



ATTENTION KFN Members

REPAIR REQUEST AFTER HOURS/WEEKENDS



Large Roll Off Bins Are Arriving!

The Housing and Public Works team is pleased to announce that our quarterly Large Roll Off bins' will be arriving on IR #1, 2, 3 on Feb 1st. The bins will be on reserve for a month, or until they are full.

If you are an elder, who lives alone and needs assistance from KFN Public Works, please do not hesitate to contact Jamie Chalmers to schedule a pickup via telephone: 604-465-8921 ext. 408 or by email: Jamie@katzie.ca

BIN LOCATIONS:

IR#1: Health Center Parking Lot by the Bus

IR#2: Empty Lot along the waterfront across from 20546 Allard Crescent

IR#3: Tetoten Centre—64K Dyke Road, Barnston Island

For more information please contact Housing Coordinator Suzanne by email: housingcoordinator@katzie.ca or telephone: 604-465-8921 ext. 406.





Attention:

CMHC Section 95 and Rental Housing Tenants (IR 1, 2 and 3)

Annual Rental Agreement 2024/2025

All Social Housing tenants and Band Owned Rentals on IR#1, 2, and 3 are required to sign their 2024/2025 Annual Renewal Rental Agreement and Repayment Agreement for any Arrears Owing

Deadline: Friday, March 29, 2023.

If you are unable to come into the office, the Housing Department will arrange to have your Rental Agreement mailed out to you enclosed with an posted stamped envelope to mail back to our office.

Please contact Jamie Chalmers at your earliest convenience to schedule an appointment with Suzanne, Housing Coordinator

by via Email: jamie@katzie.ca or

by telephone: 604-465-8921 ext.# 408





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Housing Related Issues

Please refrain from contacting Chief and Council regarding Housing repair issues.

If you require immediate housing repair assistance please contact the following below;

After Hours #: (778) 877-1943

or

by email: rosannaleon@katzie.ca

(Emergency Repair e.g. heating issue, pipe or roof leak etc.)



Preventative Measures: Protecting Your Home From Freezing Temperatures

Dryer vent cleaning is something that has to be done at least once per year. If you have pets or a large family this should be done more often. Over time the lint will build up and reduce the efficiency of the unit and eventually become a fire hazard. Some signs that your dryer vents are clogged would be that your clothes take longer to dry, the dryer unit is hot to the touch, or there's a burning smell when you run your dryer, the laundry room gets humid.



1. Unplug the dryer or if its gas, turn off your gas valve. Pull it out from the wall and carefully disconnect the dryer duct, which is located in the back of your dryer.
2. Using the hose attachment turn the vacuum on and suction all around the entrance of the vent and dryer hose to vacuum out what you can.
3. If the lint is trapped deep in the hose attachment, ordering a dryer duct cleaning kit would be a good purchase.





Process for Maintenance Repair Request

Process for Maintenance Repair Request

1. Head of Household (name on Rental Agreement) is required to fill out the repair request or contact Jamie Chalmers, Administration Assistant Housing at (604) 465-8961 Ext# 408 or email jamie@katzie.ca to discuss the matter.
2. The service request is reviewed by the Housing Manager, Rosanna Leon and sent to Maintenance Team to assess the issue
3. Before the visit please have the area **CLEANED, ACCESSIBLE AND SANITIZED**
4. Maintenance Crew will go to your house to assess the issue and report back to Housing Manager
5. If any parts or services are needed– Wait for Housing Manager approval
6. When Approved:
 - A. Maintenance will purchase/order parts
 - B. If services are needed Housing Admin. will contact vendor to set-up time and date

Please understand that there is a time delay when it comes to purchasing/ordering parts when Housing Admin have to communicate with vendors.

7. ****If necessary**** Maintenance team will return to the home to do a repairs/ replacement after receiving the part needed or the technician will be at the house to repair.
8. Service Request Complete.

Please note that all purchase's or renovations are required a written pre-approval letter from C & C or reimbursement will not be approved.

If you have any questions, please feel free to contact the Housing Department at (604) 465-8921 ext. 408 or by email at jamie@katzie.ca.



KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM

LOCATION:

- Tenant/Katzie Member
- EYC; Daycare/Preschool
- Band Office
- Other

- Health and Community Centre
- EYC; Administration Office
- Lands Department
- Youth Centre

Work Location:

(Office, Kitchen, GYM etc.) _____

CONTACT INFORMATION: (Tenant, Employee)

FULL NAME	
ADDRESS	
EMAIL ADDRESS:	
DAY-TIME PHONE NUMBER	EVENING PHONE NUMBER

TYPE OF WORK:

- GENERAL MAINTENANCE
- PLUMBING
- HEAT AND AIR
- SMOKE ALARM
- ELECTRICAL
- GLASS
- LOCKSMITH

DESCRIPTION AND DETAILS OF REPAIR, MAINTENANCE, OR OTHER REQUEST:

Please be as specific as possible and attach photos or extra page if required.

COMPLETE IF APPLICABLE:

<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove	<input type="checkbox"/> Hot Water Tank
<input type="checkbox"/> Gas	<input type="checkbox"/> Electric			
Maker:	Model:	Serial #		

TENANT INSTRUCTIONS FOR TRADESPERSON/MAINTENANCE TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE:

Attention All Housing Tenants



Rental payment methods

- Each tenant is responsible for contributing towards the monthly rent.
- Rent is due on the first of each month.

Payment Options:

- **Cash**
- **E-transfer:**
 - Send E-transfer payments to **payments@katzie.ca** (include your name and address) Once we receive confirmation of your payment we will email your receipt.
- **Pre-Authorized Debit (PAD):**
 - If you would like to have payments withdrawn from your bank on either the 1st or 15th of each month, please contact Rosa Caesar to arrange payment plan and to receive a preauthorization debit form. **Note: we will also need a void cheque or pre-authorization debit form from your bank. Verbal/written banking information will not be accepted.**
- **Money Order or Cheques**
 - If you wish to pay via cheque or money order, you can deliver your payment to Finance at the Band Office. A receipt will be emailed to you on the day of deposit. Please make cheque payable to **Katzie Social Housing**
- **Payroll deduction for Katzie Band Employees– please arrange payment plan with Suzanne Fernando, Housing Coordinator.**

We encourage e-transfers or PAD to decrease the risk of COVID-19 transmission.

Also please remember to contact Katzie Housing Department if your phone number or email address has changes.





Resources and Reminders



Donate to Big Brother, they accepts Clothing and household items .

Each time you make a donation to Big Brothers, you're helping fund important mentoring programs for children in our local community.

Toll Free: 1.866.521.4393
pickup@renewcrew.com

Contact

Allen Erickson

Services:

Dead car removal for cash,
rubbish removal

Call for more inquiries
604-649-3124



PITT MEADOWS RUBBISH REMOVAL

IT'S Quick...It's Easy...It's Gone!

[\(778\) 771-4222](tel:778-771-4222)

**JUNK REMOVAL, FURNITURE
REMOVAL, CONSTRUCTION DE-
BRIS REMOVAL, SCRAP CARS FOR
CASH**



Next Pick Up: Katzie IR# 2&3

Monday, February 19, 2024

Pick Up Time: 10:00 AM

- Please no banned/hazardous material
- All refuse must be bagged and tied in order to be picked up