

POLICY-PROCEDURE MANUAL

**TITLE: COMFORT LETTER REQUESTS
Policy C-29**

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The District of Kitimat does not provide comfort letters on residential properties.

A comfort letter request must be made for each property (or address), regardless of the number of properties owned by the same owner.

Payment schedule for comfort letter requests is as per the *Kitimat Municipal Code*. Payment is required prior to staff undertaking a response to the comfort letter request.

A template letter will be provided to the applicant with the request for payment. Receipt of payment for the comfort letter will deem acceptance to the format of the response to the comfort letter request. A copy of the template letter is attached for reference.

Copies of routinely available documents are provided with the response. A request under the *Freedom of Information and Protection of Privacy Act* will be required for non-routinely released documents. This is noted in the template letter provided to the applicant.

Corporate Administration will be responsible for receiving the request and responding to the applicant.

All reasonable efforts will be made to respond to the request within fourteen (14) days of receipt of payment and no later than thirty (30) days of receipt of the request.

Attachment(s): template comfort letter