



Administration  
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October 21, 2025

Mayor Mark Swain  
District of Lantzville  
PO Box 100  
7192 Lantzville Road  
Lantzville, BC V0R 2H0  
Sent via: [mayor.swain@lantzville.ca](mailto:mayor.swain@lantzville.ca)

Dear Mayor Swain,

**Re: December 8 deadline - 2026 VIRL Board Appointments**

Per S17(2) of the [Library Act](#), at your Council's first meeting in November your 2026 VIRL Board Trustee and Alternate are to be appointed.

Reappointment of sitting members is encouraged for continuity, if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. A draft 2026 meeting schedule is on page 2.

Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL. Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived."

S55 of *the Library Act* speaks to expenses eligible for reimbursement.

By December 8, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2026 VIRL Appointment Forms (Contact info., Recording release & Electronic funds transfer)
3. [2026 Financial Statement of Disclosure](#)

Return completed forms to [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

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

Sincerely,

A handwritten signature in black ink, appearing to read "Eileen Gillette".

Eileen Gillette  
Executive Director (Interim)

cc: Prab Lashar, CAO, District of Lantzville  
Delcy Wells, Director of Corporate Administration, District of Lantzville

## 2026 DRAFT Meeting Schedule

February's meetings are entirely in-person. All meetings thereafter are hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

### 2026 Board & Committee Schedule

	Time	Meeting	Meeting Date	Meeting Format	Audit & Financial Plan
<b>Q1</b>	AM	Orientation	<b>Feb. 21</b>	<i>In</i>	Election(s): Chair, Vice Chair, Executive Committee
	AM	AGM	<b>Feb. 21</b>	<i>Person</i>	
	PM	Board	<b>Feb. 21</b>		
<b>Q2</b>	AM	AFSC	<b>May 1</b>	Hybrid	2025 Audit Reports & Auditor Presentation *All Trustees are invited to the Presentation. 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	PM	EC	<b>May 1</b>	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	AM	Board	<b>May 30</b>	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
<b>Q3</b>	AM	AFSC	<b>June 19</b>	Hybrid	2027-2031 Financial Plan Draft 1
	AM	AFSC	<b>July 24</b>	Hybrid	2027-2031 Financial Plan Draft 2
	PM	EC	<b>July 24</b>	Hybrid	2027-2031 Financial Plan Draft 2
	AM	Board	<b>Sept. 12</b>	Hybrid	2027-2031 Financial Plan Final Proposal
<b>2026 General Local Election Oct. 17</b>					