



March 27, 2025

Reference: 185590

X-ref: 274979; 274312

Douglas Holmes  
Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

Email: [DHolmes@rdn.bc.ca](mailto:DHolmes@rdn.bc.ca)

Dear Douglas Holmes:

On March 12, 2024, the Honourable Anne Kang, Minister of Municipal Affairs, advised that she had approved a \$45,000 restructure planning grant for the Regional District of Nanaimo (RDN).

The purpose of the grant is to fund a community issues assessment for Electoral Area G that will educate residents on the jurisdictions that provide services in the community and engage residents to find out issues facing them. Terms of reference for the study have been developed jointly by the RDN and staff of the Ministry of Housing and Municipal Affairs (Ministry).

This letter amends the grant stipulation letter issued on June 1, 2024 (ref: 274979), which amended the original grant stipulation letter issued on March 13, 2024 (ref: 274312). It clarifies the timelines for the completion states of the Study and provides information and requirements for the following approved project that comprises the Study, which may be cited in correspondence as follows:

Project	Amount	Commitment No.
Electoral Area G Community Issues Assessment	\$45,000	51RS2405

The grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this Commitment Number in all financial correspondence about the Study.


The following stipulations must be met by the Regional District in order to retain this funding:

- (a) The grant funding must be used solely for the purpose of these projects and for defraying the costs of undertaking, completing, and providing written reports to the Ministry on the Study.
- (b) The grant funding must be used only for reasonable costs and expenses related to the Study that are incurred between the date of this letter, and August 10, 2025.
- (c) The following reports must be submitted to the Ministry program staff by the specified dates:

- A *Progress Report*, on or before October 1, 2024 (**received on September 5, 2024**), comprised of the consultant's proposal accepted as the basis of a contract for the Study and/or a preliminary outline of the Study work plan.
- A *Draft Interim Report*, on or before March 31, 2025, comprised of a draft of the report prior to public engagement and presentation.
- A *Draft Final Report*, on or before June 1, 2025, comprised of the technical analysis and public engagement findings.
- A *Final Report*, on or before July 2, 2025, comprised of a copy of the final report presented to the RDN Board.
- An *Account of Study Expenses*, on or before August 10, 2025, comprised of a summary of all project expenses and confirmation that either all grant funding has been expended or an unused portion of the grant funding that will be returned to the provincial government. Unused grant funding should be returned in the form of a cheque made payable to the Minister of Finance no later than August 31, 2025.

Your Ministry contact will be Gareth Mogg, Senior Planning Analyst in the Governance and Structure Branch. Gareth can be reached at 236-478-3553, or at [gareth.mogg@gov.bc.ca](mailto:gareth.mogg@gov.bc.ca). Please direct all reports and accounting to Gareth.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Thompson', with a long horizontal flourish extending to the right.

Patrick Thompson  
Director, Governance Structures

pc: Gareth Mogg, Senior Planning Analyst, Ministry of Housing and Municipal Affairs



June 21, 2024

Ref: 274979

X-ref: 274312

Douglas Holmes  
Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

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The purpose of the grant is to fund a community issues assessment study for Electoral Area G (the 'Study') that will educate residents on the jurisdictions that provide services in the community and engage residents to find out issues facing them. Terms of reference for the Study have been developed jointly by the RDN and staff of the Ministry of Municipal Affairs (Ministry).

This letter amends the original grant stipulation letter issued on March 13, 2024. It clarifies the timelines for the completion of stages of the Study and provides information and requirements for the following approved project that comprises the Study, which may be cited in correspondence as follows:

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Electoral Area G Community Issues Assessment	\$45,000	51RS2405

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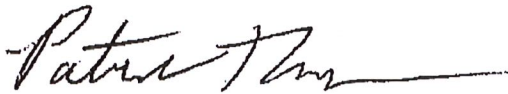
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(c) The following reports must be submitted to the Ministry program staff by the specified dates:

- A *Progress Report*, on or before October 1, 2024, comprised of the consultant's proposal accepted as the basis of a contract for the Study and/or a preliminary outline of the Study work plan.
- A *Draft Interim Report*, on or before February 3, 2025, comprised of a draft of the report prior to public engagement and presentation.
- A *Draft Final Report*, on or before May 1, 2025, comprised of the technical analysis and public engagement findings.
- A *Final Report*, on or before June 9, 2025, comprised of a copy of the final report presented to the RDN Board.
- An *Account of Study Expenses*, on or before July 31, 2025, comprised of a summary of all project expenses and confirmation that either all grant funding has been expended or an unused portion of the grant funding that will be returned to the provincial government. Unused grant funding should be returned in the form of a cheque made payable to the Minister of Finance no later than July 31, 2025.

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Director, Governance Structures

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