

## Policy Making Policy

---

<i>Topic</i>	Board Governance
<i>Authority</i>	Board
<i>Related Documents</i>	<a href="#">Alberta Libraries Act</a> <a href="#">Alberta Libraries Regulation</a>

---

The Regional Municipality of Wood Buffalo Library Board has the authority under the Libraries Act of Alberta for the governance of the Wood Buffalo Regional Library (WBRL) and for developing policies for framework, Board self-governance, and operations.

In fulfilling its responsibility for policy making, the Board:

- Defines the functions of the Board, and approves framework, Board self-governance and operational policies.
- Works from the broadest, most general statement of policy when setting operational policy, developing more specific policies as necessary.
- Ensures its policies:
  - Comply with relevant legislation, with the Regional Municipality of Wood Buffalo Library Safety and Use Bylaw, with WBRL’s Plan of Service, and with existing Board policies or agreements, before approving new policies.
  - Are available to Board members, WBRL employees, and the public.
  - Are reviewed regularly.

### Director Role

The Board ensures the Director:

- Obtains WBRL employee and public input as needed and then provides the Board with information, advice, and documentation as required for the development of policies.
- Is responsible for implementing Board policy, with the exception of policies dealing with Board process and self-governance. (The Board Chair is responsible for implementing policies dealing with Board process and self-governance.)
- Identifies and recommends areas for policy development to the Board. The Director has the responsibility and authority to provide direction in areas not covered by policy, until given direction by the Board.

The Board creates, reviews, and approves the content of policies. The Board authorizes the Director to organize and format policies, as needed.

### Statutory Policies

The Board must establish policies as required by the Act and the Regulations and file a report with the Minister that contains the Board policies and revisions as amended.

### Other Board Policies

The Board may establish other Board policies as appropriate.

**History**

*Created: October 21, 2020.*

*Revised: January 19, 2022.*