



Section of Policy Manual: Governance	Policy No. GOV-18
Subject: Terms of Reference – Strategic Planning Committee	Policy Approval Date: Sept. 11, 2025
Year of next review: Fall 2026	Last Review/Revision Date/Section: July 2025

### **Section 1: POLICY**

Terms of Reference must be established to define the duties and responsibilities of the Strategic Planning Committee.

### **Section 2: PURPOSE**

The purpose of this policy is to provide a framework for the Strategic Planning Committee's activities. The Strategic Planning Committee is responsible to the Library Board for the development and implementation of the GPL Strategic Plan for the four-year term of appointment of the Board by Town Council.

### **Section 3: ACCOUNTABILITY**

The Strategic Planning Committee is a standing committee of the Library Board, reporting to the Board monthly at official Board meetings until the end of term.

### **Section 4: COMPOSITION AND TERM OF OFFICE**

1. The Strategic Planning Committee will consist of three Library Board members and the Chair of the Board (ex-officio). One board member will be appointed as Chair of the Strategic Planning committee and will be responsible for ongoing updates at Board meetings. The CEO/Chief Librarian will be an advisor to the Committee and will also act as Secretary.
2. Strategic planning experience is preferred for at least one (1) member of the Committee.
3. Committee members will be appointed by the Chair of the Board at the inaugural meeting of the Board, as well as when and if required.



## **Section 5: MEETINGS**

The Committee will meet as required to review and update the strategic plan.

## **Section 6: DUTIES AND RESPONSIBILITIES**

1. Establish the period of time the strategic plan will be in effect and determine timelines for the creation of the plan. The Strategic Plan will be in effect for a four-year term aligned with the term of Town Council.
2. Review the previous strategic plan to determine if there are goals still to be accomplished.
3. Consult with community members by conducting a needs assessment survey, focus groups, or public meetings and analyze the data collected for review by the Library Board.
4. Provide opportunities for Library Board members and Library staff to give feedback on the strategic plan.
5. Ensure strategic direction is aligned with input provided by community members, Library staff, and the Library Board.
6. Ensure strategic direction is aligned with the Town of Gravenhurst's strategic plan.
7. Review current mission and vision statements to ensure these are aligned with the Library's strategic plan.
8. Identify directions, goals and actions with timelines, budget and measurable data attached to each action.
9. Present drafts of the strategic plan to the Library Board for discussion, amendment and official approval at Board meetings.
10. Ensure the approved plan is documented, presented to Town Council and published in an accessible format.



11. The Library Board has the authority to assign additional duties to the Committee which relate to the strategic plan.

## **Section 7: REVIEW OF TERMS**

The Terms of Reference will be reviewed by the Strategic Planning Committee annually to ensure best practices are being incorporated.

### **Related Documents:**

***Public Libraries Act***

*GPL GOV-10 Terms of Reference for Committees*

*GPL GOV-13 Planning*

GPL Mission and Vision Statements

Town of Gravenhurst Strategic Plan