TPL Board Education
Policy Development Framework

Policy, Planning and Performance Management

June 2023

toronto public library

purpose

1. **what** is Toronto Public Library's (TPL) Policy Development Framework
2. **why** we foster a culture of policy development
3. **when** we start the policy process
4. **how** we develop policy
5. **who** is responsible for policy development

what is a policy?

- provides a statement of TPL's position and approach to an issue
- enables consistent decision-making and optimal allocation of resources
- ensures accountability and transparency in the Library's services, workplace, and operations
- supports TPL in delivering a comprehensive and efficient public library service that reflects the unique needs of Toronto's communities

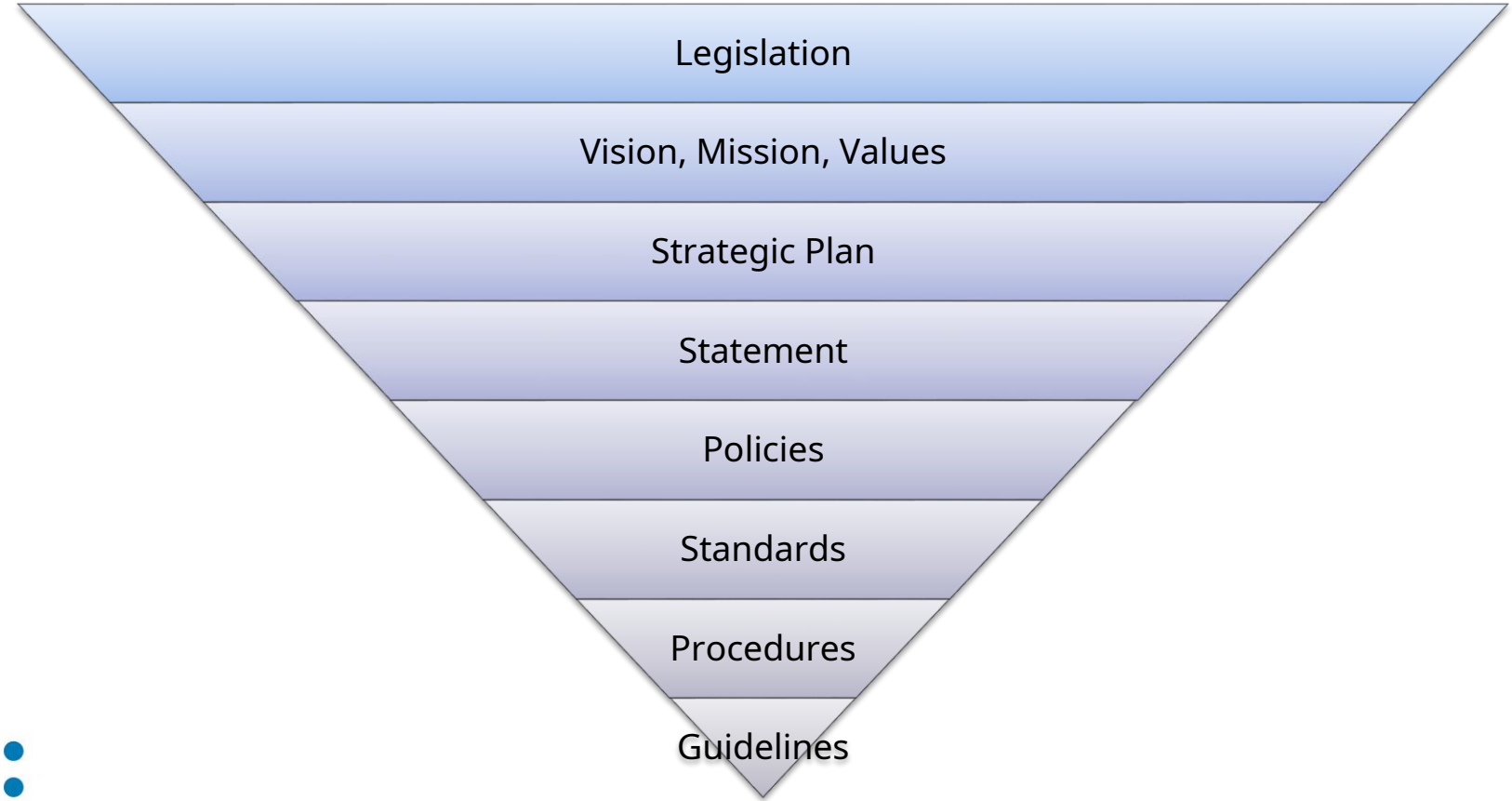
policy development framework purpose

- Shared understanding of the policy development and approval process
- Consistent tools and approaches
- Proactive, enterprise-level policy monitoring and forecasting
- Evidence-informed policy development with an equity and inclusion lens
- Ensure policies are responsive to changing community needs
- Transparent and accessible to people using the library

legislative context

- Public Libraries Act
- Municipal Act
- City of Toronto Act (COTA)
- Toronto Municipal Code
- Ontario Human Rights Code
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Act

where do policies fit



policy categories

Board policies

- Requires approval of the Board
- Related to governance and oversight of the Library Board, OR
- Have a broad scope and impact relating to:
  - Defining the scope and parameters within which the Library operates, including employment of staff
  - Providing the rules for access to library service in accordance with the Library's governing legislation
  - Supporting transparency and accountability to the public

Admin policies

- Require approval by the City Librarian and Senior Leadership Team through the Policy Coordinating Team
- Are more focused in scope and enable the carrying out of management or operational responsibilities
- Provide direction on day-to-day operations of the Library

policy categories - examples

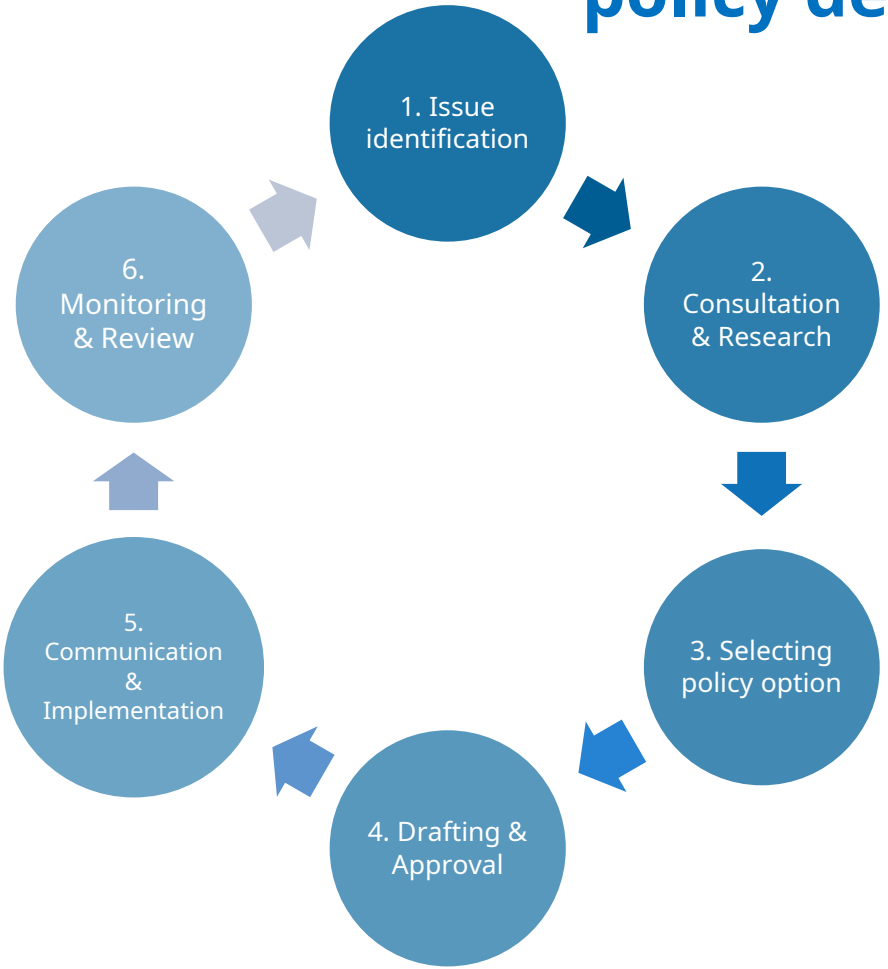
Board policies

- Membership, Circulation and Collection Use
- Materials Selection policy
- Programming Policy
- Community and Event Rental space policy
- Inclusive Washrooms Policy

Admin policies

- Acceptable Use of IT Resources & Electronic Monitoring Policy
- Hybrid Work Policy
- Disconnecting from work policy
- Childcare and Eldercare policy

policy development process



issue identification
why we develop policies

- To comply with legislative requirements or City of Toronto by-laws
- In response to issues identified by staff, the public or other stakeholders
- Proactively address or respond to risks, and prevent or address problems
- Enhance transparency and accountability
- Adopt City-approved policies or endorse policy positions of external organizations

research & engagement

- Jurisdictional or environmental scans and literature reviews;
- Analysis of available data, statistics, trends
- Internal and external consultation
- Facilitating targeted focus groups or conducting surveys;
- Speaking with Library staff, or other public library systems;
- Engaging internal or City committees and stakeholders
- Consulting with the Toronto Public Library Workers Union

roles

- Library Board
- City Librarian
- Policy Coordinating Team & Directors Committee
- Policy, Planning and Performance Management Division
- Accountable Division

thank you
questions?

tpl: