



May 30, 2023

The Honourable Anne Kang  
Minister of Municipal Affairs  
PO Box 9056 Stn Prov Govt  
Victoria, BC V8W 9E2

VIA EMAIL: [MUNI.Minister@gov.bc.ca](mailto:MUNI.Minister@gov.bc.ca)

**Re: Regional District of Nanaimo Request for Approval and Funding for Electoral Area F  
Incorporation Study**

Dear Minister:

On behalf of the Regional District of Nanaimo (RDN) Board, I am writing to let you know that RDN's Electoral Area F Governance and Services Study has now been completed. The Final Report and committee recommendation were received by the RDN Board at its regular meeting on May 9, 2023. The Board voted to endorse the study committee's recommendation to proceed with an Incorporation Study for Electoral Area F, and to submit a formal request to the Ministry of Municipal Affairs for approval and funding of an Incorporation Study. A copy of the certified resolutions adopted at the May 9, 2023, RDN Board meeting is attached to this correspondence. The Final Report has been sent to the Ministry separately.

With this letter, the RDN requests approval and funding for an in-depth study of the feasibility of incorporation for Electoral Area F, and its potential cost to the taxpayer. The results of this study would provide residents with the information needed to make a fully informed decision about the future governance structure in Area F.

I wish to express our sincere gratitude for the Ministry's approval and funding of the phase one Governance and Services Study, and for the guidance and support provided by Ministry staff, including Marijke Edmondson, Gareth Mogg, Karen Lynch, Simon Rasmussen and Michelle Dann. Their expertise proved invaluable throughout the process leading up to the study and during the study itself. Their wealth of knowledge was a tremendous resource to RDN staff, the study consultants, and the study committee, and the careful attention brought to every stage of the process was exemplary. Ministry staff provided thoughtful guidance in support of this important process, while also stepping back as appropriate to enable the study committee of Area F residents to do its independent work. It has been a pleasure working in such a supportive partnership with the Ministry to bring this phase one study to completion.

As you may be aware, in November 2021 the RDN Board also requested approval and funding for an Electoral Area G Governance and Services Study. On January 13, 2022, former Minister of Municipal Affairs, Josie Osborne, met virtually with the RDN Board Chair, the Electoral Area G Director and staff to discuss this request. The Minister followed up with a letter (attached for reference) which addressed

the approval and grant for the Area F Governance and Services Study and noted that a study for Area G would need to occur following completion of the Area F study. In her letter, the Minister noted that should the Area F study indicate the need for further studies, such as a boundary analysis or Incorporation Study, the RDN would determine whether to prioritize those studies or to move forward with a study for Electoral Area G. Minister Osborne noted there may be benefits to coordinating an approach to understanding the needs in both communities before making restructure decisions.

The Board wishes to maintain the momentum achieved in Area F and continue with an Area F Incorporation Study, noting that options for Area G will be influenced by recommendations arising from an Area F Incorporation Study, as well as information from any preceding boundary review. However, should Ministry funding be available for both an Area F Incorporation Study and an Area G Governance and Services Study, the RDN would be pleased to proceed with both studies, given the importance of understanding the needs in both electoral areas before future restructure options are contemplated in the region.

Again, please accept our appreciation for the Ministry's support throughout the Electoral Area F Governance and Services Study. We appreciate your consideration of this request for approval and funding of an Incorporation Study for Electoral Area F and look forward to continuing to work with Ministry staff in the study process.

I would be pleased to answer any questions or provide further information. Please do not hesitate to contact me if I can be a resource in any way.

Sincerely,

A handwritten signature in dark ink, appearing to read "Douglas Holmes". The signature is fluid and cursive, with the first name "Douglas" being more prominent than the last name "Holmes".

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cc: Michelle Dann, Executive Director, Governance and Structure Branch  
Karen Lynch, Director, Governance and Structure Branch  
Simon Rasmussen, Senior Planning Analyst, Governance and Structure Branch

Encl.