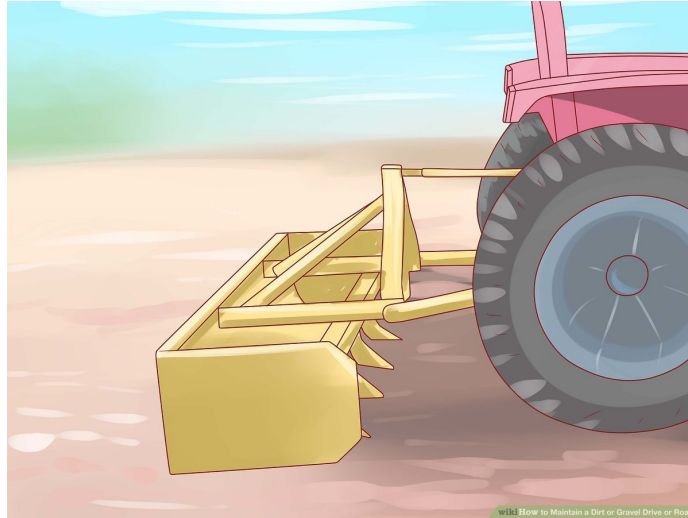


## ATTENTION KFN IR #2 - Road Maintenance



Katzie IR#2, Langley residences please be advised that we have arranged a contractor to grade Allard Crescent Road.

**Date: Monday, March 25th 2024**

**Time: 8:00AM**

Thank you, KFN Housing Department





## 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](mailto:jamie@katzie.ca) or by telephone: 604-465-8921 ext.# 408



## ATTENTION KFN Members

# Garbage Bins: Do's and Don'ts

### DO'S

- All trash must be securely tied and bagged
- All trash must fit inside the dumpster with lid closed
- Break down empty boxes and place into cardboard box bin
- Keep area clean and litter free

### DON'TS

Items that are not allowed include large or heavy items:

- Old bikes and bike parts
- Construction/renovation materials
- Appliances/Electronics
- Furniture/mattress'
- Barrels, propane tanks, BBQ's, tires



WASTE CONNECTIONS  
OF  
CANADA

Please refrain from placing large items in the blue garbage bins. The blue garbage bins are only for house hold trash, securely tied in a garbage bag. Waste Management won't take a garbage bin if it has items in there that are banned





**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](mailto:rosannaleon@katzie.ca)**

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





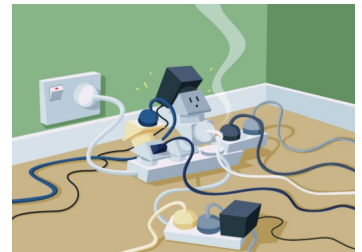
## Preventative Measures: Furnace & Electrical

### FURNACE

Keep the area around the furnace **clear of any debris, dirt and dust**. Check the filter every six months to **ensure the filter is not clogged** and is able to breathe freely, if the filter is clogged the furnace will start over working then the sensors will start failing. Please make sure the **filter is the correct size** for your furnace: having the wrong size filter could cause the furnace to prematurely wear and malfunction. **If you have a re-usable filter, wash it every six months and make sure that it is 100% dry before placing it back into the furnace**, if the filter is not dry the filter will develop mold. If the pilot light goes out, read the lighting instruction and **follow the step by step instructions to re light**. Check the battery in the thermostat frequently and change frequently, Housing Department do not provide filters or batteries.

### Electrical

**Do not overload your outlets.** While tripping breakers can be troublesome, more often than not, they are trying to tell you something. A tripping breaker usually indicates that you have **too many appliances or gadgets connected to the same circuit**. It is advisable to configure a few appliances and reset the breaker.





# 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](mailto: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](mailto:jamie@katzie.ca).



## KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM

**LOCATION:**

- |  |   |
|--|---|
| <input type="checkbox"/> Tenant/Katzie Member<br><input type="checkbox"/> EYC; Daycare/Preschool<br><input type="checkbox"/> Band Office<br><br><input type="checkbox"/> Other | <input type="checkbox"/> Health and Community Centre<br><input type="checkbox"/> EYC; Administration Office<br><input type="checkbox"/> Lands Department<br><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.

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**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			
<b>Maker:</b>	<b>Model:</b>	<b>Serial #</b>		

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

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# 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](mailto: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 #1**

**Monday, March 25 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