

## **1. FIREWOOD POLICY**

### **Objective:**

To provide supplementary firewood to eligible recipient households on reserve and within a 10 km radius of WMFN.

### **Application and Scope:**

This policy applies to all eligible recipients where there is a connected wood stove or a fireplace that is used as a primary heating source. Recipients shall be the identified homeowner or main occupant of a household.

### **Definitions:**

#### **Eligible Recipients:**

Elders as defined by the WMFN Interpretation Policy; current Social Assistance recipients; Band or Community Member Single Parents; Individuals with a Medically Diagnosed Disability.

#### **Homeowner:**

Any individual, who in accordance with the WMFN Housing Policy, is a homeowner residing on reserve.

#### **Main Occupant:**

An individual, who in accordance with the WMFN Housing Policy, that is regarded as a Community Member household that is responsible for a Band Member.

#### **Social Assistance Recipients:**

An individual receiving Social Assistance benefits through the WMFN Social Development Program during the current year of Firewood allocation and are Band or Community members.

#### **Single Parents:**

Any Band or Community Member, who is an identified Homeowner or Main Occupant of a household, and in the current Firewood allotment year, is the sole provider and legal guardian to a dependant minor.

#### **Medically Diagnosed Disability:**

An individual who is an identified Homeowner or Main Occupant of a household whose disability has been diagnosed by a licenced medical practitioner And is unable to access firewood for themselves due to their disability.

### **Policy:**

The Fire Wood Contract shall be put to tender annually by way of internal tender to Band and Community Members. The Contract and Tender process will be guided by the Contract Management Policy.

Chief and Council will determine funds for the current allocation year. Eligibility for supplementary Firewood will be determined annually.

The annual Firewood Program will be subject to the current year's available funding.

Firewood will only be available through the contracted provider. Eligible recipients may refuse wood from the contractor; however, in the event of refusal, no additional funding or alternative wood will be provided.

There will be a maximum of one wood allocation per household per year: 6 cords delivered, split and stacked to Elders and Medically Diagnosed Disabled households; 4 cords delivered and split to eligible Social Assistance and Single Parent households.

Request for Bids will be mailed out by July 31<sup>st</sup> each year and the tendering period will be no less than ten working days. The Bid must enclose the bidder's name, telephone number, mailing address and valid chainsaw certification.

The contractor is responsible to purchase and supply all necessary materials required to fulfil their obligations to the contract.

The contractor must supply original receipts for any Purchase Orders that are advanced, and will be deducted from the subsequent pay. If original receipts are not submitted to the Finance Department, the contractors pay will be withheld.

**Procedure:**

The Request for Bid will be mailed to every Band Member on the most current mailing list.

The Bid opening will be done by the Director of Operations and at least one member of Council within three working days of the bid closure date. The Bidders will be notified of the location, date and time of the opening. The successful bidder will be notified within 5 days of the opening and shall enter a contractual agreement with WMFN prior to commencing Firewood delivery. WMFN will provide the contractor with a list of eligible recipients including wood allotments per recipient.

In the event that two bids are submitted for the same amount, it will be at the discretion of the Director of Operations to determine the successful bidder. The Director of Operations may elect to equally split the total annual allotment between the bidders.

All payments for the Firewood program will be paid directly to the contractor. WMFN is not responsible to pay any sub-contractors or hired services.

The contractor must provide signed confirmation from the eligible recipients for each load of firewood that has been delivered, split and/or stacked prior to receiving payment. In the event of refusal of delivery, the contractor shall complete a refusal report and submit with signed confirmation forms.

The recipient's signature acknowledges and confirms that the wood has been delivered as per contract. WMFN has no further responsibility.

WMFN reserves the right to contact eligible recipients to confirm firewood delivery or refusal.