



Administration
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October 29, 2019

Chair Bob Wells
Comox Valley Regional District
600 Comox Road
Courtenay, BC, V9N 3P6

Original sent via email: bwells@courtenay.ca

Dear Chair Wells,

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

Strong Libraries ■ Strong Communities

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.

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 style with a large initial 'R'.

Rosemary Bonanno, BA MLS
Executive Director

CC: Russell Dyson, CAO, Comox Valley Regional District