

Office of the Chair

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File: 5040-01

March 24, 2014

Sent via email only: shannonpickering@shaw.ca

Ronna Rae Leonard, Chair
Comox Valley Housing Task Force
c/o City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Chair Leonard:

Re: Recommendations to local governments

At its March 20, 2014 meeting, the Comox Valley Regional District (CVRD) board of directors adopted the following resolution:

THAT the Comox Valley housing task force be requested to provide, from its work to date, the clear and specific parameters to define the purpose, participants, cost allocation and maximum requisition that are required to enable staff to prepare a report on establishing a service by no later than April 15, 2014.

Please provide the above-noted information to James Warren, corporate legislative officer, e-mail jwarren@comoxvalleyrd.ca, by no later than April 15, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edwin Grieve', written in a cursive style.

Edwin Grieve
Chair

cc: Debra Oakman, chief administrative officer