![Clarington Library Museums & Archives logo]

Policy Title:	**Policy Development**
Policy Type:	**Administration**
Policy #:	**ADM 12**
Policy Authority:	**Board**
Effective Date:	**January 2024**
Revision Date:	

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 job title changes, that do not change the substance of the policy.