

<b>Title:</b>	Governance Processes Policy	<b>Policy Number:</b> 100-01
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**PURPOSE:**

This policy is specific to the operations of the Library Board and its functions and governance responsibilities and style. It enables the Library Board to remain focused on its responsibilities and maintain consistent practices.

**DEFINITIONS:**

**BOARD** - Sault Ste. Marie Public Library Board  
**CEO** - Chief Executive Officer

**POLICY STATEMENT:**

The Board will operate mindful of its obligations under the Public Libraries Act and will be accountable to the community as a competent governing body.

**Governing Style**

1. The Board shall approach its task by:
  - (a) Demonstrating strategic leadership.
  - (b) Constructively reviewing management's proposals.
  - (c) Understanding and respecting Board and management roles.
  - (d) Decision-making that is collective and objective.
  - (e) Utilizing a proactive approach.
  - (f) Encouraging inclusive, open, collaborative discussion leading to informed consensus.
  - (g) Respecting all decisions of the Board by speaking with one voice through the designated spokesperson.
  - (h) Protecting the confidentiality of discussions and information.

**Board Responsibilities**

2. The Board is responsible for the provision of public library service. Its responsibilities are to:

- (a) Be accountable for all responsibilities assigned through the Public Libraries Act and other relevant legislation
- (b) Be linkage between the Municipal Council and the Library through the CEO and/or Board Chair as appropriate.
- (c) Be accountable for the organizational decisions and situations through the development, monitoring and upholding of policies.
- (d) Represents the interests of the community through discussion and consultation.
- (e) Define the diverse skills needed in Board members and articulate them to the appointing body to encourage appointments that support the business of the Board.
- (f) Orient new members to the Board.
- (g) Engage in continuous learning.
- (h) Advocate on behalf of the Library to the public and governing bodies

### **Code of Conduct**

3. The Board commits to ethical, responsible, lawful conduct and proper use of authority.
  - (a) Board members will respect the diversity of the community, the rights of individuals and adhere to the Ontario Human Rights Code.
  - (b) Board members will adhere to the provisions of the Municipal Conflict of Interest Act, The Municipal Act, the Public Libraries Act and any other relevant Acts or legislation.
  - (c) The Board Chair or designate(s) shall represent the Board in interactions with the public, press or other entities.

### **Annual Planning and Review Cycle**

4. To accomplish its job, the Board will follow an annual planning cycle including scheduled monitoring and review of:
  - (a) The Strategic Plan.
  - (b) Operating and capital budgets.
  - (c) Board Policies.
  - (d) Performance evaluation of CEO.
  - (e) Evaluation of the Board