

**Type:** System**Authority:** Board**Resolution No:** BMPL 2018-104 on 5-17-18; POL-SYS.2018.53**Associated Documents:****Original Approval:** 05-17-2018**Amended On:** 05-21-2020**Reviewed On:****SYS 2018.53.1****Purpose of Planning**

The purpose of the Planning Policy is to establish a planning process that enables The Blue Mountains Public Library to:

1. Meet the needs of the community;
2. Maintain continuity of service;
3. Respond effectively to change;
4. Budget in an effective and responsible manner;
5. Ensure the Library services are modern and meeting industry standards;
6. Ensure the Museum services are modern and meeting the Standards for Community Museums in Ontario;
7. Ensure the Gallery services adapt to the changes in arts and culture for the region and province;
8. Ensure that the Board and personnel share a common understanding of what the organization is trying to achieve.

SYS 2018.53.2**Board Authority**

1. Planning shall be conducted by the party responsible for the action.
 - 1.1. The Board shall approve all governance planning documents.
 - 1.2. The CEO shall approve all operational planning documents.
 - 1.3. MAC in consultation with the CEO shall approve all museum governance planning documents.
2. The ultimate Planning documents of the system shall be the Strategic Plan, annual Action Plan and annual Budget, each of which are approved by the Board.

SYS 2018.53.3**Board Planning**

1. Towards the end of each term, the Board shall develop a new or revised four year Strategic Plan which includes a mission and/or vision statement, values, goals and strategies. In this process the Board will review and consider:
 - 1.1. The character and needs of the community as part of its regular community analysis;
 - 1.2. The role of the BMPL in the community as part of its regular community analysis;
 - 1.3. Municipal priorities;
 - 1.4. Future growth projections;
 - 1.5. Fiscal needs and restraints;Community will be offered opportunities for feedback during the planning process.
2. Before the end of each calendar year, the Board shall review and assess both the Strategic Plan and the Annual Action Plan. The Board will be guided in this process both by the collection of relevant data and by consultations with the community in a variety of ways.

SYS 2018.53.4**Staff Planning**

1. The CEO shall be responsible for creating an annual and long-range work plan. This document shall be used for planning budget, staffing, and space needs.
2. Annual work plans shall be presented to the Board in open session and accepted as information.
3. Regular reporting shall occur where the CEO and designated staff report on successes and challenges to achieving the plan.

SYS 2018.53.5 Annual Report

The CEO shall prepare an Annual Report of the previous year by the end of June. This report will include:

1. Review of the Annual Action Plan;
2. Priorities for the coming year;
3. Summaries of the state of the Library, Museum and Gallery;
4. Usage;
5. Audited financial statements.

SYS 2018.53.6 Emergency Planning

The CEO shall prepare Emergency Planning documents.

1. Any Plans which relate to a change in service model as a result of the emergency, shall be approved by the Board. Such Plans include but are not limited to:
 - a. Pandemic Plan;
 - b. Business Continuity Plan
 - c. CEO Succession Plan
2. Any Plans which are Municipally required plans shall be completed with and approved by the relevant parties. Such Plans include but are not limited to:
 - a. Fire Safety Plan (to be approved by the TBM Fire Department);
 - b. Town-wide Emergency Plan (to be provided by TBM).