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**POLICY #001A/2023
FISHING LAKE METIS SETTLEMENT
EMERGENCY REPAIRS POLICY**

PART 1 – TITLE

This Policy shall be known as the “Emergency Repairs Policy” part A for members and part B for Senior members. The service charges incurred for Seniors are 100% forgivable as the Fishing Lake Metis Settlement wants to honor the senior membership and wish them to age well within their residences with no additional financial burdens for essential service repairs. All other members will be required to pay 15% of the total cost of the repairs.

The purpose of this Policy is to provide policies and procedures in relation to the repair program the Fishing Lake Metis Settlement wishes to supply emergency relief to its membership when there is an emergency repair needed to upkeep the function of essential services to member homes located on the Fishing Lake Metis Settlement.

PART 2 – OBJECTIVES FOR BOTH PART A AND PART B:

The objectives of the Emergency Repairs Program (part A and B) are to address essential needs of a housing unit to keep it operating with basic services which are limited to heat supply, water supply, and sewage disposal. **(Example: If a furnace is not operating due to faulty components or water supply jet pump or pressure tank failures and major leaks as well as sewage effluent pump failures) these items can be addressed under this policy. (Some items such as windows, doors, flooring and plumbing; and any other unusual circumstance can be considered under extreme conditions that affect the structural integrity and safety of the unit, at the discretion of the Housing Director and the Administrator). Consideration addressing these items will not affect the member’s ability to apply for the regular repair programs.**

PART 3 – INTERPRETATION FOR BOTH PART A AND PART B

In this Policy words have the following meanings:

- (a) “Housing Director” means the Director of the Housing Department; and is the coordinator of the Emergency Repair Program.

- (b) "Housing Data Clerk" means the person who is responsible for the digital data entry and input on the Munisight Data Hub and accounts receivable for Housing and Essential Services.
- (c) "Essential Services" encompasses and is limited to the heat supply, water supply and sewage disposal.
- (d) "Council" means the Council of Fishing Lake Metis Settlement.
- (e) "Homeowner" means the approved recipient of a Housing Unit under the Policy who is party to a Housing Agreement.
- (f) "Honorary Member" means a member who has by Council resolution been recognized as a Honorary member of the Fishing Lake Metis Settlement, for years of service to the community recognizing length of time lived in the community in an exemplary manner.
- (g) "Settlement Member" means a registered member of the Fishing Lake Metis Settlement.
- (h) "Settlement Administrator" has the meaning set out in Section 1(o) of the *Metis Settlements Act*.
- (i) "Senior Members" means a registered member of the Fishing Lake Metis Settlement of the full age of 65 years.

PART 4– ELIGIBILITY FOR BOTH PART A AND PART B

Eligibility Part A:

- (a) Must be a homeowner of a Settlement Housing Unit, in the case of Honorary members, must be residing in a settlement owned Housing Unit.
- (b) Emergency repair items (both Part A and B) are subject to the funds available in the budget line and once exhausted the line will not continue to operate until the budget line is replenished.
- (c) Emergency Repair Program (both Part A and B) will operate until funds have been exhausted and operated on a first come first served basis; with written confirmation by the member making the request, to insure established order of requests.

- (d) Emergency Repair Program is not meant to address preventative measures but rather address complete failure of essential services components.
- (e) Repairs done through the Emergency Repairs Program will be done by a certified contractor.
- (f) Repeat failures on repairs caused by the homeowner/renter's negligence or attempted self-repairs may not be entertained if it has been addressed through the program in the past.
- (g) Not all membership will qualify for the program if there are arrears from previous Emergency Repairs Agreements.
- (h) Members who are approved for the Emergency Repair Program will be required to enter into a written estimate payback agreement prior to work commencing and will be required to sign an actual repayment agreement once repair is completed. The member will be required to repay 15% of the total cost of the emergency repairs.
- (i) Once member has signed off on repayment they are satisfied with the repair, should the member refuse to sign they must sign a refusal of payback document and will not be eligible for repairs until outstanding issue is addressed.

ELIGIBILITY PART B:

- (a) Senior's Emergency repair items are subject to funds available in the budget line and once exhausted the line will not continue to operate until budget line is replenished.
- (b) Senior members who are approved for Part B Emergency Repair Program will be required to sign off on contractor's invoicing once service is completed.
- (c) Part B of the Emergency Repair Program is not meant to address preventative measures but rather address complete failure of essential components.
- (d) Repairs done through Part B of the Emergency Repair Program will be done by a certified contractor where required (i.e. electrical failures, furnace failure) beyond ordinary maintenance.
- (e) Repeat failures on repairs caused by homeowners/renter's negligence or attempted self-repairs may not be entertained if it has been addressed through the program in the past.

PART 5 – ADMINISTRATION

- (a) Fishing Lake Metis Settlement being a rural community will have challenges to supply immediate attention to issues due to service provider availability and materials needed. However, the repair will be dealt with the utmost urgency to rectify issue at hand.
- (b) Housing Director will review Invoicing and sign off with the contractor supplying the service prior to invoice processing with the required signature from the member(s). All invoicing is approved for payment through the Housing Director and Administrator.
- (c) Once repair is completed all information is submitted to the member housing file and contractors are requested by the Housing Department to identify issues which should be addressed in order to reduce and avoid future failures.
- (d) Repairs received through the Emergency Repairs Program will also be entered into the Munisight digital data hub by the Housing Data entry clerk.

THIS POLICY COMES INTO EFFECT ON: July 18, 2023

MOTION# FLMSR014242/23

DATE: July 18, 2023



CHAIRPERSON



ADMINISTRATOR