

Planning Policy

Purpose:

The purpose of the Planning Policy is to establish a planning process that enables the Lake of Bays Township Public Library (the Library) to:

- Meet the needs of the community
- Maintain continuity of service
- Respond effectively to change
- Budget in an effective and responsible manner
- Ensure that the Library Board (the Board) and staff share a common understanding of what the Library is trying to achieve.

Policy:

1. The planning process substantially adheres to the guidelines in the ***Public Libraries Act***.
2. The Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons.
3. The Library has adopted an "evergreen" Strategic Planning process. This process is based on a three year time horizon in which the plan is reviewed and renewed annually with the past year dropping off the three year term and the next consecutive year being added on.
4. Because of its small size, the Board itself undertakes the planning process.
5. The Strategic Plan includes an assessment of the operating environment, strategic goals, and actions to achieve the goals.

In this process the Board considers:

- the status of achievement of the previous year's strategic goals
 - changes in the character and needs of the community and the role of the Library in the community as part of its regular community analysis
 - Council priorities
 - Fiscal needs and restraints
6. After approval by the Board, the Strategic Plan will be communicated to Council and to the community at large.

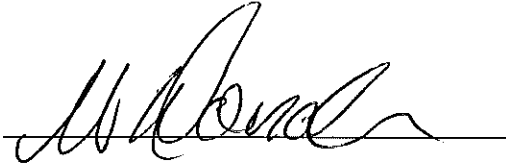
7. The CEO will prepare an annual Strategic Plan report to the Board. This summary will include the review of the actions set out in the Strategic Plan including achievements and work still to be done.

Approved: June 27, 2016

Revised: Sept. 24, 2018

To be Reviewed: 2021

Signature of the Chairperson

A handwritten signature in black ink, appearing to read "M. Bond", is written over a horizontal line.