AGENDA for

REGULAR COUNCIL MEETING November 7, 2022

COUNCIL CHAMBERS 7:00 PM

CALL TO ORDER

The Village of Masset acknowledges the un-ceded traditional territory of the Haida Nation on which this meeting is held.

ADOPTION OF AGENDA

CORRESPONDENCE

C-1 Taylor Bachrach

NEW BUSINESS

NB-1 Swearing In of New Mayor and Council

NB-2 Committee Appointments

PUBLIC QUESTION PERIOD

ADJOURNMENT





Ottawa

512 Confederation Bldg Ottawa, ON K1A 0A6 T: 613-992-7688

Prince Rupert

290-309 2rd Ave West Prince Rupert, BC V8J 3T1 T: 250-622-2413 Terrace

112-4716 Lazelle Ave Terrace, BC V8G 1T2 T: 250-615-5339

Smithers:

1226 Main St Smithers, BC V0J 2N0 T: 250-877-4140

October 27, 2022

Mayor Disney and Councillors Village of Masset Box 68 Masset, BC V0T 1M0

Dear Mayor Disney and Councillors:

Congratulations on being elected to serve the Village of Masset!

Local government is by far the most accessible order of government, and your success in the 2022 election shows your connection and dedication to your community. I thank you for stepping up to lead at this important time.

From my years around the council table, I know addressing the challenges local communities face often requires partnerships with other orders of government. I look forward to working collaboratively with the Village of Masset to ensure you receive the federal support you deserve.

My constituency team is always at your service. We are happy to provide letters of support, connect you with federal ministers and their departments, and provide information regarding federal programs. Please do not hesitate to reach out to one of our offices to discuss how we can support your efforts.

Again, congratulations and best wishes for your time in public office. I look forward to meeting with you soon.

Yours truly,

Taylor Bachrach Member of Parliament Skeena–Bulkley Valley

Taylor Bachmach

OATH OF OFFICE
PROVINCE OF BRITISH COLUMBIA
I, Sheri Disney, do solemnly affirm that:
I am qualified to hold the office of Mayor for the Village of Masset to which I have been elected;
I have complied with the provisions of the Local Government Act in relation to my election to this office;
I will abide by all rules related to conflicts of interest under the Community Charter;
I will carry out my duties with integrity;
I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
I will be respectful of others;
I will demonstrate leadership and collaboration;
I will perform the duties of my office in accordance with the law.
SWORN by the above-named Mayor before me at Masset, British Columbia the 7th day of November, 2022.
Joshua Humphries Chief Administrative Officer)

0	ATH OF OFF	ICE
CANADA PROVINCE OF BRITISH COLUMBIA		
I, Barry Pages, do solemnly affirm that:		
l am qualified to hold the office of Councillor	for the Villag	e of Masset to which I have been elected;
I have complied with the provisions of the Loc	al Governm	ent Act in relation to my election to this office;
I will abide by all rules related to conflicts of in	nterest unde	r the Community Charter;
I will carry out my duties with integrity;		
I will be accountable for the decisions that I m	ake, and the	e actions that I take, in the course of my duties;
I will be respectful of others;		
I will demonstrate leadership and collaboration	n;	
I will perform the duties of my office in accord	lance with t	ne law.
SIMORN by the above named Councillar		
SWORN by the above-named Councillor before me at Masset,		
British Columbia the 7th day of November, 2022.		
,		
)	Pares Dance
)	Barry Pages
Joshua Humphries		
Chief Administrative Officer	1	

OATH OF OFFICE
CANADA PROVINCE OF BRITISH COLUMBIA
I, Bret Johnston, do solemnly affirm that:
I am qualified to hold the office of Councillor for the Village of Masset to which I have been elected;
I have complied with the provisions of the Local Government Act in relation to my election to this office;
I will abide by all rules related to conflicts of interest under the Community Charter;
I will carry out my duties with integrity;
I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
I will be respectful of others;
I will demonstrate leadership and collaboration;
I will perform the duties of my office in accordance with the law.
SWORN by the above-named Councillor before me at Masset, British Columbia the 7th day of November, 2022.
) Bret Johnston
Joshua Humphries
Chief Administrative Officer)

OATH OF OFFICE
CANADA PROVINCE OF BRITISH COLUMBIA
I, Jim Currie, do solemnly affirm that:
I am qualified to hold the office of Councillor for the Village of Masset to which I have been elected;
I have complied with the provisions of the <i>Local Government Act</i> in relation to my election to this office;
I will abide by all rules related to conflicts of interest under the Community Charter;
I will carry out my duties with integrity;
I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
i will be respectful of others;
I will demonstrate leadership and collaboration;
I will perform the duties of my office in accordance with the law.
SWORN by the above-named Councillor before me at Masset, British Columbia the 7th day of November, 2022.
Jim Currie
Joshua Humphries Chief Administrative Officer

OATH OF OFFICE
CANADA PROVINCE OF BRITISH COLUMBIA
I, Terry Carty, do solemnly affirm that:
I am qualified to hold the office of Councillor for the Village of Masset to which I have been elected;
I have complied with the provisions of the <i>Local Government Act</i> in relation to my election to this office;
I will abide by all rules related to conflicts of interest under the Community Charter;
I will carry out my duties with integrity;
I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties;
I will be respectful of others;
I will demonstrate leadership and collaboration;
I will perform the duties of my office in accordance with the law.
SWORN by the above-named Councillor before me at Masset, British Columbia the 7th day of November, 2022.
Terry Carty
Joshua Humphries Chief Administrative Officer

Healthcare

3 Barry, Bret, Jim

Harbour

3 Terry, Bret, Jim

VIRL

2 Regina, Terry

NCRD

2 Barry, Bret

GwaiiTel

1 Regina

GMDC

2 Terry, Jim, Regina, Barry

Community Futures

Jim

1

Gwaii Trust

2 Bret, Terry

Recreation

1 Regina

MIEDS

2 Regina, Bret



October 24, 2022

Mayor Sheri Disney Village of Masset Box 68, 1686 Main Street Masset, BC V0T 1M0 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 w: www.virl.bc.ca

Dear Mayor Disney,

Re: Appointment to the 2023 Vancouver Island Regional Library Board

In appointing your 2023 Vancouver Island Regional Library (VIRL) Board representative, the *Library Act* (August 12, 2020), 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 January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

2023 meetings of the VIRL Board and Executive Committee will be hybrid, with a couple exceptions where it is explicitly stated as in-person on the meeting schedule (see pg. 2).

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."

Please submit for both your appointed Trustee and Alternate:

- 1. Certified copy of the Resolution (by provincial legislation)
- 2. VIRL 2023 Appointment Form
- 3. 2023 Financial Statement of Disclosure
- 4. Direct Deposit Authorization form (for travel expense reimbursement)
- 5. Recording Release Form

By November 25, 2022, return completed forms to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca. Please call 250-729-2310 or email if you have any questions.

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

1 011

Ben Hyman

Executive Director

cc: Joshua Humphries, CAO, Village of Masset Lianne Trepenier, Administrator, Village of Masset

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

2023 Meeting Schedule

With the missed opportunity to meet in the 4th quarter due to the election, there is a special meeting of the Board and Executive Committee in December 2022.

Date	Meeting	Format & Location
Sat. Dec. 3	Board of Trustees Special Meeting	Hybrid
Fri. Dec. 9	Executive Committee Special Meeting	Hybrid
Sat., Jan. 28	Annual General Meeting	In-person: Nanaimo
Fri., Feb. 24	Executive Committee	In-person: TBD
Sat., March 25	Board of Trustees	Hybrid
Fri., May 5	Executive Committee	Hybrid
Sat., June 3	Board of Trustees	Hybrid
Fri., June 23	Executive Committee – Budget Only	In-person: TBD
Fri., July 21	Executive Committee - Budget & Regular	In-person: TBD
Sat., Sept. 16	Board of Trustees – Budget & Regular	In-person: TBD
Fri., Oct. 27	Executive Committee	Hybrid
Sat., Nov. 25	Board of Trustees	Hybrid
Fri., Dec. 8	Executive Committee - Optional	Hybrid



Statement of Disclosure Financial Disclosure Act

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)

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

Person mak	ing disclosure:	last name		first & middle name(s)	
Street, rural	route, post office box	::			
City:		Provi	nce:	Postal Code:	
Level of gov	ernment that applies	to you: C provincial	C local governmen	nt	
		C school boa	rd/francophone educa	ion authority	
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reditor's name(s)	creditor's address(es)	
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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.)

On Oyes

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.

****		***************************************	

date

signature of person making disclosure

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

Print Form

Clear Form



Statement of Disclosure Financial Disclosure Act

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
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 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

erson making disclosure:	last name	first & middle name(s)	
treet, rural route, post office box:			
ity:	Province:	Postal Code:	
evel of government that applies to you:	C provincial C local go	overnment	
	C school board/francophon	e education authority	
If sections do not provid	e enough space, attach a	separate sheet to continue.	

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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.)

On Oyes

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
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- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

date

Where to send this completed disclosure form:

Local government officials:

signature of person making disclosure

... 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
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- ... 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
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 - · by the 15th of the month after you leave your position

Print Form

Clear Form



Board of Trustees 2023 Appointment Form

_		has appointed
	Municipality/ Regional	1 District
■ Trustee	Alternate	
		Name
to the Vancouver	Island Regional Library (VI	IRL) Board for the term January 1 – December 31, 2023.
* *		ssor is appointed, as provided under Section 18(3) of the r cause as provided under Section 18(4) of the Library Act.
Mailing/Courier	Address	
Address:		
City:		Postal Code:
Email		
Primary:		Secondary:
Phone (Check ma	nin contact number)	
☐ Home:		Cell:
Your Social Med	ia:	
Twitter Handle:		Facebook ID:
	e:	
Birthdate (require	ed for insurance):	
Administration (Contact	
Name: _		Title:
Telephone: _		Email:
Trustee	e / Alternate Signature	Date Date
Due: Fri., No	v. 25 to Mariah Patterson	n, Executive Assistant, mpatterson@virl.bc.ca with:
20	ertified Copy of the Resolution 123 Statement of Financial Direct Deposit/Electronic Fund	
	•	be virtual, Sat. Dec. 3 at 9:30am.



Date

Board of Trustees Audio/Video Recording Release Form

Permission to Record
Name:
Event: Board of Trustees Regular Meetings
I grant to Vancouver Island Regional Library (VIRL), its representatives and employees the right to record my voice and/or image in connection with the above identified subject. I authorize VIRL, its assigns and transferees to copyright, use and publish the same in print and/or electronically.
 These recording are to: Provide the public access to observe regularly scheduled Board of Trustees open meetings. The livestream of the meeting is recorded, and is not made available to the public after the meeting is adjourned. Provide a means to clarify any questions when preparing the draft meeting minutes.
I agree that VIRL will maintain a copy of the recording in its organization for a period of one week. Please be aware that as recording is being conducted through third party online services, such as Zoom and YouTube, we cannot guarantee all copies of the recording will be stored in Canada and/or within VIRL's management and control. For more information about these third party services and your information, please see their respective Privacy Policies.
I have read and understand the above:
Signature
Print Name



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 w: www.virl.bc.ca

DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)

Use this form to:	
OP.	
Start Direct Depost Payments	Change information previously submitted
	TEC. 11 lake
	Effective date: D M Y
	D M Y
Contact Information:	
Company or person to receive payment:	
Address:	Phone:
	Fax:
Contact Person:	Email:
Title:	
Confirmation of Deposits:	
Your statement of account from your bank will show payment from	Vancouver Island Regional Library.
	<u> </u>
Bank Account for Deposits	· · · · · · · · · · · · · · · · · · ·
OR	Name of bank or financial institution:
Please attach a blank cheque containing	
banking information. Write 'VOID' across the	Address of branch where account is located:
front.	
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CHARCIA BAANCH URSTEUTION ALCOUNT NUMBER WANTER NUMBER NUMBER	
Authorized Electronic Funds Payments:	Fax, scan and email, or mail completed form and
I authorize Vancouver Island Regional Library (VIRL) to	void cheque to:
deposit, by electronic fund transfer, payments owed to	Manager Jaland Dagional Library
me and, if necessary, to debit entries and adjustments	Vancouver Island Regional Library Box 3333
for amounts deposited electronically in error. VIRL will	Nanaimo, BC V9T 6M9
deposit the payments in the bank account designated	Nandinio, BC V31 0H3
above. I recognize that I am responsible for payment	Attention: Finance Dept.
errors that result from incomplete or inaccurate	Fax: 250.729.2331
information on this form.	
	Email: apclerk@virl.bc.ca
Authorized	
Signature:	
Print Name:	
Title:	Questions?
Date:	Call: 250.585.9068
	Email: apclerk@virl.bc.ca



Board of Trustees 2023 Appointment Form

		has appointed
	Municipality/ Regional I	District Control of the Control of t
☐ Trustee	Alternate	Name
		Name
to the Vancouver	Island Regional Library (VII	RL) Board for the term January 1 – December 31, 2023.
		sor is appointed, as provided under Section 18(3) of the cause as provided under Section 18(4) of the Library Act.
Mailing/Courier	Address	
Address:		<u> </u>
Email		
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Home:		Cell:
Other:		
Your Social Med	lia:	
Twitter Handle:		Facebook ID:
Instagram Handl	e:	
Birthdate (requir	red for insurance):	
Administration	Contact	
Name: _		Title:
Telephone: _		Email:
Truste	e / Alternate Signature	<i>Date</i>
Due: Fri., No	v. 25 to Mariah Patterson,	, Executive Assistant, mpatterson@virl.bc.ca with:
	ertified Copy of the Resolutio	
_	023 Statement of Financial Di irect Deposit/Electronic Fund	isclosure s Transfer form for travel claim reimbursements
Note: First n	neeting of this Board will b	e virtual, Sat. Dec. 3 at 9:30am.



Date

Board of Trustees Audio/Video Recording Release Form

Permission to Record
Name:
Event: Board of Trustees Regular Meetings
I grant to Vancouver Island Regional Library (VIRL), its representatives and employees the right to record my voice and/or image in connection with the above identified subject. I authorize VIRL, its assigns and transferees to copyright, use and publish the same in print and/or electronically.
 These recording are to: Provide the public access to observe regularly scheduled Board of Trustees open meetings. The livestream of the meeting is recorded, and is not made available to the public after the meeting is adjourned. Provide a means to clarify any questions when preparing the draft meeting minutes.
I agree that VIRL will maintain a copy of the recording in its organization for a period of one week. Please be aware that as recording is being conducted through third party online services, such as Zoom and YouTube, we cannot guarantee all copies of the recording will be stored in Canada and/or within VIRL's management and control. For more information about these third party services and your information, please see their respective Privacy Policies.
I have read and understand the above:
Signature
Print Name



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 w: www.virl.bc.ca

DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)

Use this form to:	R
Start Direct Depost Payments	Change information previously submitted
	Effective date: D M Y
Contact Information: Company or person to receive payment: Address: Contact Person: Title:	Phone: Fax: Email:
Confirmation of Deposits: Your statement of account from your bank will show payment from	om Vancouver Island Regional Library.
Bank Account for Deposits Olivinia Please attach a blank cheque containing banking information. Write 'VOID' across the front.	R Name of bank or financial institution: Address of branch where account is located:
SANGAT MANGGER 122 LUNGTYS LANG ANYWORK, ON SANO (W 117) PAY 10 Trid ORDER OF	Transit No. Institution No. Account No. Teller Stamp:
ONICON HAMBLE MATERIATION MADERNIA MADE	
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 adjustment 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:	Vancouver Island Regional Library Box 3333 Nanaimo, BC V9T 6M9
Print Name: Title: Date:	- Questions? - Call: 250.585.9068 - Email: apderk@virl.bc.ca

Strong Libraries
Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowlchan 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