



## STAFF REPORT

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**DATE:** October 26, 2019 **FILE:** 0550-04 Board

**TO:** Chair and Directors  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** APPOINTMENTS TO VANCOUVER ISLAND REGIONAL LIBRARY BOARD

### PURPOSE/PROBLEM

To consider the appointment of representatives to the Vancouver Island Regional Library Board (VIRL) for 2020.

### EXECUTIVE SUMMARY

The *Library Act* requires that municipalities and regional districts that are members of a regional library system annually appoint their representatives to the library board at the first meeting of the local government held after October 31.

The Strathcona Regional District's current representative on the VIRL Board is Director Leigh and the alternate representative is Director Anderson. Appointments made by the Strathcona Regional District to the Board of Directors for the Vancouver Island Regional Library are restricted to the electoral area directors that participate in funding for the library service. The legislation requires that no member may serve for more than 8 consecutive years.

### RECOMMENDATIONS:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Director \_\_\_\_\_ be appointed as the Regional District's representative to the Vancouver Island Regional Library Board and that Director \_\_\_\_\_ be appointed as the alternate representative.

Respectfully:

A handwritten signature in blue ink, appearing to read "Dave Leitch", is written over a horizontal line. Below the line, the name "Dave Leitch" and title "Chief Administrative Officer" are printed in a black sans-serif font.

Dave Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 29, 2019

Chair Michele Babchuk  
Strathcona Regional District  
301 - 990 Cedar Street  
Campbell River, BC, V9W 7Z8  
**Original sent via email: [schair@strathconard.ca](mailto:schair@strathconard.ca)**

Dear Chair Babchuk,

**Re: Appointment to the 2020 Vancouver Island Regional Library Board**

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the *Library Act* (October 9, 2019), section 17 (2) states:

“All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board.”

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The *Library Act*, section 55, reimbursement of expenses states: “(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form

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Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

**By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).**

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno". The signature is written in a cursive, flowing style.

Rosemary Bonanno, BA MLS  
Executive Director

CC: Dave Leitch, CAO, Strathcona Regional District



# Board of Trustees 2020 Appointment Form Trustee

The \_\_\_\_\_ has appointed as *Trustee* \_\_\_\_\_  
*Municipality/ Regional District* *Name and Title*

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

## Trustee Information

Mailing/Courier Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Email (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_

Other: \_\_\_\_\_

### Phone (please check preferred contact number)

Home: \_\_\_\_\_  Cell: \_\_\_\_\_

Other: \_\_\_\_\_

### Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Trustee Signature*

\_\_\_\_\_  
*Date*

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.



**Board of Trustees  
2020 Appointment Form  
Alternate**

The \_\_\_\_\_ has appointed as *Alternate* \_\_\_\_\_  
*Municipality/ Regional District* *Name and Title*  
on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020.  
This appointment will continue until a successor is appointed, as provided under Section 18(3) of the  
Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

**Alternate's Information**

Mailing/Courier Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Email** (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

Home: \_\_\_\_\_  Cell: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff Contact**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Alternate's Signature* *Date*

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.



Administration  
 Box 3333 | 6250 Hammond Bay Road  
 Nanaimo, BC Canada V9R 5N3  
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 e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

**DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER ( EFT)**

Use this form to:

**Start** Direct Deposit Payments      OR       **Change** information previously submitted

Effective date: \_\_\_\_\_  
 D    M    Y

**Contact Information:**  
 Company or person to receive payment:  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Confirmation of Deposits:**  
 Your statement of account from your bank will show payment from Vancouver Island Regional Library.

**Bank Account for Deposits**

Please attach a blank cheque containing banking information. Write 'VOID' across the front.

OR

Name of bank or financial institution: \_\_\_\_\_  
 Address of branch where account is located: \_\_\_\_\_  
 Transit No. \_\_\_\_\_ Institution No. \_\_\_\_\_  
 Account No. \_\_\_\_\_  
 Teller Stamp: \_\_\_\_\_

**Authorized Electronic Funds Payments:**  
 I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Fax, scan and email, or mail completed form and void cheque to:**  
 Vancouver Island Regional Library  
 Box 3333  
 Nanaimo, BC V9T 6M9  
 Attention: Finance Dept.  
 Fax: 250.729.2331  
 Email: [financialservices@virl.bc.ca](mailto:financialservices@virl.bc.ca)

**Questions?**  
 Call: 250.585.9066  
 Email: [dchanakos@virl.bc.ca](mailto:dchanakos@virl.bc.ca)

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## **Board of Trustees 2020 Nomination Form**

### **2020 Nomination**

**Trustee:** \_\_\_\_\_

**Municipality / Regional District:** \_\_\_\_\_

**Candidate for:**  **Chair**       **Vice Chair**       **Executive Committee (9)**

2020 Executive Committee meetings are held Fridays at  
Nanaimo North Branch, 6250 Hammond Bay Road, 9:30 am – 12:30 pm.  
February 28      August 28 (Budget & Regular)  
May 1      October 23  
July 3 (Budget only)

**Biography (include relevant experience):**

Forms can also be completed at [www.virltrustee.com](http://www.virltrustee.com)

**Submit by December 16, 2019 to  
Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)**

## **Excerpts from VIRL Board of Trustees Procedural By-Law**

Adopted March 23, 2019

### **4. Officers (p. 9-10)**

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

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

#### **Board Chair**

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;
- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.



- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board of Trustees.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

### **Vice Chair**

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

## **6. Executive Committee (p.17)**

### **Membership**

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

### **Term of Office**

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting (AGM).

### **Delegated Powers**

The Executive Committee shall have the following delegated powers:

- 1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
- 2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
- 3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
- 4) The ability to disqualify an Executive Committee member from the committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.

### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

### Form and Fact Sheets:

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

### Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<small>last name</small>	<small>first &amp; middle name(s)</small>
<b>Street, rural route, post office box:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets s. – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:


## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no     yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_ *signature of person making disclosure*

\_\_\_\_\_ *date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position