



We build strength, stability and self-reliance.

The City of Courtenay
830 Cliffe Avenue
Courtenay, BC

January 22, 2026

Dear Mayor and Council,

Subject: Transfer of 2140 Lake Trail Road for Affordable Housing

Pursuant to our ongoing communication regarding the transfer of 2140 Lake Trail Road to Habitat for Humanity Vancouver Island North, I am writing to confirm the outcome of our meeting on January 15, 2026 with Bob Wells and Geoff Garbutt.

As requested, we advise you that Habitat for Humanity intends to develop 2140 Lake Trail Road pursuant to existing zoning. More generally, we intend to maximize the number of units on the lot to provide Affordable Home Ownership to families in Courtenay.

We were informed that the property transfer will occur in March 2026, following work by the City of Courtenay to make appropriate arrangements. Additionally, the City will waive all fees and charges related to the development of the housing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff West". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jeff West
Executive Director
Habitat for Humanity Vancouver Island North Society

cc: Geoff Garbutt, City Manager - ggarbutt@courtenay.ca
Kate O'Connell, Director of Corporate Services - koconnell@courtenay.ca
Scott Hainsworth, Manager of Procurement, Risk and Real Estate – shainsworth@courtenay.ca

Habitat Office | 877 5th Street Courtenay, BC V9N 1K8 | tel (250) 334-3777 | info@habitatnorthisland.com | habitatnorthisland.com

Campbell River ReStore | 1725B Willow St, Campbell River, BC V9W 3M8 | tel (250) 830-1493 | restorecr@habitatnorthisland.com

Comox Valley ReStore | 1755 13th Street, Courtenay, BC V9N 7B6 | tel (250) 334-3784 | restorecv@habitatnorthisland.com