



Letter of Understanding

Date: May 9, 2025

To: Marianne Wade

Director of Development Services
830 Cliffe Avenue, Courtenay, BC
V9N 2J7

RE: 1655 20th Street Courtenay, BC - Affordable Housing CAC

Dear Ms. Wade,

This letter serves as a formal understanding between The City of Courtenay (hereafter referred to as "the Municipality") and Don Cameron (hereafter referred to as "the Applicant") regarding the requirement for a Community Amenity Contribution (CAC) related to development activities under your responsibility.

As part of the conditions associated with the development project located at 1655 20th Street, a **CAC in the amount of \$32,000** is required. It is hereby understood and agreed that **this amount must be paid in full prior to the issuance of the second building permit** for the project.

This payment is to meet the City's Affordable Housing Community Amenity Contributions policy and support affordable housing development within the City.

Acknowledgment and Agreement

I, Don Cameron, acknowledge and agree to the terms outlined in this Letter of Understanding, specifically the payment of the Community Amenity Contribution in the amount of \$32,000 prior to the issuance of the second building permit.

Signature: 

Name: Don Cameron

Date: May 13, 2025