



Section of Policy Manual: Governance	Policy No. GOV-18
Subject: Terms of Reference – Strategic Planning Committee	Policy Approval Date: Sept. 10, 2026 Date Last Approved: Sept. 11, 2025
Year of next review: Fall 2027	Last Review/Revision Date/Section: July 2026

Section 1: POLICY

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

Section 2: PURPOSE

- 2.1. 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

- 3.1. 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

- 4.1. 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.
- 4.2. Strategic planning experience is preferred for at least one (1) member of the Committee.
- 4.3. 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

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

Section 6: DUTIES AND RESPONSIBILITIES

- 6.1. 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.
- 6.2. Review the previous strategic plan to determine if there are goals still to be accomplished.
- 6.3. 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 as required.
- 6.4. Provide opportunities for Library Board members and Library staff to give feedback on the strategic plan.
- 6.5. Ensure strategic direction is aligned with input provided by community members, Library staff, and the Library Board.
- 6.6. Ensure strategic direction is aligned with the Town of Gravenhurst's strategic plan.
- 6.7. Review current mission and vision statements to ensure these are aligned with the Library's strategic plan.
- 6.8. Identify directions, goals and actions with timelines, budget and measurable data attached to each action.
- 6.9. Present drafts of the strategic plan to the Library Board for discussion, amendment and official approval at Board meetings.



- 6.10. Ensure the approved plan is documented, presented to Town Council and published in an accessible format.
- 6.11. The Library Board has the authority to assign additional duties to the Committee which relate to the strategic plan.

Section 7: REVIEW OF TERMS

- 7.1. 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, RSO 1990, c.P.44 (PLA)

Gravenhurst Public Library Policy **GOV-10 Terms of Reference for Committees**

Gravenhurst Public Library Policy **GOV-13 Strategic Planning**

Gravenhurst Public Library **Mission and Vision Statements**

Gravenhurst Public Library **Strategic Plan 2022-2026**

Town of Gravenhurst's Strategic Plan