill its obligations under the Act. Further, the plan will have an action plan outlining the strategies and actions to be taken to achieve the plan's goals.

The Accessibility Plan, information about assistive technologies, accessible collections and assistive services, as well as annual compliance reports will be made available on the library's website.

The Accessibility Plan is to be reviewed and updated on an as needed basis and at least once every five (5) years.

BUSINESS CONTINUITY PLAN

The Library shall have a Business Continuity Plan which will provide guidelines for safeguarding Library facilities, systems, equipment, and staff, as well as continuous operation of some or all of the Library's functions should a major emergency occur. The Business Continuity Plan will have information on risk mitigation, emergency preparedness, emergency response, and recovery.

STRATEGIC PLAN

The Library shall have a Strategic Plan spanning several years. The Strategic Plan's purpose is to:

- share the vision of the Library Board
- have the Library respond to changing needs and trends in the community
- ensure Library funds are responsibly expended in a deliberate and accountable manner
- prevent duplication of services available elsewhere in the community
- maintain a continuity of services regardless of personnel changes

The Strategic Plan is a formal planning document which will include Mission and Vision statements, priorities, goals, objectives and action items. The Board will continue to review and evaluate the plan during the course of its term.

The planning process for the Strategic Plan shall include:

- community needs
- feedback and consultation from the community, staff, volunteers and other stakeholders
- an environmental scan including priorities of the municipality
- data and information from the previous Strategic Plan
- reporting and evaluation

The Strategic Plan will be replaced each time it reaches the end of its term.

RELATED POLICIES

Board By-Laws

100-01 Governance Processes Policy

100-04 Executive Limitations Policy

300-10 Business Continuity Plan Policy

300-23 Accessible Customer Service Policy