



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 KFN Members
REPAIR REQUEST AFTER HOURS/WEEKENDS

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

1. Guard your water pipes: Keep outdoor plumbing from freezing. Disconnect garden hoses and store them away. Leave the kitchen cabinet door and bathroom vanity door open where the pipes are located to keep them warm over night.



2. Seal holes and cracks: Foam insulation is great to close up entry points of freezing air around windows and door jams.

3. Know where the water shut off valve is: If your water lines were to freeze or burst you will need to shut off your homes water supply. Keep the area easy to access in case of emergency.

4. Clean your gutters: Full gutters increase your chance of having ice form on your roof, which could lead to more damage.

5. Keep the heat in the house: Add plastic film to insulate your windows, add a door draft stopper to prevent freezing air coming through the cracks, make sure your heating vents are open, keep interior doors open to let heat flow evenly, open curtains on a sunny day.





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:

- | | |
|--|---|
| <input type="checkbox"/> Tenant/Katzie Member
<input type="checkbox"/> EYC; Daycare/Preschool
<input type="checkbox"/> Band Office

<input type="checkbox"/> Other | <input type="checkbox"/> Health and Community Centre
<input type="checkbox"/> EYC; Administration Office
<input type="checkbox"/> Lands Department
<input type="checkbox"/> 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:

- | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> GENERAL MAINTENANCE | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> HEAT AND AIR | <input type="checkbox"/> SMOKE ALARM |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> GLASS | <input type="checkbox"/> 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 Rosa Caesar, 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



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



Next Pick Up: Katzie IR# 2 and 3

Monday, February 05, 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