

# **CORCAN-MEADOWOOD RESIDENTS' ASSOCIATION**

## **Minutes of 5<sup>th</sup> Annual General Meeting**

**Held Saturday, September 13<sup>th</sup>, 2014**

**At the Lion's Club Community Hall, 280 Lion's Way, Qualicum Bay, B.C.**

**Attendance:** Elaine Peligren, Gerry Anderson, Diane Anderson, Alf Jablonski, Annie Donald, Tim Peligren, Ken Golemba, and Bob Donald

**Absent:** Kathy Miller

**Meeting Called to Order:** at 10:05 a.m.

**Approval of Agenda:** Motion made by Elaine Peligren to approve agenda, seconded by Bill Hoverman, Carried.

### **Approval of Minutes from 2013 A.G.M.**

Motion made by Elaine Peligren to approve the Minutes from the 4<sup>th</sup> Annual General Meeting held Saturday, September 14<sup>th</sup>, 2013, seconded by Elaine Ivancic, Carried.

**President's Report:** Elaine Peligren, President, gave opening remarks, followed by her Report, as per attached Exhibit "A".

**Treasurer's Report:** As Diane Anderson, Treasurer, was attending the Registration desk, the Financial report was presented by Elaine Peligren. The Bank Account balances as at August 31<sup>st</sup>, 2014 are as follows:

General Account:     \$5,853.48     Highway Account:     \$28,506.73

Attached are the Comparative Balance Sheets along with Revenue & Expense Statements for both accounts up to and including our year end (August 31<sup>st</sup>, 2014) for Corcan Meadowood Residents' Association, marked as Exhibit "B".

Motion made by Elaine Peligren to accept the Treasurer's Report as presented, seconded by David Jones, Carried.

### **Approval of 2014-2015 Annual Registration Fee:**

Motion made by Elaine Peligren to approve the 2014-2015 Annual Members' Registration Fee at \$10.00 per household, seconded by Rob Reay, Carried.

### **Presentation on Proposed Highway 19 at Corcan Interchange (Highway Access) Project:**

Gerry Anderson presented a detailed chronological report on the history and progress of this initiative. Report attached as Exhibit "C".

### Presentation on the Meadowood Community Park:

Alf Jablonski reported the new Meadowood Community Park, Phase 1, is completed up to the construction of the Parent's Pavilion, which should be finished this fall. Tree planting and hydra-seeding of grass was completed, however the Park will remain closed over the winter to permit grass to become well established with the rainy season. The grand opening will be next spring.

He thanked the Regional District of Nanaimo, Parks & Recreation, for all their efforts and assistance in establishing the Park to this present stage. The next steps or Phases will be continued as funds are available. One of our key objectives would be to have a Community Hall and Emergency Reception Centre. We may have an opportunity to obtain School Portable Classrooms, which are no longer required in District 69, due to school closures and amalgamations. These could serve as temporary community facilities until a permanent structure could be built. This potential temporary project will be investigated further.

A comprehensive report, including financials, from the Regional District of Nanaimo, is attached as Exhibit "D".

### Neighbourhood Emergency Preparedness:

Annie Donald gave a very brief overview on the Emergency Action Plan for our area. She encouraged residents to get involved in forming neighbourhood groups, or 'Pods' to be more prepared to help each other out, in the event of an emergency.

Residents have an opportunity to attend a one-day seminar being hosted by the R.D.N. Emergency Preparedness Coordinators. Details of the agenda and registration information are attached as Exhibit "E".

### Presentation by Julian Fell, R.D.N. Area "F" Director:

Julian Fell explained in great detail how some of the various government funding programs work, at the Federal, Provincial and Municipal levels. Often the rules & qualification process for funding and grants in many programs are at cross-purposes with illogical outcomes. We, as a community, are tasked to keep investigating all avenues of revenues for our initiatives and projects.

On a very positive note, a new Regional Electoral Polling Station for Area "F" specifically for the Meadowood sector has been designated at the Lighthouse Community Centre in Qualicum Bay. Therefore, it will be much more convenient for voters from our Corcan-Meadowood area to place their ballots/votes in upcoming R.D.N. Area Director elections in November in Qualicum Bay versus driving all the way to Bradley Center in Errington.

**Presentation by Bill Veenhoff, R.D.N. Area "H" Director:**

Bill Veenhoff recommended our community maintain a positive and up-beat energy with the various stakeholders and governmental agencies by keeping them abreast of how things are proceeding in our area. In other words, maintain active dialogue with lively, positive messages. He suggested we look at all avenues of available funds, including Federal infrastructure funding. He was very encouraging and supportive.

**Questions from the Floor:**

Various queries were presented by attendees pertaining to the Highway Access Project:

The bottom line on the Engineering Project is that we still have a shortfall of funds to complete the Engineering Study & Design. When the remaining commitment funds are collected to realize the \$36,000.00 of our initial fundraising from residents, we still need another \$67,000.00 to proceed with the study. Until this Engineering study & design has been completed, we are not able to ascertain how much the construction of the interchange will cost, whether we can raise additional infrastructure funds through grants, etc., or how much it may impact each residence on their property taxes over future years. As well, we do not know exactly where this interchange will be approved to eventually be built. This information will only be available once the engineering study is complete. At that point in time, the government will call for a referendum and every property owner will have an opportunity to vote indicating whether they are for or against the interchange.

Queries regarding the fundraising activities for this project were addressed by Ken Golemba:

Ken has been instrumental in submitting various detailed grant applications soliciting funds for this engineering project. Unfortunately, all of these applications have been turned down. The qualification criteria for most grants indicates they will consider giving grant monies for an actual infrastructure project, but their guidelines do not include the preliminary engineering project.

Ken also submitted an application (Feb.2014) for Charitable License status for our Society. This application and approval process can take up to a year before we have a definite response. With a charitable license, we will then be in a position to issue tax receipts to businesses for donations they make towards our community projects.

He explained that we are still awaiting payments of many residents' commitments to donate the initial \$100.00 towards the engineering study and design project. These monies are coming in very slowly.

**Road Conditions:**

Several valid concerns were expressed about the deteriorating condition of the present secondary roads, particularly Corcan Road, in our community. Residents are encouraged to write letters, identify specifics, and keep generating active dialogue with ourselves and government departments responsible for these roads and/or repairs of same.

**Election of Directors/Officers:**

Elaine Peligren stated that all 9 positions are filled on our Board, and all the present board members are standing for another term. However, all registered members have an opportunity to come forward to stand for election, or nominate another registered member to stand for election. Therefore, the first call for anyone wishing to stand for election was made. The second call for anyone wishing to stand for election was made. The third and final call for anyone wishing to stand for election was made. There being no-one come forward, the present Board was elected by acclamation.

**Closing Remarks:**

Elaine Peligren thanked Julian Fell and Bill Veenhoff for their attendance and participation at our Annual General Meeting and for their great advice and commentary. She also thanked the Board members for their hard work and help throughout the year. As well, she expressed her appreciation to all the members who gave up their time to attend and participate with valuable opinions in the interests of the entire community.

**Meeting Adjournment:**

Motion made by Annie Donald to adjourn the meeting at 11:34 a.m., seconded by Gerry Anderson, Carried.

**Corcan-Meadowood Residents' Association**

**President's Report for 2014 A.G.M.**

**Elaine Peligren, President - September 13<sup>th</sup>, 2014**

It is hard to believe that this is our fifth Annual General Meeting. The last six years have gone by so quickly and we have accomplished so much.

We would like to personally thank the staff at the Regional District of Nanaimo - Parks & Recreation; the Ministry of Transportation & Infrastructure; POSAC – Parks & Open Space Advisory Committee; Scott Fraser, our M.L.A.; Julian Fell, our Area 'F' Director; Bill Veenhof, our Area 'H' Director; and Chris & Steffany Burger from the Meadowood Store; for all their continued support and encouragement.

There are nine directors (eight present today) that work tirelessly along with a large group of very dedicated, hardworking volunteers from the Corcan Meadowood area, that constantly work on the community's behalf.

Just a few of the many accomplishments to date:

- 1.) The incredible website that keeps you posted of all events, accomplishments and information for the area.
- 2.) The construction of the new Meadowood Community Park that is scheduled to open in the spring of 2015.
- 3.) Lobbying Regional District of Nanaimo to have the Official Community Plan changed to allow us to work with the Ministry of Transportation & Infrastructure regarding Highway access at Nahmint & Corcan.
- 4.) Agreement in principal from the Ministry of Transportation & Infrastructure that if the community raises the money for the Engineering study & design for Highway Access, they would complete a referendum. Plus, if the owners agreed to the additional cost levied to their property taxes, they would build the on and off access to Qualicum/Parksville/Nanaimo.
- 5.) Lobbying District 69 to have the School buses pick up our children at more locations in the area and to have the use of the designated School property for parking for our events.
- 6.) We moved the Annual Halloween Fireworks Event out of Little Qualicum River Village into our proposed Meadowood Community Park, and now work with the Dashwood Fire Hall to make it an even bigger and better event.
- 7.) We introduced our Canada Day event two years ago and it is growing bigger every year.
- 8.) We have applied for and received several Regional District Recreation grants that help support these events.
- 9.) We have worked with several government agencies to design and implement a community Neighbourhood Emergency Preparedness Plan.

- 10.) We are currently lobbying School District 69 and the Regional District of Nanaimo to obtain a school portable that will be placed in the Meadowood Community Park, which could act as a temporary community center and emergency reception center.
- 11.) We are constantly applying for grants and lobbying donations for the engineering study and design for Highway Access.
- 12.) We have applied for a charity license so that we can provide an income tax receipt for financial donations.
- 13.) We are also going to apply for a B.C. Gaming Grant for Casino or Bingo events.

We would like to thank everyone for coming out today. We value your support and opinions.

Elaine Peligren, President.

**CMRA Corcan Meadowood  
Comparative Balance Sheet**

	As at 31/08/2013	As at 31/08/2014
<b>ASSET</b>		
<b>Current Assets</b>		
Cash to be deposited	0.00	0.00
Cash Draws	0.00	0.00
Petty Cash	0.00	0.00
highway donations held in trust	0.00	0.00
Savings Bank Account	0.00	0.00
Chequing Bank Account	5,553.88	5,853.48
Foreign Currency Bank	0.00	0.00
<b>Total Cash</b>	<b>5,553.88</b>	<b>5,853.48</b>
Total Credit Card Receivables	0.00	0.00
Investments	0.00	0.00
Total Receivable	0.00	0.00
Purchase Prepayments	0.00	0.00
Prepaid Expenses	0.00	0.00
<b>Total Current Assets</b>	<b>5,553.88</b>	<b>5,853.48</b>
<b>Inventory Assets</b>		
Inventory A	0.00	0.00
Inventory B	0.00	0.00
Inventory C	0.00	0.00
<b>Total Inventory Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Assets</b>		
Leasehold Improvements	0.00	0.00
Net - Furniture & Equipment	0.00	0.00
Net - Vehicle	0.00	0.00
Net - Building	0.00	0.00
Land	0.00	0.00
<b>Total Capital Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Non-Current Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSET</b>	<b>5,553.88</b>	<b>5,853.48</b>
<b>LIABILITY</b>		
<b>Current Liabilities</b>		
Accounts Payable	0.00	0.00
Import Duty Clearing	0.00	0.00
Bank Loan - Current Portion	0.00	0.00
Bank Advances	0.00	0.00
Total Credit Card Payables	0.00	0.00
Corporate Taxes payable	0.00	0.00
Vacation payable	0.00	0.00
Total Receiver General	0.00	0.00
WCB Payable	0.00	0.00
User-Defined Expense 1 Payable	0.00	0.00
User-Defined Expense 2 Payable	0.00	0.00
User-Defined Expense 3 Payable	0.00	0.00

**CMRA Corcan Meadowood  
Comparative Balance Sheet**

	As at 31/08/2013	As at 31/08/2014
User-Defined Expense 4 Payable	0.00	0.00
User-Defined Expense 5 Payable	0.00	0.00
Deduction 1 Payable	0.00	0.00
Deduction 2 Payable	0.00	0.00
Deduction 3 Payable	0.00	0.00
Deduction 4 Payable	0.00	0.00
Deduction 5 Payable	0.00	0.00
PST Payable	0.00	0.00
GST/HST Owing (Refund)	0.00	0.00
Prepaid Sales/Deposits	0.00	0.00
<b>Total Current Liabilities</b>	<u>0.00</u>	<u>0.00</u>
<b>Long Term Liabilities</b>		
Bank Loans	0.00	0.00
Mortgage Payable	0.00	0.00
Loans from Owners	0.00	0.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL LIABILITY</b>	<u>0.00</u>	<u>0.00</u>
<b>EQUITY</b>		
<b>Owners Equity</b>		
Owners Contribution	0.00	0.00
Owners Withdrawals	0.00	0.00
Retained Earnings - Previous Year	8,415.52	5,553.88
Current Earnings	-2,861.64	299.60
<b>Total Owners Equity</b>	<u>5,553.88</u>	<u>5,853.48</u>
<b>TOTAL EQUITY</b>	<u>5,553.88</u>	<u>5,853.48</u>
<b>LIABILITIES AND EQUITY</b>	<u>5,553.88</u>	<u>5,853.48</u>



**CMRA Corcan Meadowood  
Comparative Income Statement**

	Actual 01/09/2012 to 31/08/2013	Actual 01/09/2013 to 31/08/2014
<b>REVENUE</b>		
<b>Sales Revenue</b>		
Silent Auction revenue	270.00	0.00
Beer and burger	0.00	1,049.00
Sales Inventory B	0.00	0.00
Raffle Revenue	129.50	891.00
Membership fees	180.00	75.00
Canada Day Party Revenue	1,764.75	2,364.53
Highway funds holding in trust	0.00	0.00
Bottle drives	0.00	1,686.45
General donations - unspecified	822.84	44.00
Donations for Park	0.00	227.06
Meadowood Store donation jar	38.93	21.00
Donations from various sources	315.13	497.23
Donations for Halloween	0.00	78.82
Government donations/grants	4,132.27	2,500.00
Door-to-door Donations	0.00	0.00
Operating Revenue from Fund Raising	122.97	1,009.20
Sales	60.00	300.00
Sales Returns	0.00	0.00
Early Payment Sales Discounts	0.00	0.00
<b>Net Sales</b>	<b>7,836.39</b>	<b>10,743.29</b>
<b>Other Revenue</b>		
Moneris Settlement	2,800.00	2,436.00
Freight Revenue	0.00	0.00
Interest Revenue	0.66	0.23
Miscellaneous Revenue	5,012.45	157.04
<b>Total Other Revenue</b>	<b>7,813.11</b>	<b>2,593.27</b>
<b>TOTAL REVENUE</b>	<b>15,649.50</b>	<b>13,336.56</b>
<b>EXPENSE</b>		
<b>Cost of Goods Sold</b>		
Inventory A Cost	0.00	0.00
Inventory B Cost	0.00	0.00
Inventory C Cost	0.00	0.00
Inventory Variance	0.00	0.00
Item Assembly Costs	0.00	0.00
Adjustment Write-off	0.00	0.00
Transfer Costs	0.00	0.00
Subcontracts	0.00	0.00
Purchases	0.00	0.00
Purchase Returns	0.00	0.00
Early Payment Purchase Discounts	0.00	0.00
<b>Net Purchases</b>	<b>0.00</b>	<b>0.00</b>
Freight Expense	0.00	0.00

**CMRA Corcan Meadowood  
Comparative Income Statement**

	Actual 01/09/2012 to 31/08/2013	Actual 01/09/2013 to 31/08/2014
<b>Total Cost of Goods Sold</b>	<u>0.00</u>	<u>0.00</u>
<b>Payroll Expenses</b>		
Wages & Salaries	0.00	0.00
EI Expense	0.00	0.00
CPP Expense	0.00	0.00
WCB Expense	0.00	0.00
User-Defined Expense 1 Expense	0.00	0.00
User-Defined Expense 2 Expense	0.00	0.00
User-Defined Expense 3 Expense	0.00	0.00
User-Defined Expense 4 Expense	0.00	0.00
User-Defined Expense 5 Expense	0.00	0.00
Employee Benefits	0.00	0.00
<b>Total Payroll Expense</b>	<u>0.00</u>	<u>0.00</u>
<b>General &amp; Administrative Expenses</b>		
Accounting & Legal	0.00	0.00
Advertising & Promotions	612.68	115.15
Advertising canada day	121.28	0.00
Bad Debts	0.00	0.00
Business Fees & Licenses	0.00	128.95
Canada Day Party expenses	5,663.99	5,395.76
Cash Short/Over	0.00	0.00
Courier & Postage	119.37	0.00
Credit Card Charges	0.00	0.00
Currency Exchange & Rounding	0.00	0.00
Amortization Expense	0.00	0.00
Donations for Highway	3,114.63	2,255.84
Donations - various	0.00	120.00
Hall rental	285.00	100.00
Halloween expenses	2,029.16	1,872.74
Income Taxes	0.00	0.00
Insurance	350.00	450.00
Interest & Bank Charges	1.00	1.72
Office Supplies	0.00	56.81
Park - money collected paid to RDN	5,000.00	0.00
Pre-authorized payment expense	675.74	624.20
Event expenses -misc	181.41	0.00
Property Taxes	0.00	0.00
Motor Vehicle Expenses	0.00	0.00
Miscellaneous Expenses	251.88	1,915.79
Realized Exchange Gain/Loss	0.00	0.00
Rent	0.00	0.00
Registry charges	25.00	0.00
Repair & Maintenance	0.00	0.00
Telephone	0.00	0.00
Website	80.00	0.00
Travel & Entertainment	0.00	0.00
Travel & Ent:Non-Reimbursable	0.00	0.00
Utilities	0.00	0.00

Printed On: 12/09/2014


**CMRA Corcan Meadowood  
Comparative Income Statement**

	Actual 01/09/2012 to 31/08/2013	Actual 01/09/2013 to 31/08/2014
Visa Commissions	0.00	0.00
MasterCard Commissions	0.00	0.00
American Express Commissions	0.00	0.00
Other Credit Card Commissions	0.00	0.00
Total Credit Card Commissions	0.00	0.00
Total General & Admin. Expenses	18,511.14	13,036.96
<b>TOTAL EXPENSE</b>	<b>18,511.14</b>	<b>13,036.96</b>
<b>NET INCOME</b>	<b>-2,861.64</b>	<b>299.60</b>

Sep. 12. 2014 11:28AM . 250 752 2482

No. 4479 P. 2/2

Account History - Branch / Liste de transactions - en succursale

**BMO**  Bank of Montreal  
Banque de Montréal

01JUL14 20 BAL FWD  
0808 2,218.63CK NO.94

7,859.61  
5,640.98

290B  
1809

*Deposited in August*  
*Deposited in September*

212.50CD  
15.00CD

5,853.48 ← August 31/2014  
5,868.48

**HIGHWAY projecct**  
**Comparative Income Statement**

	Actual 01/09/2012 to 31/08/2013	Actual 01/09/2013 to 31/08/2014
<b>REVENUE</b>		
<b>Sales Revenue</b>		
Donations	10,150.00	15,555.00
Sales Inventory B	0.00	0.00
Sales Inventory C	0.00	0.00
Telephone Donations	0.00	0.00
Door-to-door Donations	0.00	0.00
Operating Revenue from Fund ...	0.00	0.00
Moneris Settlement money	0.00	2,100.00
Sales	700.00	0.00
Sales Returns	0.00	0.00
Early Payment Sales Discounts	0.00	0.00
<b>Net Sales</b>	<u>10,850.00</u>	<u>17,655.00</u>
<b>Other Revenue</b>		
Freight Revenue	0.00	0.00
Interest Revenue	0.41	1.32
Miscellaneous Revenue	0.00	0.00
<b>Total Other Revenue</b>	<u>0.41</u>	<u>1.32</u>
<b>TOTAL REVENUE</b>	<u>10,850.41</u>	<u>17,656.32</u>
<b>EXPENSE</b>		
<b>Total Cost of Goods Sold</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Payroll Expense</b>	<u>0.00</u>	<u>0.00</u>
<b>Total General &amp; Admin. Expe...</b>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>
<b>NET INCOME</b>	<u>10,850.41</u>	<u>17,656.32</u>

Printed On: 12/09/2014

**HIGHWAY projecct  
Comparative Balance Sheet**

	As at 31/08/2013	As at 31/08/2014
<b>ASSET</b>		
<b>Current Assets</b>		
Cash to be deposited	0.00	0.00
Cash Draws	0.00	0.00
Petty Cash	0.00	0.00
#794 Highway Savings Bank A...	10,850.41	28,506.73
Chequing Bank Account	0.00	0.00
Foreign Currency Bank	0.00	0.00
<b>Total Cash</b>	<b>10,850.41</b>	<b>28,506.73</b>
Total Credit Card Receivables	0.00	0.00
Investments	0.00	0.00
Total Receivable	0.00	0.00
Purchase Prepayments	0.00	0.00
Prepaid Expenses	0.00	0.00
<b>Total Current Assets</b>	<b>10,850.41</b>	<b>28,506.73</b>
<b>Inventory Assets</b>		
Inventory A	0.00	0.00
Inventory B	0.00	0.00
Inventory C	0.00	0.00
<b>Total Inventory Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Assets</b>		
Leasehold Improvements	0.00	0.00
Net - Furniture & Equipment	0.00	0.00
Net - Vehicle	0.00	0.00
Net - Building	0.00	0.00
Land	0.00	0.00
<b>Total Capital Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Non-Current Ass...</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSET</b>	<b>10,850.41</b>	<b>28,506.73</b>
<b>LIABILITY</b>		
<b>Current Liabilities</b>		
Accounts Payable	0.00	0.00
Import Duty Clearing	0.00	0.00
Bank Loan - Current Portion	0.00	0.00
Bank Advances	0.00	0.00
Total Credit Card Payables	0.00	0.00
Corporate Taxes payable	0.00	0.00
Vacation payable	0.00	0.00
Total Receiver General	0.00	0.00
WCB Payable	0.00	0.00
User-Defined Expense 1 Payable	0.00	0.00
User-Defined Expense 2 Payable	0.00	0.00
User-Defined Expense 3 Payable	0.00	0.00
User-Defined Expense 4 Payable	0.00	0.00

**HIGHWAY projecct  
Comparative Balance Sheet**

	As at 31/08/2013	As at 31/08/2014
User-Defined Expense 5 Payable	0.00	0.00
Deduction 1 Payable	0.00	0.00
Deduction 2 Payable	0.00	0.00
Deduction 3 Payable	0.00	0.00
Deduction 4 Payable	0.00	0.00
Deduction 5 Payable	0.00	0.00
PST Payable	0.00	0.00
GST/HST Owing (Refund)	0.00	0.00
Prepaid Sales/Deposits	0.00	0.00
<b>Total Current Liabilities</b>	0.00	0.00
<b>Long Term Liabilities</b>		
Bank Loans	0.00	0.00
Mortgage Payable	0.00	0.00
Loans from Partner A	0.00	0.00
Loans from Partner B	0.00	0.00
<b>Total Long Term Liabilities</b>	0.00	0.00
<b>TOTAL LIABILITY</b>	0.00	0.00
<b>EQUITY</b>		
<b>Partners' Equity</b>		
Net Partner A Contributions	0.00	0.00
Net Partner B Contributions	0.00	0.00
Retained Earnings - Previous Y...	0.00	0.00
Current Earnings	10,850.41	28,506.73
<b>Total Partners' Equity</b>	10,850.41	28,506.73
<b>TOTAL EQUITY</b>	10,850.41	28,506.73
<b>LIABILITIES AND EQUITY</b>	10,850.41	28,506.73



Sep. 12. 2014 11:28AM 250 752 2482

No. 4479 P. 1/2

Account History - Branch / Liste de transactions - en succursale

**BMO** Bank of Montreal  
Banque de Montréal

06 JUL 14  
0707

BAL FWD

100.00CD

27,961.73  
28,061.73

1507  
2908  
1209

Deposited in August ← 10.00CD  
435.00CD  
Deposited in Sept → 10.00CD

28,071.73  
28,506.73 ← August 31/2014  
28,516.73

**Corcan-Meadowood Residents' Association - Highway 19 at Corcan Rd. Interchange Project**

**SUMMARY OF EVENTS – Presented by Gerry Anderson @ AGM Sept. 13<sup>th</sup>, 2014**

The (CMRA) was incorporated on Oct. 1<sup>st</sup>, 2009 as an avenue for the voices of the Corcan-Meadowood corridor to be heard. To understand our history, organization and accomplishments, visit [www.meadowoodresidents.com](http://www.meadowoodresidents.com). The 2012 traffic counts averaged 1700 vehicles daily representing nearly 700 properties.

Following is a list of meetings and events that have transpired in chronological order since 2009 & up to spring, 2014:

1. In the summer of 2009 a Petition was circulated to residents to determine if Highway 19 access was wanted. 555 signatures were obtained in support of Highway access.
2. Early October 2009 MLA Scott Fraser raised the interchange idea with the Honourable Shirley Bond, Minister of Transportation and Infrastructure (MoTI) in the B.C. Legislature.
3. October 29<sup>th</sup>, 2009 MoTI performed a road traffic count, upon CMRA request and determined that 1610 vehicles was an average daily count. Now almost 1800 vehicles per day travel our local roads.
4. CMRA Executive met with Regional District of Nanaimo (RDN) Board & Staff requesting to have the Official Community Plan (OCP) changed in favour of the Highway 19 Interchange at Corcan Road (OPC at that time had planned an Interchange closer to Qualicum Beach at a place in the highway that has no residents). RDN indicated (MoTI) approval was required before change to the OCP would be considered.
5. On May 10<sup>th</sup>, 2010 MLA Scott Fraser, CMRA Executive, Regional District of Nanaimo's (RDN) Area F Director Lou Biggeman, the Honorable Shirley Bond and Deputy Minister Mike Proudfoot met. Our area director supported the OCP change required for the Interchange. The following items were the result of the meeting:
  - a) The Honorable Shirley Bond supported the change to the OCP in principle.
  - b) Approval from RDN board to change the OCP in favour of the Interchange to Corcan Road was required.
  - c) A design that would be acceptable to the majority of the residents to be drafted without major opposition.
  - d) Interchange funding would not be supplied by MoTI.
6. On October 6<sup>th</sup>, 2010 the CMRA received a letter from RDN stating that if the interchange at Corcan Road was to proceed, no amendments to the OCP would be required.
7. CMRA performed several community surveys, information meetings with residents, RDN and MoTI meetings to complete the tasks Minister Bond set out. Once completed CMRA contacted MLA Scott Fraser to arrange a meeting with the Minister of Transportation & Infrastructure, the Honorable Blair Lekstrom.
8. On March 29<sup>th</sup>, 2012 MLA Scott Fraser, CMRA Executive, the Honorable Blair Lekstrom, Deputy Minister Dave Duncan, and District Manager Kirsten Pedersen met. Minister Lekstrom directed MoTI staff to work with CMRA Executive on the concept to build the interchange at Highway 19 and Corcan Rd.
9. CMRA Executive met with MoTI Staff in Nanaimo on May 14<sup>th</sup>, 2012 to discuss CMRA Interchange proposal. MoTI agreed to perform an analysis of the proposed interchange.
10. On August 13<sup>th</sup>, 2012 Kirsten Pedersen sent CMRA a letter along with the results from the McElhanney study that provided pertinent information. Kirsten Pedersen concluded from the study that an interchange at Corcan Road was not currently warranted and as such the Ministry will not be contributing toward the interchange. She stated if CMRA wished to pursue a privately funded access, the Ministry would be prepared to consider options. She also stated as a general principle, any private funding source that would financially impact the general public, or involve public funds, would not be considered.
11. On August 17<sup>th</sup>, 2012 CMRA Executive met with Kirsten Pedersen and MoTI Staff in Nanaimo to review the results of the study and the necessary next steps. The following was agreed:

- a) Kirsten Pedersen clearly stated that toll funding would NOT be allowed for this project.
  - b) CMRA must obtain consensus from the majority of Owners as to the viability and approval of the interchange.
  - c) MoTI would allow phasing of the construction of the on & off ramps at Corcan Rd. & Highway 19.
  - d) MoTI requires Detailed Engineering Design for the on and off to and from Nanaimo
  - e) MoTI requires Preliminary Engineering Design for on and off to and from Courtenay.
  - f) MoTI requires a barrier in the median between North and South bound lanes to stop vehicles crossing over.
  - g) MoTI would consider allowing a contractor the use of the gravel pit near Melrose Road for ramp construction.
  - h) CMRA must raise the money and have the Engineering Design completed as per MoTI guidelines.
  - i) CMRA Engineer to submit final Design drawings to MoTI for approval.
  - j) Once approval of the Engineering Design is received from MoTI then the CMRA owners vote if the project will go ahead and how payment of construction will be obtained.
12. CMRA Executive contacted most owners in the Cocan-Meadowood corridor and obtained \$100 cheques, cash or commitments from 360 homes. This is a clear indication that the majority of owners would like to fund the Engineering project.
13. On October 10<sup>th</sup>, 2013 CMRA Vice President Dave Jones sent a letter to Kirsten Pedersen and copied Renee Mounteney, asking for a letter of understanding describing the agreements reached at the August 17<sup>th</sup>, 2012 meeting. CMRA would use this letter to obtain additional funding from local businesses and other sources.
14. On February 5<sup>th</sup>, 2014 CMRA received a letter from Renee Mounteney which basically outlined Kirsten Pederson s August 13<sup>th</sup>, 2013 letter which was before the August 17<sup>th</sup>, 2012 meeting with MoTI Staff where above items were agreed to (Renee Mounteney was not present at this meeting and was not aware of the outcome). Renee s letter will not help CMRA with fundraising.
15. On February 28<sup>th</sup>, 2014 CMRA Executive met with MLA Scott Fraser, Area H Director Bill Veenhof, (Area F Director Julian Fell was away on holidays) to discuss the dilemma of this very necessary letter of understanding from MoTI in order to continue fundraising for the Engineering Study & Design and next Phases as per our agreement at the August 17<sup>th</sup>, 2012 meeting.

**This Interchange at Highway 19 is so important to our community for the following reasons:**

- 1) Currently we have only one access in and out of this area. We have already experienced several situations where residents were not able to get home for several hours due to emergencies (downed power lines, fallen trees, etc.)
- 2) The golden hour for medical emergency is not possible from our community as it takes at least one hour and ten minutes to reach any of the nearest hospitals. We have had a number of deaths in our community that could be contributed to ambulance response time.
- 3) In the event of a major disaster, we currently have only one way out.
- 4) The cost of fuel and fuel emissions is of great significance and continually rising.
- 5) From the McElhanney study, as much as 18 minutes would be saved to/from Highway 19/4 in the south.
- 6) Our population continues to grow making travel more dangerous.

**SUMMARY:**

You now have all the information that has taken place over the years. We have received the letter of understanding from MoTI confirming acceptance of Phased In ramps. Funds raised to date and in the Bank: \$28,516.73. Funds required: \$108,000. for the Engineering study and design. Island Timberlands has been asked for \$67,000.00 – (at their request).

**The floor is now open for comments.**



**Financial Overview of Meadowood Park Construction – Phase 1**

**September 2014**

The park vision is becoming a reality!

First came community planning meetings, designs and fundraising. Then over the summer the park was busy with equipment, concrete pouring, path layout and hill building. And now there is a playground, playhills, sport court, trees and soon a picnic pavilion. A big thank you to the community for helping us get this far.

**Summary:**

- The project has unfolded on budget and on-time with excellent work done by Milestone Equipment Contracting Ltd.
- The project has had to deal with some unforeseen issues and associated costs such as dealing with the buried organic material (causing site design changes, larger playground footings) and extra rough grading required.
- At this point the RDN is completing amenities in the park (e.g. signs, bike rack, toilet surround, garbage can). Treeplanting and hydroseeding were done in early September.
- The main item to complete is the pavilion build. The RDN organized the installation of the pad and footings, so the site is ready to receive the pavilion.
- Soft and official opening will depend on volunteer completion of the pavilion and when the turf is well established. During turf establishment and construction, the park will need to remain closed.

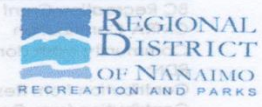
**Next Steps:**

For Phase 1, the main piece left is completion of the pavilion. The community has envisioned a pavilion from the beginning of the project. So far \$4000 has been spent for the permit and pad/footing preparation, plus volunteer, staff and consultant time, plus engineering and timber framing pro bono services.

On September 10<sup>th</sup>, the CMRA community generously gave the RDN an additional donation of \$1297.

**This gift takes us 25% closer to pavilion completion! Thank you everyone!**

At this point approximately \$3000 in donations and materials is still needed to complete the pavilion. Community members and local businesses can rally to help complete this centerpiece of Meadowood Park this fall!



Source	Description	Est. Value
Province of BC	Toward the project	\$4,500
CMRA	CMRA	\$8,000
CMRA	CMRA	\$1,297
Contribution from Operating Budget		\$23,000
2014 contribution from Reserves		\$48,500
Subtotal (funding sources to 2014)		\$85,297

Company	Description	Est. Value
Milestone	Equipment (includes part)	\$4,982
Herdman	Supply only	\$1,433
Contract Admin		\$1,800
Park Construction		\$2,800
RDN works		\$10,823
Total expenses to date		\$24,838

Company	Description	Est. Value
Contract Admin		\$1,800
Park Construction		\$2,800
RDN works		\$10,823
Total expenses to date		\$24,838

Description	Est. Value
Initial community donation	\$1,297
Community cash donation Sept 10	\$1,297
Pro bono engineering services	\$1,000
Pro bono timber framing services	\$4,500
Pro bono construction drawings	\$500
Total in-kind est. value	\$12,594



**Meadowood Community Park - Phase 1 Construction: Financial Overview 2014**

FUNDING SOURCES			
	Source	Description	
BC Recreation Grant	\$ 54,500	Province of BC	
CMRA Contribution	\$ 5,000	CMRA	Toward the project
Community cash donation Sept 9/14	\$ 1,297	CMRA	For pavilion construction
RDN:			
Contribution from Reserves	\$ 17,500		
Contribution from Operating Budget	\$ 23,000		
2014 contribution from Reserves	\$ 48,500		
<b>Subtotal (funding sources to 2014)</b>	<b>\$ 149,797</b>		

Expenses 2012-13			
	Company	Description	
	\$ 3,014	Sims	Land survey
	\$ 8,618	MacD Gray	Concept dwgs 2012-13
	\$ 462	Gemella	Final construction dwgs
<b>Total 2012-13 expenses</b>	<b>\$ 12,094</b>		

2014 Actual Expenses			
	Company	Description	
Contract Admin	\$ 15,000	Gemella	
Park Construction	\$ 95,985	Milestone	(base contract \$63,257+ additional work)
Playground Equipment (includes pst)	\$ 14,322	Henderson	Supply only
RDN works	\$ 10,832		
<b>Total expenses 2014</b>	<b>\$ 136,139</b>		

<b>Total expenses to date</b>	<b>\$ 148,233</b>		
<b>Total funds remaining</b>	<b>\$ 1,564</b>		

REMAINING WORKS (pavilion)			
	Estimate	Source	Description
Timber cost	\$ 1,090		
Shop cost Pickles TimberWorks	\$ 1,125	Pickles	\$225/day x 5 days = \$1125
Crane cost	\$ 450		\$75/hr x 6 hr = \$450
Hardware	\$ 250		
Roofing	\$ 1,000	In-kind?	Decking, metal roof
Finishing	\$ 85		Stain
	<b>\$ 4,000</b>		

Milestone Additional Works			
Playground installation	\$ 10,693		Footings, gravel, inspection
Fencing	\$ 9,004		Farm and split rail
Rough grading	\$ 4,773		Extra rough grading required
Concrete pads	\$ 2,497		sign, garbage, bike rack, toilet
Pavilion footing and pad	\$ 3,541		concrete pad, knifeplate fabr.
Project Credits	\$ (1,537)		Concrete, reduced area, edging
Additional soil and one tree	\$ 3,756		Soil for gravel area
<b>Total add'l work value</b>	<b>\$32,727</b>		

RDN Works+			
RDN miscellaneous construc. costs	\$ 778	Done	Permit, temp signs, survey, etc
Bearproof garbage can	\$ 1,254		
Toilet pad surround	\$ 2,000		
Bike rack	\$ 700		
Park signs	\$ 3,700		
Wheelstops and boulders	\$ 1,000		
2 Bollards	\$ 1,000		
Accessible picnic table	\$ 400		
<b>Total RDN works value</b>	<b>\$ 10,832</b>		

IN-KIND DONATIONS			
	Est. Value	Source	Description
Initial community donation	\$ 5,000	CMRA	Support of Rec grant proposal
Community cash donation Sept 9/14	\$ 1,297	CMRA	For pavilion construction
Rough grading	\$ 2,300	Tim Peilgren/ Dennis Ozero	
Boulders from Peilgren	\$ 400	Tim Peilgren	two boulders
Ozero pit run	\$ 2,500	Dennis Ozero	200 cu.m.
Pavilion construction drawings	\$ 500	Alf Jablonski, community member	
Pro bono timberframing services	\$ 4,500	Darcy Pickles, Pickles TimberWorks	
Pro bono Engineering services	\$ 1,000	Sorenson Eng.	Sorenson & Assoc Engineering Ltd
Concrete	\$ 1,200	Mayco	7 cu.m.
<b>Total in-kind est. value</b>	<b>\$ 18,697</b>		

## **Your Invitation to "We Are Ready!" The 2<sup>nd</sup> Annual Neighbourhood Emergency Preparedness Teams Workshop**

With the ever-increasing occurrences worldwide which test residents' disaster resilience, the Regional District of Nanaimo recognizes the great benefits to neighbourhoods when pre-planning and organization begins *prior* to encountering challenging incidents. To support the development of new groups and connect neighbourhoods who have developed and maintained Team structures around Preparedness, a second annual full-day event is being organized to bring together active Neighbourhood Preparedness members, subject matter experts and residents interested in building neighbourhood resilience programs. The purpose of this is to provide a platform where information can be exchanged on best practices, successes and challenges as well as encouraging a region wide network of Preparedness teams.

***The event planning is underway and details are being completed.***

***WHEN: Saturday, October 25 from 8:30 am – 4:30 pm (lunch provided)***

***WHERE: at Nanoose Place, 2925 Northwest Bay Road, Nanoose***

***There will be a structured agenda allotting time for:***

- \* discussions with active, successful team members and subject matter experts***
- \* networking with other participants***
- \* exhibitor tables and exciting Door Prizes!***
- \* inter-active displays and activities***

**See the agenda attached.**

**This event is open to registration to all Electoral Area and District of Lantzville residents:**

- \* who have previously been involved in Neighbourhood Preparedness groups and would like to re-activate their neighbourhoods;**
- \* who are team members belonging to groups which are structured and active;**
- \* who are interested individuals and/or community and organization representatives wanting to observe the process, meet active team members and get a deeper understanding of the process and practice of Neighbourhood Preparedness**

### **TO REGISTER:**

You can register by sending an email to Fiona MacInnes (below).

Please provide the following information in your request:

- Your name, email address, mailing address, phone number.
- Are you?.... Currently involved in Neighbourhood team?  
Or wanting to activate a team in your area?
- If you are member of an organized team, how many households are involved?

***Once registered, more information will follow by email as details become available.***

Fiona MacInnes

Neighbourhood Emergency Planning Facilitator, Regional District of Nanaimo

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

Phone: 250-390-6541 Toll Free: 1-877-607-4111 Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

The Regional District of Nanaimo presents:

# NEIGHBOURHOOD EMERGENCY PREPAREDNESS TEAM WORKSHOP

OCTOBER 25, 2014 at NANOOSE PLACE

## AGENDA

TIME	TOPIC	SPEAKER
8:30	<b>Registration</b>	
	<b>Meet &amp; Greet</b>	
9:00	<b>Welcome &amp; Introductions</b>	Jani Drew, RDN Emergency Coordinator
9:15	<b>“Firestorm - Out of the Ashes” video</b> A documentary capturing the events of the Fire Storm in Kelowna in 2003	
10:00	<b>Communications – Can you Hear Me Now?</b> Learn how communication happens between team members and outside of the team	Jani Drew & Shirley Nicolsen, ESS Team Leader, Gabriola Island
10:15	<b>No One Left Behind: EP and Disabilities:</b> The additional planning and preparations to ensure people with disabilities remain safe	Brent Scrivens, Emergency Management Coordinator at Provincial Health Services Authority
10:45	<b>Home Safety &amp; Knowledge</b> Ensure your home and property are Fire Smart Know what your policy provides	BC Forest Service Western Group Insurance
11:45	<b>Critical Incident Stress</b> Identify and assist those who are emotionally affected during disasters	RCMP Victim Services
12:15	<b>LUNCH</b>  <b>Salvation Army Food Van</b> – a real experience in Emergency Food Service <b>“Emergency Gourmet”</b> – VIU culinary students prepare and serve tasty dishes from typical food storage items	<b>Networking:</b> Meet Emergency team members from other communities <b>Outdoor Activities:</b> Practice your skills with a fire extinguisher <b>Exhibitors:</b> Retailers display their emergency preparedness supplies
1:00	<b>Neighbourhood Team Activation</b> Team members are guided by an expert in best practices when involved in their emergency functions	Russel Roy, Occupational Health and Safety / Emergency and Disaster Management Consultant; Emergency program intensive simulation training specialist
4:15	<b>Closing remarks</b>	Jani Drew