



Administration
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October 21, 2025

Mayor Tim McGonigle
Town of Lake Cowichan
Box 860
Lake Cowichan, BC V0R 2G0
Sent via: trlm@lakecowichan.ca

Dear Mayor McGonigle,

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.

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: John Thomas, CAO, Town of Lake Cowichan

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