

Brock Township Public Library



Policy Type: Governance Process

Policy Name: Board Decision-Making

Intent

In order to ensure a sound decision-making process, the Board will use the following framework for making major board decisions, employing all relevant criteria.

Regulations

1. Clearly identify the issue to be decided.
2. Gather data to understand the issue from some or all of the following perspectives:
 - a. government legislation, policies and direction;
 - b. general and specific community input (ownership);
 - c. past, present and future demographic information;
 - d. comparative information, e.g., municipal, provincial, national;
 - e. cost;
 - f. relevant measurement data;
 - g. resources available or possible, including third party sources;
 - h. projected demand and future trends;
 - i. limiting factors; and
 - j. liability
3. Develop alternatives:
 - a. Consider short-term consequences.
 - b. Consider long-term consequences.

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Apply the following criteria for decision-making:

- c. Fairness
 - i. Giving consideration to the needs of the group(s), communities, individuals, etc.
 - ii. Treating similar cases in a similar way
 - iii. Striving for equitability (allocating resources to areas of greater need)
 - iv. Looking at short and long-term consequences
 - d. Impact of Benefits
 - i. Identify the benefits
 - ii. Consider detriments to those affected.
 - e. Autonomy of Individuals Affected By Decision
 - i. Individuals are able to make voluntary and intentional decisions
 - ii. Consider opinions of those affected
 - f. User Reliance
 - i. Users are encouraged to do what they can independently
 - ii. Necessary support is provided
 - iii. Dependency is minimized
 - g. Maximizing Utility
 - i. Providing the most good for the most people within available resources
 - ii. Considers opportunity cost (what can't we do because we're doing this?)
 - h. Potential for partnerships
4. Make the decision and record in organizational records.

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5. Create a communications plan to inform stakeholders from internal to external including:
 - a. mayor and council;
 - b. school boards;
 - c. staff;
 - d. union;
 - e. other stakeholders;
 - f. media; and
 - g. community

Regulations:

1. The Board shall use the Decision Making Worksheet, as required, to prepare for sound decision-making.

History

Motion #	Date	Action (Approved, Amended, Reviewed, Revised, Replaced)
2006-11-7	Nov 14/06	Approved

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Governance Process: Appendix 1 - Board Decision-Making Worksheet

Steps in Decision-Making Process	Required Data	Comments /Action to be taken
<i>Decision to be made:</i> Example - Maintain or discontinue Bookmobile service		
<i>Gather data to understand the issue.</i>		
<ul style="list-style-type: none"> Government legislation, policies and direction 		
<ul style="list-style-type: none"> General and specific community input (ownership) 		
<ul style="list-style-type: none"> Past, present and future demographic information 		
<ul style="list-style-type: none"> Comparative information, e.g., municipal, provincial, national 		
<ul style="list-style-type: none"> Cost 		
<ul style="list-style-type: none"> Relevant measurement data 		
<ul style="list-style-type: none"> Resources available or possible, including third party sources 		
<ul style="list-style-type: none"> Projected demand and future trends 		
<ul style="list-style-type: none"> Limiting factors 		
<ul style="list-style-type: none"> Liability 		
<i>Develop alternatives</i>		
<ul style="list-style-type: none"> Consider short-term consequences 		
<ul style="list-style-type: none"> Consider long-term consequences 		

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<i>Apply the following criteria for decision-making</i>		
<p><i>Fairness</i></p> <ul style="list-style-type: none"> • Giving consideration to the needs of the group(s), communities, individuals, etc. 		
<ul style="list-style-type: none"> • Treating similar cases in a similar way 		
<ul style="list-style-type: none"> • Striving for equitability (allocating resources to areas of greater need) 		
<ul style="list-style-type: none"> • Looking at short and long-term consequences 		
<p><i>Impact of Benefits</i></p> <ul style="list-style-type: none"> • Identify the benefits • Consider detriments to those affected. 		
<p><i>Autonomy of Individuals Affected By Decision</i></p> <ul style="list-style-type: none"> • Individuals are able to make voluntary and intentional decisions • Consider opinions of those affected 		
<p><i>User Reliance</i></p> <ul style="list-style-type: none"> • Users are encouraged to do what they can independently • Necessary support is provided • Dependency is minimized 		
<p><i>Maximizing Utility</i></p> <ul style="list-style-type: none"> • Providing the most good for the most people within available resources • Considers opportunity cost (what can't we do because we're doing this?) 		
<i>Potential for partnerships</i>		

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<i>Make the decision and record in organizational records.</i>		
<i>Create a communications plan from internal to external including:</i>		
<ul style="list-style-type: none">• Mayor and Council• School Boards• Staff• Union• Other stakeholders• Media• Community ownership		

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