

<b>Policy Title:</b>	<b>Policy Development</b>
<b>Policy Type:</b>	<b>Administration</b>
<b>Policy #:</b>	<b>ADM 12</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>January 2024</b>
<b>Revision Date:</b>	<b>December 2025</b>

## **PURPOSE**

This policy provides guidance on the development of policies for the Clarington Library, Museums & Archives (CLMA).

## **DEFINITIONS**

**Policy or Policies:** A written statement that articulates principles, values, statements of intent of compliance regulations for the CLMA, as developed and approved by the Clarington Public Library Board.

**Standard Operating Procedures: (SOP)** Established steps or methods to carry out policies. An SOP establishes the purpose of the activity and identifies the position responsible for the action. SOP development and maintenance rests with the Chief Executive Officer.

**Framework:** A structure that outlines how a policy will be implemented with the CLMA and describes various elements and interrelationships.

**Regulations:** Standards and/or laws that the Clarington Public Library Board is legally bound to uphold.

## **POLICY**

The Clarington Public Library Board reviews all policies on a two-year cycle, or earlier if the Board, or recommendation from the Chief Executive Officer, deems it necessary. A policy is developed when there is an existing or potential risk; a new process that must be complied with; provide clarity of process and ensure consistent application of principles and values; be sufficiently different in content and purpose to an existing policy and can otherwise be amended.

Policies must:

- Comply with all federal, provincial and municipal legislation and bylaws
- Be consistent with library and museum best practices
- Consider strategic implications and risk
- Consider the effect on all members of the public
- Consider the effect on employees
- Align with Municipal policies when relevant

Policies are required to have consistent format and information:

Policy Title  
Policy Type  
Policy Number (#)  
Policy Authority  
Effective Date  
Next Review Date  
Purpose  
Definitions (optional)  
Scope  
Policy

### **Responsibilities, Reviews and Revisions:**

The CEO is responsible for maintaining and adhering to the policy review schedule. The CEO and Senior Managers will review the scheduled policies on an annual basis and submit the suggested revisions to the Board Policy Committee.

The Board Policy Committee will review the policies and revisions, and upon consensus will submit the policies to the Board for approval.

The Board Policy Committee Chair will present the policies on behalf of the Policy Committee.

The CEO has the delegated authority to make minor revisions to policies, such as grammatical and job title changes, that do not change the substance or intent of the policy.

### **POLICY RESOLUTION**

Any questions, concerns, or requests for clarification regarding the interpretation or application of this policy can be directed to the CEO at [ceo@cplma.ca](mailto:ceo@cplma.ca).

If the matter remains unresolved or the party is not satisfied with the CEO's determination, the issue may then be formally escalated to the Library Board for review at



[chair@cplma.ca](mailto:chair@cplma.ca).

The decision of the Library Board shall constitute the final authority on all matters related to the interpretation and application of this policy.