

Title:	Policy Formation Framework Policy	
Policy Type:	Governance	Policy Number: 100-06
Approved By:	Resolution Number RB 2015-09-21	
Approval Date:	September 21, 2015	
Effective Date:	September 21, 2015	
Revised Dates:	September 2018	
Review Date:	September 2021	

PURPOSE:

This policy establishes the framework and processes that will be followed for the creation, approval, and review of all policies created and maintained by the Library Board. This policy will ensure consistent management and outcomes of all policies.

SCOPE:

This document relates to the development and review of all Board policies.

POLICY STATEMENT:

It is the policy of the Board in creation of new and revision of existing policies for each policy to include a description for the following:

Title
 Policy Type
 Policy Number
 Approved By
 Approval Date
 Effective Date
 Revised Dates
 Review Date

Approved By will consist of a Resolution Number formatted as follows:

Regular Board meetings
 RB Year-Month-Day of the Board meeting

Special Board meetings
 SB Year Month Day of the Board meeting

POLICY CATEGORIES AND MAIN NUMBER SYSTEM:

Policies created by the Board will be assigned to their associated Category Number system listed below:

Governance	100
Business/Financial	200
Operational	300
Human Resources	400

Following the appropriate category number each new policy will be assigned an available two-digit number.

All policies will be kept on the intranet and website. Staff and public should refer to the website for the most recent policies. In the interest of currency paper copies are strongly discouraged.

FONT:

To ensure consistency in the use of fonts in each policy document the Title section for each policy will be Arial 11 and the Body of each policy will be Verdana 10.

POLICY DEVELOPMENT CYCLE:

1. Determine if there is a need for a policy.
2. The Policy Committee will consult with appropriate staff who will conduct research on the Board's behalf.
3. Staff will seek expert advice if necessary.
4. The CEO/Director of Public Libraries with the Committee will draft any necessary policy.
5. The Committee will present a draft policy to the Board for approval.
6. Upon approval by the Board, the CEO/Director of Public Libraries will communicate and implement the policy.
7. The CEO/Director of Public Libraries will develop related procedures when required for staff and public to follow.
8. The policy review schedule will be followed to conduct the periodic review of this policy.

RELATED POLICIES OR GUIDELINES:

Policy Review Schedule