

A G E N D A
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 2nd 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

OATH OF OFFICE

CANADA
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

)
)
)
)

Sheri Disney

OATH OF OFFICE

CANADA
PROVINCE OF BRITISH COLUMBIA

I, Barry Pages, 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.

)	
)	Barry Pages
_____)	
Joshua Humphries)	
Chief Administrative Officer)	

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 *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.

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 *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.

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	1	Jim
Gwaii Trust	2	Bret, Terry
Recreation	1	Regina
MIEDS	2	Regina, Bret



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

October 24, 2022

Mayor Sheri Disney
Village of Masset
Box 68, 1686 Main Street
Masset, BC V0T 1M0

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](mailto:mpatterson@virl.bc.ca) if you have any questions.

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

Sincerely,

Ben Hyman
Executive Director

cc: Joshua Humphries, CAO, Village of Masset
Lianne Trepener, 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

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

Print Form

Clear Form

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)

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

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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
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signature of person making disclosure

date

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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 District

Trustee **Alternate** _____
Name

to the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2023.
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.

Mailing/Courier Address

Address: _____

City: _____ Postal Code: _____

Email

Primary: _____ Secondary: _____

Phone (Check main contact number)

Home: _____ Cell: _____

Other: _____

Your Social Media:

Twitter Handle: _____ Facebook ID: _____

Instagram Handle: _____

Birthdate (required for insurance): _____

Administration Contact

Name: _____ Title: _____

Telephone: _____ Email: _____

Trustee / Alternate Signature

Date

Due: **Fri., Nov. 25** to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca with:

- Certified Copy of the Resolution
- 2023 Statement of Financial Disclosure
- Direct Deposit/Electronic Funds Transfer form for travel claim reimbursements

Note: First meeting of this Board will be virtual, Sat. Dec. 3 at 9:30am.



**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:

- 1. 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.*
- 2. 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 _____

Date _____



Board of Trustees 2023 Appointment Form

_____ has appointed
Municipality/ Regional District

Trustee **Alternate** _____
Name

to the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2023.
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.

Mailing/Courier Address

Address: _____

City: _____ Postal Code: _____

Email

Primary: _____ Secondary: _____

Phone (Check main contact number)

Home: _____ Cell: _____

Other: _____

Your Social Media:

Twitter Handle: _____ Facebook ID: _____

Instagram Handle: _____

Birthdate (required for insurance): _____

Administration Contact

Name: _____ Title: _____

Telephone: _____ Email: _____

Trustee / Alternate Signature

Date

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I have read and understand the above:

Signature _____

Print Name _____

Date _____



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:

Start Direct Deposit Payments

OR

Change information previously submitted

Effective date: _____
 D M Y

Contact Information:

Company or person to receive payment:
 Address:

Phone:

Fax:

Email:

Contact Person:
 Title:

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:

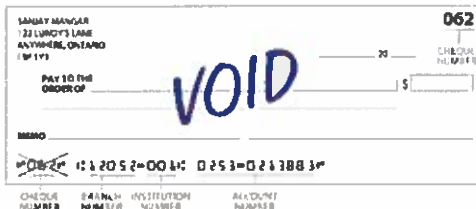
Address of branch where account is located:

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.

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: apderk@virl.bc.ca

Authorized
 Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Questions?
 Call: 250.585.9068
 Email: apderk@virl.bc.ca

Strong Libraries ■ Strong Communities

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