



Property Emergency Repairs Fund Information Sheet

Rationale:

As Guiding properties age, unexpected/unplanned-for emergencies periodically arise. These are over and above planned regular maintenance and repair projects. Each area/district's Property Committee (or those responsible for managing those properties) is required to engage in long-term planning so that appropriate monies can be put aside locally for anticipated repair and maintenance projects. **The Property Emergency Repairs Fund does not relate to plannable repairs/maintenance.** It has been established to assist areas/districts, on a loan basis, when an emergency occurs that could not have been anticipated.

Procedure:

1. Application to access the fund must be only for a true emergency: An event that cannot be foreseen and built into short or long-term plans. The fund is not accessible for capital improvements; nor is it accessible for payment of property taxes.
2. Application will be made using the *Property Emergency Fund Application Form* (contained in this package), and in accordance with the definitions for "repair" and "maintenance" described thereon. All required supporting documents (financial statements, description/pictures of the project, area/district authorizations, etc.) must be submitted along with the application form.
3. Emergency Property Repairs funds will be available on a loan basis to the District/Area Council, with a clear repayment plan agreed upon in writing, over a period not to exceed three years.
4. The maximum loan toward an emergency project will be 50 per cent of the paid invoices.
 - a. In extenuating circumstances, and subject to approval by BC Council on the recommendation of the Provincial Properties Committee, this maximum percentage may be increased. However, the maximum dollar amount available for any individual loan is \$20,000.
 - b. In case of financial hardship, funds may be forwarded on the approval of the estimated cost of the repair. In these circumstances any funds advanced in excess of 50 per cent of paid invoices must be repaid immediately upon completion of the repair.

Given the nature of emergencies, the area/district may be required to undertake the actual repair promptly, and prior to approval for funding having been given by BC Council. **Steps to access the fund are as follows:**

- a. The Area/District Council will notify the Provincial Properties Committee in writing regarding the emergency repair, and include estimated costs for the project.
- b. The Provincial Properties Committee will respond in writing as to whether the condition qualifies for an Emergency Repair Fund loan (copies of both communications will be forwarded to the Provincial Finance Committee).
- c. The repair project will be completed by the area/district.
- d. On advice from the Provincial Properties Committee that the repair is deemed appropriate for Emergency Repair Fund support, the area/district will submit to the Properties Committee a completed application form, which will include quotes for repair/labour costs and a Motion from the Area Council committing to repay the borrowed funds. A final report with a financial summary of all expenditures, including copies of paid invoices and cancelled cheques, must be submitted to the Provincial Properties Committee **within 30 days** of the project's completion.
- e. Any area/district that is in default of the loan conditions may be refused future requests for funds, and the right of offset may be implemented.

Approval of an Emergency Repairs Fund loan (all or a portion of the applied-for amount) to an area/district will be by recommendation from the Finance Committee, with approval from BC Council or the Executive Committee.