



# HOUSING RESPONSIBILITIES

A GUIDE FOR TENANTS  
NIBINAMIK FIRST NATIONS HOUSING

# INTRODUCTION

Attention members of Nibinamik First Nations. This booklet was comprised to inform and educate members of the community about the roles and responsibilities for both the tenants of the new housing, as well as the Band.

This booklet will outline the responsibilities that Occupants, and the Band have, as well as responsibilities that are shared between both parties. This booklet will also outline Renovations and repairs costs, as well as how occupants who are more willing to contribute financially to renovations, or provide labour will receive priority in the assessment of their requests. Additionally, this booklet will outline guidelines in reference to how Absence from the community will work in regards to housing reassignment. Finally, the booklet will outline how Housing Inspections will be handled.



# ROLES & RESPONSIBILITIES

This table details the occupants responsibilities and shared responsibilities between the Band and community members. It is the responsibility of occupants to report any repairs or renovations by the process detailed in the following section. All occupant repairs or renovations must be performed in such a way that returns the home to its original standard.

Occupants are responsible for the regular maintenance of their house. Repair or replacement of defective materials, or damage caused by improper installation by the Band will be repaired by the Band. Any damaged caused by the occupant(s) due to neglect or willful harm will be the responsibility of the occupant to repair. Note also that any repairs with a total cost less than one hundred dollars (\$100) as assessed through the inspection process will be the obligation of the occupant.

Where responsibilities are listed as shared, this is to help the relieve financial burden on the Band. Occupants can share cost either by purchasing materials or completing the labour. When occupants cannot assume shared responsibility the Band will, but on a lower priority timeline.

BAND	SHARED	OCCUPANTS
<ul style="list-style-type: none"> <li>• Flooring</li> <li>• Electrical Outlets</li> <li>• Plumbing (toilet, sinks, shower)</li> <li>• Electrical wiring</li> <li>• Foundation</li> <li>• Roofs</li> <li>• Joists</li> <li>• Ceiling</li> <li>• Exterior walls</li> <li>• Interior walls</li> <li>• Chimney replacement</li> <li>• Wood Stove replacement</li> </ul>	<ul style="list-style-type: none"> <li>• Window</li> <li>• Bathroom fan</li> <li>• Smoke detector</li> <li>• Exterior steps/ramps</li> <li>• Heat Recovery Ventilator systems maintenance</li> <li>• Wood Stove maintenance</li> <li>• Flooded living space</li> <li>• Water sealing in bathrooms</li> <li>• Mould</li> <li>• Fire extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• Door handles</li> <li>• Light bulbs</li> <li>• Appliances (Fridge, stove, etc.)</li> <li>• Screens</li> <li>• Painting Walls</li> <li>• Chimney cleaning</li> <li>• Yard maintenance</li> <li>• Pets</li> <li>• Exterior doors</li> <li>• Cleaning up flooded spaces</li> <li>• Interior walls</li> <li>• Light fixtures</li> <li>• Cupboards</li> <li>• Counters</li> <li>• Smoke detector (batteries)</li> </ul>



# RENOVATIONS & REPAIRS

Occupants who can contribute financially to renovations, or provide labour contributions will receive priority in the assessment of their requests in order to reduce the financial burden on the Band. They must still follow the steps while noting on their application what their contribution will be. All parts and labour must be at the same standard that the Band would provide.

Major housing renovation projects occur in the spring and summer. Renovation and Repair Form applications must be submitted by mid October so the Housing Committee can plan for the renovation and repair season.

Deadline dates will be determined at the beginning of each fiscal year and the community will be informed of the dates at community meetings and by a newsletter from the Housing Committee.

## EMERGENCY?

**Contact the Chief and Council AS SOON AS POSSIBLE if there is an emergency in order to find a permanent or temporary solution.**

**(807) 593-2131**



# ABSENCE FROM THE COMMUNITY

There may be times when community members leave Nibinamik for work, health, school or other personal reason leaving a house vacant. When an occupant is away within an acceptable timeframe, a house may go to a house sitter. When an occupant is away longer than is outlined below, their house will be reassigned to a new family based on the Priority Needs Waitlist. Chief and Council will review cases before a house is reassigned.

Occupants must inform the Housing Committee anytime they will be away for periods of longer than two (2) weeks by submitting an Absence from the Community Form.

1

**Talk to the Housing Committee at least 1 week before you are planning to leave the community and fill out the Absence from the Community Form to explain Why? When? and How long? you will be leaving. Band Office number: (807) 593-2131.**

2

**The Housing Committee reviews the form following the Absence Guidelines. Special cases will go to Chief and Council with a recommendation from the Housing Committee.**

3

**The Housing Committee will respond, within two (2) weeks, if a house can stay vacant, should have a house sitter, will be reassigned or if the matter needs to be referred to Chief and Council.**



Find forms in the Band Office.



# HOUSING INSPECTIONS

Inspections are an important part of housing maintenance. Inspections can help to determine what kind of renovations or repairs need to be done. The Housing Committee must provide occupants with advance notice of three (3) days for any inspections. Occupants must comply with all inspection requests.

1

**The Housing Committee will inform the occupant with a Notice of Inspection Form three (3) days before an inspection.**

2

**The Housing Committee will confirm the date and if an occupant will need to be home.**

3

**The Housing Committee will carry out the inspection.**

## HOUSING INSPECTIONS

Housing inspections will be held every quarter of every year. Housing inspections are an important part of housing maintenance, tracking problems and planning for future needs. Records of inspections will be maintained by the Housing Committee. The housing inspection check will include, but will not be limited to:

- Roofing
- Foundation
- Windows
- Flooding
- Mould
- Smoke Detector
- Fire Extinguisher
- Chimney



# PICTURES





**SUMMER BEAVER**

# HOUSING POLICY AND RESPONSIBILITIES



## **CONTACT**

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