

Title Planning Policy
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Type Governance
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Purpose

The Caledon Public Library's Planning Policy seeks to ensure that the Library maintain an effective planning process in order to fulfill its mandate under the **Public Libraries Act**, RSO 1990, c. P.44, s. 20(a): "A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs."

Guidelines

1. This policy establishes a formal planning process, ensuring that:
 - a. the needs of the community are met;
 - b. the Library's vision is clearly communicated and realized;
 - c. the Library is able to respond effectively and efficiently to change;
 - d. key decision makers are aware of the Library's contribution to the community and make a long-term commitment to Library services;
 - e. Library funds are responsibly expended in a deliberate and accountable manner; and
 - f. continuity of services is maintained regardless of personnel changes in the Board or staff.

2. To this end, the Library Board shall:
 - a. in the second year of its four-year term, develop a formal strategic planning document that includes the Library's vision, mission statement and values, strategic directions, objectives, actions and timelines. As per the Caledon Public Library Board By-Laws, an adhoc committee may be formed to oversee the Library's strategic planning efforts.
 - b. develop a process for reviewing and assessing:
 - i. client needs in the community served by the Library
 - ii. the services of the Library in the light of client needs and feedback
 - iii. the priorities of the municipality
 - iv. the Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents.
 - c. report to the community on the Library's progress in fulfilling its plan by means of:
 - i. distribution of an annual report
 - ii. presentations to Council, service groups and community organizations

- d. ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
3. The Library Board will also initiate a comprehensive Master Plan of all library operations and facilities every ten (10) years; though the Board may opt to undertake such a plan more frequently when necessary. The completed plan will include a comprehensive assessment and analysis of the Library's current facilities, services, technologies, and staffing and will provide a long-term roadmap. This plan will effectively position the Library to meet future needs resulting from service innovation, community needs and municipal growth. The Master Plan will inform the Library's operational planning, capital forecasts and contributions to municipal development charge studies.
4. In addition to ongoing consultation and input of the Library Board and staff, reviewing and assessing the Library's current environment will be addressed through a situational analysis which may include:
 - a. Community Analysis - A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.
 - b. Public Consultation - Community consultation methods may include any or all of the following: surveys, community leader interviews, focus group interviews, and public forums. Efforts will be made to solicit feedback and insights from both library users and non-users. The Library will ensure that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- Caledon Public Library Board By-Laws, CPL-16-06