

**MARKHAM PUBLIC LIBRARY BOARD**

**FIRST MEETING**

**Notice of meeting to be held on Monday, January 26, 2026, 7:00 p.m. Virtual Meeting by ZOOM**

**AGENDA**

**1.0 Call to Order/Adoption of Agenda**

- 1.1 Election of Board Chair and Vice Chair
- 1.2 Confirmation of the Results of the Election of Chair and Vice Chair
- 1.3 Adoption of Minutes: (November 24, 2025)
- 1.4 Declaration of Conflict of Interest
- 1.5 Delegations
- 1.6 Chair's Remarks

**2.0 Ownership Linkage**

- 2.1 Reports from Board Members
- 2.2 Markham Public Library Board 2026 Annual Agenda

**3.0 Board Education**

- 3.1 2026: Look Ahead at MPL's Priorities (MPL Directors)

**4.0 Information Requested by the Board**

- 4.1 CEO's Highlights
- 4.2 AI Trend Report Presentation

**5.0 Items for Decision**

- 5.1 BCL-2e Chief Executive Officer Performance Review Policy
- 5.2 Board Meeting Attendance Record 2025
- 5.3 Policy Governance Wording Review
- 5.4 Proposed Amendments to the City of Markham Terms of Reference for New Library Board Members

6.0 **Monitoring Performance**

6.1 **Ends:**

6.1.1 Global Ends Report Level 1 and Level 2 (2025)

6.2 **Executive Limitations:**

6.2.1 Executive Limitations: Internal Monitoring Reports  
Schedule 2025

6.2.2 EL-2f Protection of Services(G. Vlahopoulos/ A.Cecchetto)

7.0 **Consent Agenda**

All items under the Consent Agenda are considered to be routine and are recommended for approval by the Chair.

7.1 **Declaration of Due Diligence by the CEO**

7.2 **Communication and Correspondence:**

7.2.1 MarkhamReview.com: Community marketplace highlights  
excellence and creativity in Markham [Community marketplace](#)  
[highlights excellence and creativity in Markham – Markham Review](#)

7.2.2 City of Markham: Use of Corporate Resources for Election  
Purposes Policy

8.0 **Board Performance and Self-Evaluation**

8.1 Questionnaire: The Board and the CEO

9.0 **New Business**

10.0 **In-Camera**

To discuss a confidential personnel matter

11.0 **Adjournment**

**NEXT MEETING:      Monday, March 23, 2026, 7:00 p.m.**  
**Virtual Meeting by ZOOM**

## AGENDA 1.1

TO: Markham Public Library Board  
FROM: Catherine Biss, CEO & Secretary-Treasurer  
PREPARED BY: Susan Price, Board Secretary  
DATE OF MEETING: January 26, 2026  
SUBJECT: **Election of Board Chair and Vice-Chair**

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### **Election of Board Chair and Vice-Chair:**

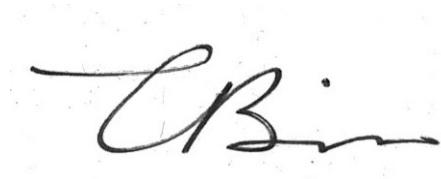
The CEO/Secretary-Treasurer of the Board presides over and conducts the elections for the Board Chair and Vice-Chair.

Where there is only one candidate for a position, the nomination is simply confirmed by a show of hands. Where two or more Board members are nominated for a position, Board members record their vote on a ballot. The results are tabulated by the Board Secretary and reported to the Board.

The election results are confirmed by a Board motion.

A Chair or Vice-Chair may hold their positions for more than a single one-year term. The responsibilities of the Chair and Vice-Chair are appended. (Refer to Appendix "B", Chair's Role.)

For more information on the voting process, refer to Appendix "C" "Questions and Answers" and Appendix "D" "Voting Procedure".



Catherine Biss  
CEO & Secretary-Treasurer

#### Attachments:

Appendix "A" – Extract from the Markham Public Library Board By-laws, pages 3 & 4

Appendix "B" – Extract from Policy Governance - Policy GP-2c "Chair's Role"

Appendix "C" – Questions & Answers

Appendix "D" – Voting Procedure

**APPENDIX "A"**  
**Extract from the Markham Public Library Board By-laws, pages 3 and 4**

### **3. BOARD OFFICERS**

**3.1 Chair** The Board shall elect the Chair for a one-year term and until a successor is elected provided the successful candidate has at least one year MPL Board experience. (Revised December 2012)

**3.2 Vice-Chair** The Board shall elect the Vice-Chair for a one-year term and until a successor is elected provided the successful candidate has at least one year MPL Board experience. In the absence of the Chair, the Vice-Chair shall preside and shall have all of the Chair's powers and responsibilities. (Revised December 2012)

**3.3 Secretary-Treasurer** The Board shall appoint a Secretary-Treasurer. Typically, that shall be the CEO or the CEO's designate.

The Secretary-Treasurer shall:

- (a) Receive, keep safely, and account for all the Board's money.
- (b) Open an account or accounts in the Board's name in a chartered bank, trust company, or credit union approved by the Board.
- (c) Deposit all money received on the Board's behalf to the credit of that account or accounts.
- (d) Disburse funds as required by provincial and federal legislation, City and Library By-laws, and Board resolutions.

The Board Secretary shall:

- (a) Keep minutes of every Board and Committee Meeting.
- (b) Conduct the Board's official correspondence.

**3.4 Chief Executive Officer** The Chief Executive Officer of the Markham Public Library is the Board's employee to whom the Board delegates the supervision and direction of the Library and its staff and who shall be known in these By-laws as the "CEO/Secretary-Treasurer."

# AGENDA 1.1

## 4. BOARD MEETINGS

**4.1 Meetings** All Board meetings shall be open to the public.

**4.2 Inaugural Meeting in New Term** The Act, Section 14 (1) and (2) and the City of Markham By-law # 287 – 85 authorize the CEO/Secretary-Treasurer to call the first Board Meeting in each new term.

**4.3 First Meeting** The First Meeting shall be held in January of each year, except following an election year, when the first Board meeting in each new term is called upon receipt of appointment confirmation from the City Clerk.

Nominations may be declared informally one month prior and up to and including the First Meeting.

The CEO/Secretary-Treasurer calls the meeting to order and conducts the elections for the Chair and Vice-Chair positions.

Once the Chair and Vice-Chair are elected for their terms, the Chair presides over the remainder of the meeting.

**4.4 Regular Meetings** The Board shall hold no less than seven scheduled meetings each year. These Regular Meetings shall be held at 7:00 p.m. on the fourth Monday of each month between September and June.

The Board shall not hold a Board meeting that falls on a municipal, provincial or federal election date.

The Board Secretary shall provide a meeting date schedule to members at the beginning of each year.

The Board Secretary shall provide to each member written notice of all Regular Meetings, together with the proposed agenda and the minutes of the immediately preceding Regular Meeting and of any Special Meetings, at least five days in advance of such meetings. The Board Secretary shall provide to each member advance electronic minutes.

**4.5 Meeting Notification** The notice shall be in the form of a written agenda accompanied by its supporting documents.

The Board Chair, in consultation with the CEO/Secretary-Treasurer, shall prepare the agenda. Any member wishing to place an item on the agenda may make a request to do so through the Chair or CEO/Secretary-Treasurer no later than ten days prior to the meeting. Such requests shall then be considered at the Chair's discretion. Minutes of the previous regular meeting and any special meetings shall be provided to the members in the same manner as the agenda.

The package shall be delivered electronically to the members' designated addresses at least five days prior to the upcoming meetings.  
(Revised January 2013)

Lack of receipt of notice for a Regular Meeting shall not affect the validity of holding the meeting or any action taken thereat, provided a quorum is obtained.

**APPENDIX "B"**  
**Extract from Policy Governance, GP-2c Policy Chair's Role**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Number:</b>	<b>GP-2c</b>
<b>Policy Title:</b>	<b>Chair's Role</b>
<b>Revision Dates:</b>	<b>June 30, 2003, April 25, 2005, February 27, 2012, September 24, 2012</b>

The Chair ensures the integrity of the Board's process and represents the Board to outside parties.

1. The expected result of the Chair's job is that the Board behaves consistently within its own rules and those legitimately imposed upon it from outside the organization.
  - a) The Chair is responsible for preparing agendas and ensures an annual Board agenda is used for Board meetings according to Board policy. The Chair may consult with the Vice Chair, CEO, or other Board members as appropriate.
    - i) Meeting discussion content will be on those issues that, according to Board policy, clearly belong to the Board to decide or monitor.
    - ii) The Chair will ensure that the focus of the Board's discussion is on monitoring and decision making.
    - iii) Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
2. The authority of the Chair consists in making decisions that fall within the topics covered by Board policies on Governance Process and Board-CEO Linkage, with the exception of employment or termination of a CEO, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
  - a) The Chair has no authority to make decisions about policies created by the Board within the Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the CEO.
  - b) The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
  - c) The Chair may delegate this authority but remains accountable for its use.
  - d) The Chair may be required to maintain a file of confidential materials as needed and pass those materials on to the subsequent Board Chair.

## APPENDIX "C" Question and Answers

### 1. Nominations

All nominations require a mover and seconder to secure the nomination. If a member moves or seconds a nomination, it is not mandatory for the mover or seconder to vote for their nomination, since it is a collective vote that appoints a member.

### 2. The Chair and Vice-Chair's Activities

The Chair and Vice-Chair attend all agenda planning meetings. These meetings are held two weeks prior to a Board meeting.

It is hoped that the Chair/Vice-Chair can attend functions during the day.

The Chair usually makes a "good news" presentation to Council once a year, attends service award presentations, attends Council and General Committee meetings pertinent to Library issues, attends Library special events, public forums, discussions, and open houses which relate to the Library.

### 3. Proxy Voting

Proxy voting has not been part of the MPL Board process. Proxy voting is if a member of the Board who could not attend the First Meeting to vote provides another member who is attending the meeting to cast a ballot for him/her, representing his/her views. Since the Board would not know who will be nominated until the First Meeting, the member absent would not know all the candidates.

### 4. The CEO acting as Chair at the First Meeting

If the members wish to hold off the First Meeting until the next meeting, the CEO can appoint a pro term Chair for the interim until a Chair is appointed.

### 5. Voting

Currently only those members in attendance at the First Meeting can vote for a Chair and Vice-Chair.

### 6. Abstain from Voting

It is important that each member votes, however a member may partially abstain by voting with a blank ballot. Each member will receive a ballot and must submit it to the Board Secretary to be counted.

# AGENDA 1.1

## APPENDIX "D" Voting Procedure

1. The election of the Chair and the Vice Chair will be held at the First Meeting.

### 2. Nominations:

The CEO will ask for nominations for the positions of Chair and Vice Chair. Nominations will require a mover and seconder.

The CEO will ask all nominated candidates if they will accept the nomination. After all the nominations are disclosed, the CEO will close the nominations.

### 3. Voting: one nominee

The CEO will then ask for a mover and seconder to declare the nominee for the position.

### 4. Voting: multiple nominees

After all nominations are disclosed and the CEO closes the nominations, the CEO will instruct the Board Secretary to provide ballots for members who are present at the meeting only. Only the members of the Board are allowed to vote.

The votes are then tabulated by the Board Secretary and the CEO. The CEO reads the results of the election and declares the successful candidate.

### 5. Candidates addressing the Board

All candidates will have an opportunity to speak to the Board for not more than two minutes.

### 6. Tie Vote

If there is a tie vote:

The CEO will issue another round of ballots. If there is still a tie vote following the second round of tabulation, the CEO will hold the voting by mail. This will include all members of the Board. The names of the nominees for the position will appear on the ballot and will be mailed to each member of the Board to circle one and return to the Board Secretary. Each ballot will be opened by the Board Secretary in the presence of the CEO. The CEO will then declare the successful candidate by email to all members of the Board.

At the next Board meeting, a mover and seconder will be required to declare the nominee for the position.

## AGENDA 2.2

TO: Markham Public Library Board

FROM: Catherine Biss, CEO & Secretary-Treasurer

PREPARED BY: Susan Price, Board Secretary

DATE OF MEETING: January 26, 2026

SUBJECT: **Markham Public Library Board 2026 Annual Agenda**

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### **RECOMMENDATION:**

**That the report “Markham Public Library Board 2026 Annual Agenda” be received.**



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Catherine Biss  
CEO & Secretary-Treasurer

Attachments: Markham Public Library Board 2026 Annual Agenda of Meetings and Events

AGENDA 2.2

MARKHAM PUBLIC LIBRARY BOARD 2026 ANNUAL AGENDA

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	SEPTEMBER	OCTOBER	NOVEMBER
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<b>Policy Review</b>								
All policies reviewed and changes made	All policies in Board Package for review and bring forward changes in January if required							
Global Ends and Level 1 and Level 2 Annual Report of Library Achievements Board Statistical Report	Strategic Plan Update	Strategic Plan Update	Strategic Plan Update	Strategic Plan Update	Ends Update- Level 1 (YTD) Strategic Plan Update	Ends Update- Level 2 (YTD) Board Statistical Report CEO's Highlights	Strategic Plan Update	Strategic Plan Update
<b>Community Engagement Events</b>								
Family Literacy Day Jan 24 Milliken Mills Library	Black History Month Chinese New Year February 17- March 3 Pink Shirt Day Feb 25	International Women's Day March 8 March Break 16-20	National Volunteer Week April 19-25		National Indigenous History Month	National Day for Truth and Reconciliation September 30	Canadian Library Month First Nation Public Library Week 6-10 Ontario Public Library Week 18-24	

## MARKHAM PUBLIC LIBRARY BOARD 2026 ANNUAL AGENDA

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	SEPTEMBER	OCTOBER	NOVEMBER
<b>Finance</b>								
				1.Operating Budget Report 2.Capital Budget Report 3.Auditors Report (May or June)	Auditors Report (May or June) Preliminary Capital Budget Report			
<b>Risk Management</b>								
		CEO's Highlights				CEO's Highlights		
<b>Board &amp; Staff Development</b>								
OLA Super Conference Jan 28-31								
<b>Internal Monitoring Reports (Compliance List of Internal Monitoring Reports and discussion led be Members)</b>								
EL-2f Protection of Services		EL-2d Financial Condition EL-2g Emergency Executive Succession	EL-2e Asset Protection	EL-2d Financial Condition	EL-2c Budgeting/Forecasting EL-2h Community Relations	EL-2d Financial Condition EL-1 General Executive Constraint	EL-2b Staff Treatment EL-2c Compensation and Benefits	EL-2a Customer Treatment EL-2j Communication & Counsel to the Board
<b>Board Education</b>								
2026: Look Ahead at MPL's Priorities		Central Libraries		Partnerships and Community Engagement at MPL	Engagement Strategies for Board Members			Employee Engagement and Learning & Development at MPL
<b>CEO Performance Review</b>								
BCL-2e CEO Performance Review Policy in Board package		In camera discussion with Board members only. Chair	Chair and Vice Chair (if available) to meet with CEO prior to	The Chair advises the review process is complete and stored as per procedure.				

AGENDA 2.2

**MARKHAM PUBLIC LIBRARY BOARD 2026 ANNUAL AGENDA**

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	SEPTEMBER	OCTOBER	NOVEMBER
		to prepare Draft report	April meeting In camera discussion Board members and CEO present					
<b>Library Board Meetings</b>								
Jan 26 ZOOM Virtual Meeting First Meeting Election of Chair/Vice- Chair		March 23 ZOOM Virtual	April 27 ZOOM Virtual	May 25 Markham Village Library	June 22 Markham Village Library	Sept 28 Markham Village Library	Oct 27 Markham Village Library	Nov 23 ZOOM Virtual

TO: Markham Public Library Board

FROM: Catherine Biss, CEO & Secretary-Treasurer

PREPARED BY: Susan Price, Board Secretary

DATE OF MEETING: January 26,2026

SUBJECT: **Board-CEO Linkage BCL-2e Policy:  
Chief Executive Officer Performance Review**

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**RECOMMENDATION:**

**That the Board receives the “BCL-2e Chief Executive Officer Performance Review Policy” documentation in preparation for the March In Camera Performance Review meeting.**

A handwritten signature in black ink, appearing to read "C. Biss".

Catherine Biss  
CEO & Secretary-Treasurer

Attachment: Appendix "A"

**APPENDIX "A"**

<b>Policy Type:</b>	<b>Board-CEO Linkage</b>
<b>Policy Number:</b>	<b>BCL-2e</b>
<b>Policy Title:</b>	<b>Chief Executive Officer Performance Review</b>
<b>Revision Dates:</b>	<b>April 25, 2005, September 24, 2012, January 28, 2013, May 27, 2013, January 27, 2020, January 25, 2021, March 24, 2025</b>

The Chief Executive Officer's performance review is conducted subject to the Board's policies. The review is conducted annually at the April Board meeting. It is undertaken by the Board as a whole in two In Camera sessions, with the CEO participating in the second of the two.

The Board's policies provide that the CEO's performance be considered to be synonymous with monitoring organizational performance against achievement of Board policies on Ends and compliance with Executive Limitations. Therefore, the CEO evaluation considers only data derived from monitoring these policies during the previous year.

The purpose of the CEO's evaluation is to summarize the actions previously taken by the Board as it monitored Ends and Executive Limitations Policies during the year, and to draw conclusions on the basis of that on-going monitoring process, relative to organizational performance and, consequently, the CEO's performance.

The procedure for completing the review is as follows:

1. Throughout the year all Board members review and understand all monitoring reports. Every time that a monitoring report is presented to the Board, a record of the Board's decision with respect to that monitoring report must be recorded in a summary document entitled "Policy Monitoring Worksheet – Board Decision Summary" maintained by the Board Secretary. (Revised January 2013.)
2. In the March Board package, all Board members will receive and review a copy of the above-noted summary document, "Policy Monitoring Worksheet – Board Decision Summary."
3. Before the March meeting, all Board members will review the previous year's monitoring reports summarized in the "Annual Ends Report of Library Achievements" submitted to the Board in January. As needed, the Board members will fill in Section 1 of the attached CEO's Annual Summative Evaluation (Appendix "A") for submission to the Board Chair and discussion. (Revised January 2013.)
4. At an In Camera session at the March meeting, all Board members will discuss Section 1. The Chair records the conclusions reached by the Board under Section 1. These conclusions only pertain to the CEO's performance under the Ends and Executive Limitations Policies. If over the course of the year's monitoring, the Board did not accept an action of the CEO as a reasonable interpretation of a policy, the action taken by the Board at that time may be noted here.
5. The Chair will then consolidate that information and deliver it to the CEO between the March and April meetings.

## AGENDA 5.1

6. At an In Camera portion of the April meeting, in open discussion, the Board and the CEO review Section 1, and complete Section 2 of the CEO's Annual Summative Evaluation. The Chair records the recommendations and decisions for the upcoming year under Section 2. These may pertain to directions to the CEO (enacted through revisions to Board policy in Ends or Executive Limitations) or activities to be undertaken by the Board.

(over)

<b>Policy Type:</b>	<b>Board-CEO Linkage</b>
<b>Policy Number:</b>	<b>BCL-2e</b>
<b>Policy Title:</b>	<b>Chief Executive Officer Performance Review</b>
<b>Revision Dates:</b>	<b>April 25, 2005, September 24, 2012, January 28, 2013, May 27, 2013, January 27, 2020, January 25, 2021, March 24, 2025</b>

7. Between the April and May meetings, the CEO's Annual Summative Evaluation is formalized and signed by the Board Chair and the CEO. The CEO signs the review to indicate she has read it and the CEO may add comments. The review is filed in the CEO's Personnel File and copied to the Chair. The Chair's files pertaining to the CEO's performance review are stored in a locked file cabinet in the Board Secretary's office and a copy stored on a secured server. The review is confidential and other copies may only be made for the Board upon Board motion.
8. At the May Board meeting, the Chair gives notice to the Board that the CEO performance review has been completed and filed as per procedure.

Attachments:      Appendix "A"  
                            Appendix "B"

<b>Policy Type:</b>	<b>Board-CEO Linkage</b>		
<b>Policy Number:</b>	<b>BCL-2e</b>		<b>Pages 3 &amp; 4 of 6</b>
<b>Policy Title:</b>	<b>Chief Executive Officer Performance Review</b>		
<b>Revision Dates:</b>	<b>April 25, 2005, September 24, 2012, January 28, 2013, May 27, 2013, January 27, 2020, January 25, 2021, March 24, 2025</b>		

## APPENDIX "A"

### CEO'S ANNUAL SUMMATIVE EVALUATION

During the preceding year, the Board monitored all MPL Ends and Executive Limitations Policies, with receipt of monitoring reports considered to be evidence of satisfactory organizational and CEO's performance.

#### SECTION 1            SAMPLE Policy Monitoring Worksheet (*sample text in italics*) Board Decision Summary

Policy no. and Title	Report received according to monitoring schedule? Date received.	Interpretation determined "reasonable" by Board?	Data sufficient to satisfy Board of compliance or achievement?	Board decision and Date for re-submission (if necessary)	Results of re-submission
EL-1 General Executive Constraint	Yes. <i>Sept. Board meeting</i>	Yes	<i>No, item #3 inadequate evidence to determine compliance</i>	<i>Deficiency, October Board meeting</i>	<i>In compliance</i>
EL-2a Customer Treatment	Yes. <i>Sept. meeting</i>	Yes	Yes	<i>In compliance, recorded in Board minutes.</i>	<i>n/a</i>
EL-2b Staff Treatment					
EL-2c Budgeting/ Forecasting					
EL-2d Financial Condition					
EL-2e Asset Protection					
EL-2f Protection of Services					
EL-2g Emergency Executive Succession					
EL-2h Community Relations					
EL-2i Compensation & Benefits					
EL-2j Communication & Counsel to the Board					
					(over)

## AGENDA 5.1

ENDS	Report received according to monitoring schedule. Date Received	Interpretation determined “reasonable” by the Board?	Data sufficient to satisfy Board of Compliance or Achievement	Board Decision and Date for re-submission (if necessary)	Results of re-submission
E-1 Global Ends and Level 1 and Level 2 (annually in January )					
Level 1 -June (YTD)					
Level 2 - September (YTD)					

<b>Policy Type:</b>	Board-CEO Linkage
<b>Policy Number:</b>	<b>BCL-2e</b>
<b>Policy Title:</b>	<b>Chief Executive Officer Performance Review</b>
<b>Revision Dates:</b>	April 25, 2005, September 24, 2012, January 28, 2013, May 27, 2013,January 27,2020, January 25,2021, March 24,2025

**SECTION 1**  
(continuation) **(As needed, the Board members fill Section 1 for submission to the Chair and discussion. The Chair records the conclusions reached by the Board under this Section.)**

**SECTION 2** **(The Board and the CEO complete Section 2. The Chair records the recommendations and decisions for the upcoming year under this Section.)**

Signed: \_\_\_\_\_ Chair

Date:

## Chair

Signed:

CEO

Date:

(over)

<b>Policy Type:</b>	<b>Board-CEO Linkage</b>
<b>Policy Number:</b>	<b>BCL-2e</b>
<b>Policy Title:</b>	<b>Chief Executive Officer Performance Review</b>
<b>Revision Dates:</b>	<b>April 25, 2005, September 24, 2012, January 28, 2013, May 27, 2013, January 27, 2020, January 25, 2021, March 24, 2025</b>

**APPENDIX "B"****Question Guide: Annual CEO's Evaluation Consistent with Policy Governance®**

1. Based on a review of the monitoring reports in Ends over the time period being evaluated, which Ends has the CEO:
  - a) Achieved or, if they are long-term Ends, achieved acceptable progress towards?
  - b) Not achieved, or not made acceptable progress towards?
  - c) Exceeded?
2. On what evidence is the above judgment made? (Cite dates of specific internal monitoring reports, external monitoring reports, or direct Board inspections.)
3. Based on a review of the monitoring reports for Executive Limitations over the time period being evaluated, has the CEO:
  - a) Consistently operated within the constraints of the Executive Limitations?
  - b) Occasionally contravened the limitations, but reported the contravention promptly, providing acceptable rationale and a plan for future compliance, which was met?
  - c) Occasionally contravened the limitations, but without reporting the contravention, or without acceptable rationale?
  - d) Frequently contravened the limitations?
4. On what evidence is the above judgment made? (Cite dates of specific internal monitoring reports, external monitoring reports, or direct Board inspections.)

## AGENDA 6.2.2

**TO:** Markham Public Library Board

**FROM:** Catherine Biss, CEO & Secretary-Treasurer

**PREPARED BY:** Andrea Cecchetto, Director, Service Excellence

**DATE OF MEETING:** January 26, 2026

**SUBJECT:** **INTERNAL MONITORING REPORT: Executive Limitation EL-2f, Protection of Services**

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### EXECUTIVE SUMMARY:

This report provides the Board with an annual update regarding changes in Library hours of service and relocations or combinations of existing MPL branches.

The CEO has ensured that all services have been protected as per Board policy.

### RECOMMENDATION:

**That the report entitled “Internal Monitoring Report: Executive Limitation EL-2f, Protection of Services” be received.**

**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** PROTECTION OF SERVICES (EL-2f)

### GLOBAL POLICY LIMITATION:

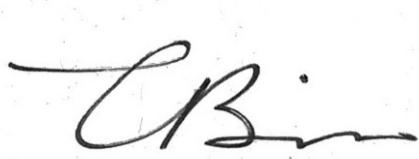
*The CEO shall not allow the services delivered to the customers of the Markham Public Library to be compromised.*

### CEO RESPONSIBILITY:

The CEO will ensure that library services in the community are maintained and protected, including hours of service and facilities.

### ASSERTION OF COMPLIANCE:

As per the Report below, I assert that I am in compliance with this Global Policy Executive Limitation.



Catherine Biss  
CEO & Secretary-Treasurer

## AGENDA 6.2.2

1. **POLICY LIMITATION Hours:** *The CEO shall not, without the approval of the Board, change the total hours of the Library system or of any Branch, except for statutory holidays and holiday periods, emergencies, and incidents that affect health and safety.*

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

The following were instances of branch/service closures for 2025 and early 2026:

- **January 14, 2025** – Due to a neighbourhood-wide power failure affecting the facility, the Thornhill CC Library was closed from 4pm until 9pm.
- **February 13, 2025** – Due to inclement weather, all branches delayed opening until 1pm.
- **February 16, 2025** – Due to inclement weather, all branches delayed opening until 1pm.
- **March 17- April 2** – The Aaniin Makerspace was closed during this time to facilitate the lifecycle replacement of the equipment including all 3D printers, Digital Media computers and the Laser cutter.
- **May 20, 2025** – An electrical problem with the central breaker caused a lighting issue on the lower level of the Thornhill CC Library, resulting in restricted access to parts of the collections. The department was closed for approximately 5 hours in the evening.
- **July 9-10, 2025** – This was a planned closure to accommodate remedial work on the exterior foundation wall. The closure affected the TC Program Room and a portion of the Children's area.
- **September 2025** – The Cornell Makerspace was closed while it was relocated to the former Markham Stouffville Hospital Library area. The makerspace was reactivated within the month, once the move was complete.
- **November 2025 – March 2026** - The activity and quiet study rooms at Milliken Mills Library are closed for the refurbishment of the glass block windows in the two areas. This work will be ongoing until March 2026. Study space has been created in the main foyer of the library to provide continuity of service for customers.
- **December 23, 2025** – due to a neighbourhood-wide power failure, the Thornhill Village Library closed early at 5pm. Power was restored overnight.
- **January 15, 2026** – Due to inclement weather, all branches remained closed for the entire day.

2. **POLICY LIMITATION Services/Facilities:** *The CEO shall not, without the approval of the Board, close, relocate, or combine any Branches of the system.*

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- The CEO is in compliance. Over the last year, there have been no relocations or combinations of branch operations.

## AGENDA 7.0

TO: Markham Public Library Board

FROM: Catherine Biss, CEO& Secretary-Treasurer

PREPARED BY: Susan Price, Board Secretary

DATE OF MEETING: January 26,2026

SUBJECT: **CONSENT AGENDA**

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### **RECOMMENDATION:**

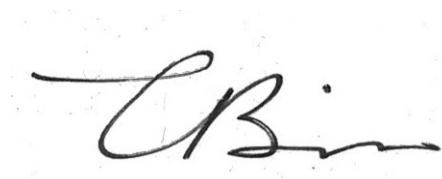
**That the Consent Agenda comprising Agenda 7.0 to 7.2.2 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:**

#### **7.0 CONSENT AGENDA:**

##### **7.1 Declaration of Due Diligence by the CEO**

##### **7.2 Communication and Correspondence:**

- 7.2.1 MarkhamReview.com: Community marketplace highlights excellence and creativity in Markham [Community marketplace highlights excellence and creativity in Markham – Markham Review](#)
- 7.2.2 City of Markham: Use of Corporate Resources for Election Purposes Policy



Catherine Biss  
CEO & Secretary-Treasurer

## MARKHAM PUBLIC LIBRARY BOARD

### DECLARATION OF DUE DILIGENCE BY THE CEO

I, Catherine Biss, Chief Executive Officer of the Markham Public Library Board (the "Board"), hereby declare that to the best of my knowledge and belief, Markham Public Library is in compliance with the following from November 19, 2025 to January 20, 2026.

- 1) All wages owing have been paid to all employees of the Board;
- 2) All payroll remittances, consisting of income tax, CPP, EI premiums and Employers Health Tax relating to employee remuneration have been appropriately calculated and withheld, and promptly remitted;
- 3) All the Harmonized Sales Taxes owing have been appropriately calculated based on the Board's current operating procedures and promptly remitted on a quarterly basis;
- 4) All federal and provincial regulatory filings have been made;
- 5) The Board has been informed of any complaints of harassment, including sexual harassment, involving a staff person;
- 6) The Board has been informed of any contraventions of the Occupational Health and Safety Act;
- 7) Other than as previously disclosed to the Board, there are no actual, threatened or potential claims against the Board or its Directors.



Catherine Biss, CEO & Secretary-Treasurer

January 20, 2026  
Date

	<i>Use of Corporate Resources for Election Purposes Policy</i>	
	<b>Policy Category:</b> <i>Governance - Elections</i>	
<b>Approving Authority:</b> <i>Council</i>	<b>Effective Date:</b> <i>2017</i>	
<b>Approved or Last Reviewed Date:</b> <i>2022</i>	<b>Next Review Year:</b> <i>2025</i>	
<b>Area(s) this policy applies to:</b> <i>Councillors, City Staff, City Volunteers, Candidates, Registered Third Parties, Campaign Staff</i>	<b>Owner Department:</b> <i>Legislative Services &amp; Corporate Communications</i>	
<b>Related Policies:</b> <ul style="list-style-type: none"> <li>• <i>Municipal Elections Act, 1996</i></li> <li>• <i>Election Finances Act, 1990</i></li> <li>• <i>Canada Elections Act, 2000</i></li> <li>• <i>Council Code of Conduct</i></li> <li>• <i>Staff Code of Ethics and Conduct</i></li> <li>• <i>Business Expense and Conference Policy</i></li> <li>• <i>Accountability &amp; Transparency Policy</i></li> </ul>		

*Please direct any questions about this policy to the Owner Department.*

## Purpose

This Policy establishes rules around the use of City of Markham funds, services, equipment, facilities, personnel, and other municipal corporate resources during an **Election** period to maintain the non-partisan and transparent operation of the municipal administration. This Policy is designed to achieve the **City's** compliance with the legislated requirements contained in the *Municipal Elections Act*, *Council Code of Conduct*, and other applicable legislation and corporate policies. This Policy should be interpreted as a general prohibition against the use of municipal corporate resources for any **Election-Related** purpose.

Nothing in this Policy is intended to preclude a **Councillor** from performing their legislated duties or representing the interests of their constituents as an elected official for their full term of office.

## Applicability and Scope

This Policy applies to **Councillors**, **City Staff** (including **City Volunteers** and other persons acting on behalf of the **City**), **Candidates**, **Registered Third Parties**, and campaign staff in a local municipal, regional municipal, school board, provincial, federal, or political party **Election**.

## Background

The *Municipal Elections Act* prohibits municipalities from contributing resources to **Candidates** in a municipal or school board **Election** on the basis that use of these resources would provide an unfair advantage to those **Candidates**.



who are able to access them. The *Canada Elections Act* and *Election Finances Act* impose similar restrictions on municipalities for federal and provincial **Elections**.

Municipal corporate resources include (but are not limited to) **Councillor** discretionary budgets; **City** facilities and equipment; **City Staff**, **City Volunteers**, and representatives acting on behalf of the **City**; **City**-funded programs and services; **City**-funded communications (i.e., material sponsored, printed, and/or distributed by the **City**); the **City**'s corporate logo, affiliate logos, and corporate program logos; **City** websites and domain names; the **City**'s computer networks and related information technology systems; and personal and confidential information acquired in one's capacity as an elected official, employee, or representative of the **City**.

All applicable parties and stakeholders are responsible for following the protocols outlined in this Policy to support a fair and transparent **Election** process.

## Definitions

**'Affiliate'** means any entity that is (in whole or in part) created, owned, controlled, operated, and/or supported by the City, including its subsidiaries, local boards, and foundations.

**'Candidate'** means any person who has filed the prescribed nomination form to run in a municipal, regional, school board, provincial or federal election or by-election or for a position in a political party.

**'Campaigning'** means any election-related activity for the purpose of supporting or opposing the Election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the production and distribution of materials (paper and electronic), advertising (including any form of electronic advertising), any form of promotion (including by means of social media), display of signage, etc.

**'City'** means The Corporation of the City of Markham.

**'City Staff'** means individuals who are hired on a temporary, part-time, contract, or permanent basis by the City, and who receive financial payment from the City for their employment.

**'City Volunteer'** means an individual who performs duties on behalf of Councillors or the City and who does not receive financial payment from the City for their work as a volunteer.

**'City Clerk'** means the City Clerk and Returning Officer of the City.

**'Council'** means the Council of the City.

**'Councillor'** means a member of Markham City Council.

**'Discretionary Expense'** means an expense that is incurred by an individual Councillor and is charged to an individual Councillor's discretionary account. The responsibility for determining the appropriateness of a Discretionary Expense rests with the individual Councillor.



**'Election'** means an election or by-election at the municipal, school board, regional, provincial, or federal level of government, political party nomination or leadership contest, or the submission of a question or by-law to voters.

**'Election Period'** means the official campaign period of a municipal, regional, provincial, or federal election or by-election, or political party contest as defined in the applicable electoral legislation.

**'Election-Related'** means anything that relates directly to an election.

**'Newsletter'** means a printed or electronic publication produced and distributed by or on behalf of a Councillor (and using City Resources) to provide information to constituents.

**'Nomination Day'** means the date in a regular election or a by-election (as defined by municipal, provincial, or federal legislation) when nominations for office close.

**'Nomination Period'** is the period of time between the opening of nominations and Nomination Day in a regular election or by-election (as defined by the applicable municipal, provincial, or federal legislation).

**'Opening of Nominations'** means the first date in a regular election or by-election (as defined by the applicable municipal, provincial, or federal legislation) when nominations for office can be filed.

**'Registered Third Party'** means an individual, corporation, or other entity engaging in election-related activities as defined by the applicable municipal, provincial, or federal legislation.

**'Voting Day'** means the final day in which voting takes place in the applicable election.

## Policy Statements

### 1. General

- 1.1. Pursuant to the **Act**, the **City** will not make a contribution, including money, goods and services, to any **Candidate**, **Registered Third Party**, or a supporter of a question on the ballot during an **Election**.
- 1.2. **Candidates** will not use corporate resources (including **City** communication resources) for **Election** purposes.
- 1.3. **City Staff** will not work in support of a **Candidate** during their normal working hours, unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.
- 1.4. **City Staff** will not use corporate resources, including **City** communication resources, for the purpose of **Campaigning** for, or assisting in the campaign, of a **Councillor(s)** and/or **Candidate(s)**.
- 1.5. **Councillors** who are also **Candidates** shall comply with the *Council Code of Conduct*, including but not limited to sections 9, 12 and 13, and shall not use their influence to compel staff to assist in the campaign of a **Councillor**.
- 1.6. **Candidates** will not undertake any **Election-Related** activities or **Campaigning** in the workplace.



- 1.7. **Candidates** will not undertake any **Election-Related** activities or **Campaigning** on any **City** property unless permitted under Section 2 of this policy.
- 1.8. **City Staff** will not canvass, or work in support of, a **Candidate** or political party while wearing a **City** uniform, badge, crest, or other item identifying them as **City Staff**, or while using a **City**-owned/leased vehicle.
- 1.9. **Candidates** are prohibited from including the **City**'s corporate, **Affiliate**, and program logos; the **City**'s coat of arms; and **City** slogans on any **Election-Related** materials or related websites, except in the case of a link to the **City**'s website to obtain information about the municipal **Election**.
- 1.10. **Councillors** and **City Staff** will not use any **City** printers and/or photocopiers or paper to produce **Election-Related** material. Once a **Councillor** has registered as a **Candidate**, their printing and/or photocopying levels shall not exceed the monthly average from the previous year as determined by the **City Clerk**.
- 1.11. **Candidates** are prohibited from using any photographs produced for and owned by the **City** for any **Election-Related** purposes, unless prior permission is granted by the **City Clerk**.
- 1.12. **Councillors** are responsible for ensuring that any communication material, including printed materials such as **Newsletters**, advertising etc. funded by the **City**, do not contain any **Election-Related** content.
- 1.13. Links to any personal or **Election** websites, or social media sites will be removed from the **City** owned website after a **Candidate** has filed his or her nomination papers, except where deemed appropriate by the **City Clerk** for the purpose of promoting awareness of the **Election** to voters.

## 2. Campaign Activities at City-Owned and/or City-Operated Facilities

- 2.1. **Candidates** and **Registered Third Parties** will not display any **Election-Related** material or undertake any **Campaigning** at **City** facilities, except under the following circumstances:
  - 2.1.1. The facility is a **City**-owned long-term care facility, in accordance with the *Long Term Care Act, 2007*.
  - 2.1.2. **Candidates** may use any **City** owned facility that provides for public rentals, with the exception of the Civic Centre, provided the application process for use of the facility is followed, and that all applicable fees for use of the facility are paid.
  - 2.1.3. **Candidates** and **Registered Third Parties** will set up and remove all **Election-Related** material, including but not limited to, signs, posters, and other campaign material within the allotted rental period; and,
  - 2.1.4. **Election-Related** material will only be displayed within the rented area designated within the rental agreement.
- 2.2. **Candidates** and **Registered Third Parties** are not permitted to use the Civic Centre to undertake any **Election Related** activities or **Campaigning**.
- 2.3. **Candidates** and **Registered Third Parties** are not permitted to rent **City** facilities for **Election-Related** activities or **Campaigning** while there is a Voter Assistance Centre or voting Location operating out of the facility.



### 3. Rules for Councillors during an Election Period

- 3.1. Constituent information (including email and mailing addresses) collected by **Councillors** as part of their constituent communications will not be used for **Election** purposes.
- 3.2. The budgets for **Councillors** in a municipal **Election** year will be restricted to 10.5/12<sup>ths</sup> of the approved annual discretionary budget amount with the provision that:
  - 3.2.1. Councillors are restricted to 6/12<sup>ths</sup> (or 50%) of their discretionary budget from January 1 until May 1.
  - 3.2.2. Newly elected **Councillors** are allocated a budget equal to 1.5/12<sup>ths</sup> of the approved discretionary budget amount for the last two weeks of November and the month of December.
  - 3.2.3. Re-elected **Councillors** will have access to the remainder of the year's approved discretionary budget the day after Voting Day.
- 3.3. The budgets for the Mayor and **Councillors** seeking provincial or federal **Election** will be prorated based on the month the **Election** occurs.
- 3.4. **Councillors** are limited to one **Newsletter** in a municipal **Election** year and Regional Councillors receive half of their allotted annual budget for **Newsletters** in a municipal **Election** year. Councillor **Newsletters** must be produced and distributed to Canada Post before May 1. Regional Councillor **Newsletters** must appear in the publication before May 1 in a municipal **Election**.
- 3.5. The following will be discontinued as of May 1 in a municipal **Election** year for all **Councillors** until the day after Voting Day
  - 3.5.1. Ward-wide communications, unless specifically authorized by **Council**;
  - 3.5.2. All forms of advertising, including municipal publications;
  - 3.5.3. All printing or high speed photocopying and distribution of such materials;
  - 3.5.4. The ordering of stationery; and,
  - 3.5.5. The ordering or moving of office furniture and furnishings, except those of an emergency nature.
- 3.6. The services identified under Section 3.5 of this Policy will be re-instated after **Nomination Day** for **Councillors** who have not registered as a **Candidate**.
- 3.7. **Councillors** and **Candidates** will not:
  - 3.7.1. Print or distribute any material paid for with **City** funds (or produced with the use of City owned equipment, resources or facilities) that makes reference to any other **Councillor** or individual who is a **Candidate** in an **Election**;



- 3.7.2. Print or distribute any material paid for with **City** funds (or produced with the use of City owned equipment, resources or facilities) that identifies that a **Councillor** or any other individual will be running in an **Election**;
- 3.7.3. Use the **City's** voice mail system to record **Election-Related** messages;
- 3.7.4. Include any **Election-Related** material on websites or domain names that are paid for by the **City**;
- 3.7.5. Use mobile communication devices, including but not limited to smartphones, cell phones (including Bring Your Own Device and tablets), that are paid for by the **City** for any **Election-Related** purpose or **Campaigning**, unless the **City** is reimbursed;
- 3.7.6. Use the services of any **City Staff** to assist in any communication activity related to the preparation or distribution of campaign materials or events or enable a **City Staff** to undertake any **Election-Related** activities that is prohibited in this policy on behalf of the **Councillor** or **Candidate**; and,
- 3.7.7. Hold a ward or community meeting between May 1 and Voting Day in a municipal **Election** year, unless authorized by **Council**.

## Roles and Responsibilities

The Legislative Services and Corporate Communications Department is responsible for reviewing this Policy as appropriate. All **Councillors**, **City Staff**, **City Volunteers**, **Candidates**, **Registered Third Parties** and campaign staff are responsible for adhering to this Policy.

Should a complaint arise regarding the alleged use of corporate resources in contravention of this Policy, the **City Clerk** or their designate shall have the authority to investigate and resolve the complaint. If a breach of this Policy is confirmed, the applicable **Councillor**, **City Staff** person, **City Volunteer**, **Candidate**, **Registered Third Party**, or campaign staff person will be required to personally repay any of the costs associated with the breach. In addition to repayment resulting from a breach of this Policy, **Councillors** and/or **City staff** could be subject to an investigation under the applicable *Council Code of Conduct* or *Staff Code of Ethics and Conduct*.