

**Office of the Chair**

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



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April 11, 2025

**Sent via email only:** ggarbutt@courtenay.ca

Mayor Wells and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mayor and Council:

**Re: Comox Valley Housing Entity Engagement**

I am writing to inform your Council of the Comox Valley Regional District's (CVRD) plans and tasks over the next year to create and launch a housing entity for the purpose of advancing non-market rental housing. We will be working collaboratively with our valued service partners and the housing and development sectors on this work, so this letter also serves to request your participation and that of your relevant staff.

As you know, affordability is the most significant housing issue facing the Comox Valley with approximately 20 per cent of households residing in dwellings that are unaffordable according to industry standards. The CVRD is poised to take a direct role in helping to address this challenge through the creation of non-market rental units to serve low- and moderate-income families, seniors and singles who simply cannot afford market housing.

With the completion of the alternative approval process in February and the subsequent adoption of the necessary service bylaw, the CVRD has established the legislative and financial framework to undertake this work. Our focus now is to engage with our partners and key interest groups to help inform the specific structure, mandate, governance, scope and tools for its creation and launch. These elements are to be formalized in the articles of incorporation and other constituting documents that will detail our approach to support regional coordination, fill gaps and address needs in the non-market housing sector.

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Over the course of the next several months the CVRD will be hosting engagement sessions with local government staff, non-profit housing organizations and the development sector. The results of this work will then be presented at an Elected Officials Forum for review and feedback. Appreciating that all organizations are facing capacity challenges and competing pressures, we intend to minimize time commitments and requests through a workshop or other required format that still enables meaningful dialogue and feedback.

Engagement with local government staff will help to identify and detail current involvement in non-market rental housing and the needs and opportunities for further local government and/or housing entity action. This engagement will seek consensus on the role and mandate for the housing entity to maximize resources and efforts across the region. The participation of your relevant staff is key to the success of this engagement. If Council direction is required to enable such involvement and collaboration, I would respectfully request that such a resolution be put forward for consideration. Details on the date, time and location for staff engagement and the other sessions outlined above will be distributed in due course.

The overall work plan for the Comox Valley Housing Service is detailed in the [staff report dated April 2, 2025](#). We look forward to your valuable insights as part of this process that will identify a clear and compelling value proposition and help to address what is one of the most pressing challenges facing the Comox Valley.

Should you have any questions, please contact Jake Martens, General Manager of Corporate Services at [jmartens@comoxvalleyrd.ca](mailto:jmartens@comoxvalleyrd.ca) or via telephone at 250-334-6029.

Sincerely,

***W. Cole-Hamilton***

Will Cole-Hamilton  
Chair