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June 23, 2025

File: 96328-11741/11742

Marianne Wade
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Email: mwade@courtenay.ca

Dear Marianne,

RE: Braidwood Purpose-built Shelter & Permanent Supportive Housing – 925 Braidwood Rd, Courtenay, BC – Request for Development Cost Chargers Waiver

We are writing to formally request a Development Cost Charges (DCC) waiver for two publicly funded, purpose-built, non-market housing developments at 925 Braidwood Road, Courtenay, BC. These projects, which will be owned by BC Housing with the operators still as yet to be selected, include:

1. A **Supportive Housing** building offering long-term, stable housing with on-site supports for individuals who are homeless or at risk of homelessness; and
2. An **Emergency Shelter** facility providing temporary accommodation, referrals, and support for unhoused individuals in the community.

We submit this request in accordance with **City of Courtenay Development Cost Charges Waiver for Affordable Housing Bylaw No. 3118, 2024**, which allows Council to waive DCCs for eligible affordable housing developments that meet the bylaw's criteria. Both buildings qualify for exemption under the definitions and provisions of this Bylaw as they are:

- Funded by a government agency (BC Housing);
- Owned by a public body (BC Housing);
- Operated by non-profit society (to be selected); and
- Intended to provide affordable, supportive, and emergency housing to vulnerable populations subject to a covenant registered to title to the satisfaction of the Director of Development Services.

Additionally, the Emergency Shelter specifically aligns with the intent of the bylaw to exempt facilities that provide transitional or emergency housing for people who are homeless or at risk of homelessness.

These developments are also consistent with the City's Official Community Plan (OCP Bylaw No. 3070, 2022), including the following policies:

- **AH 18** – senior government funding for affordable housing projects and initiatives
- **AH 19** – strengthen partnerships to deliver and manage more affordable housing including K'ómoks First Nation and other Indigenous partners on the delivery of non- or below-market housing projects for Indigenous residents
- **SI 8** – continue to support program administration and delivery for homelessness

Given the public ownership, program objectives, and alignment with both Bylaw No. 3118 and the OCP, we respectfully request written confirmation that both developments at 925 Braidwood Road are eligible for full DCC waivers with respect to the non-profit rental housing. We additionally acknowledge that DCC's will be payable on that portion of the shelter building not designated for non-profit rental housing.

Please let us know if any further documentation is required to support this request. The building permit applications have been submitted, and we appreciate City staff's continued support in advancing these essential housing projects.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Yang', with a stylized flourish at the end.

Nicole Yang
Development Manager