

MOHAWKS OF THE BAY OF QUINTE

Residential Culvert Application Policy and Procedures

TABLE OF CONTENTS

Dates of Completion and Revisions i

Purpose..... ii

1. Eligibility 1

2. Procedures 1

3. Liability..... 2

4. Appeals 2

5. Amendments..... 3

6. Acceptance 3

APPENDIX A. 4

Application for the Installation of Residential Culverts

DATES OF COMPLETION AND REVISION

	DATE	MOTION #	SECTION
COMPILED	March 31, 1990	9	Motion to create Policy
ACCEPTED	June 20, 1990	14	All
REVISED	November 26, 2012	2	ALL
REVISED	August 30, 2013	1	ALL

PURPOSE

The purpose of this Residential Culvert Application Policy is to provide financial assistance for registered members of the Mohawks of the Bay of Quinte who require a culvert to allow for passable access to their property, that is the location of their primary residence located on Tyendinaga Mohawk Territory.

1.

ELIGIBILITY

- a. Applicant(s) must be registered member(s) of the Mohawks of the Bay of Quinte.
- b. Applicant(s) must have proof of a registered Certificate of Possession (CP). The applicant must either have a verified CP document or the CP must be registered on the Indian Land Registry System (ILRS).
- c. Installation must be for the purpose of accessibility from a road on the Tyendinaga Mohawk Territory to the Applicant's property that is the site of their primary residence.

2.

PROCEDURES

- d. Applicant(s) submit a completed Application Form (Appendix A) to the MBQ Finance Department, at least 3 weeks in advance of the targeted installation date, to allow sufficient time for the ordering of supplies and material.
 - i. If the Certificate of Possession (CP) is in more than one name, all individuals named on the CP must sign the Residential Culvert Application Form.
- e. A \$50.00 deposit is required at time of application to be submitted to the MBQ Finance Department. The deposit will be credited to the total cost of the Applicant's invoice.
- f. Applicant(s) must place stakes indicating where the residential culvert is to be installed preferably prior to submitting the application form. The stakes are to be 30 feet apart at position of driveway / access.
- g. Applicant(s) will be invoiced for the full cost of the culvert and 50% of the cost of the gravel.
- h. Applicant(s) are required to make the full payment of the invoice within 60 days of the installation. After 60 days, a 6% interest rate will be applied to the balance of the account for the remainder of the balance carrying period. Mortgage applications will be deferred if the culvert installation invoice is not paid in full.
- i. Only the Mohawks of the Bay of Quinte Administration may authorize the installation of culverts on the Tyendinaga Mohawk Territory. Applicant(s) who install their own culvert, without application to the Mohawks of the Bay of Quinte, will not be eligible for any reimbursements or discounts.

3.

LIABILITY

- a. The Mohawks of the Bay of Quinte will not be held responsible for defective, inappropriate, or improperly installed culverts not supplied or installed by the Mohawks of the Bay of Quinte.

4.

APPEALS

In the event that an Applicant(s) wishes to appeal a decision made under this policy:

- a. The Applicant(s) are encouraged to request a meeting with the Mohawks of the Bay of Quinte Housing Administration to discuss any decision relating to their application.
- b. If the Applicant(s) are not satisfied with the decision of the MBQ Housing Administration, the Applicant(s) are encouraged to request a meeting with the MBQ Chief Administrative Officer and representatives of the MBQ Housing Administration.
- c. If the Applicant(s) are not satisfied with the outcome of this meeting, they may choose to submit a Notice of Appeal to the Appeal Board.
- d. The Appeal Board shall consist of **Tyendinaga Mohawk Council**.
- e. Appeal Notices must be in writing and submitted within thirty (30) business days of the initial notification of the MBQ Chief Administrative Officer's decision. Copies of the Appeal Notice will be sent to all the members of the Appeal Board.
- f. The Appeal Board shall review the Appellant's position and circumstance as presented in the Notice of Appeal. The Appeal Board will also give consideration to the MBQ Housing Administration decision and decision making process.
- g. The Appeal Board will acknowledge the Appeal Notice within twenty (20) business days and will, if necessary, request a meeting and notify the Appellant of the date, time and place of the meeting.
- h. The Appeal Board will make their decision in private and render their decision in writing to the Appellant within ten (10) business days of the decision.
- i. All decisions of the Appeal Board are final. However, should the circumstances change; the Appellant will be notified that they may re-apply to the program or service at the MBQ Housing Administration office.

5.

AMENDMENTS

- a. The Mohawks of the Bay of Quinte Administration and the Tyendinaga Mohawk Council reserve the right to amend this policy to adhere to the changing needs of the membership of the Mohawks of the Bay of Quinte.

6.

ACCEPTANCE

- a. Duly accepted by a quorum of the Tyendinaga Mohawk Council this 3rd day of October 2001.
- b. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 26th day of November, 2012.
- c. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 30th day of August, 2013.



R. Donald Maracle, Chief

APPENDIX A: APPLICATION FOR THE INSTALLATION OF RESIDENTIAL CULVERTS

APPLICATION FOR THE INSTALLATION OF RESIDENTIAL CULVERTS

Name: _____

Address: _____

Telephone: _____

Lot & Concession for Culvert Installation: _____

PLEASE NOTE: STAKES MUST BE IN PLACE BEFORE APPLYING FOR CULVERT INSTALLATION. PLACE STAKES 30 FEET APART AT POSITION OF DRIVEWAY.

I hereby authorize the Mohawks of the Bay of Quinte to place a culvert on my lot.

A deposit of \$50.00 is required, which will be credited to total cost.

I understand payment in full must be made upon receipt of invoice.

Signature of Applicant

Date

Signature of Applicant

If land is in joint ownership, all signatures are required as per Section 2.a.i. of this policy.

FOR USE BY HOUSING ADMINISTRATION OFFICE ONLY:

Cost of Culvert: _____

Cost of Gravel (50%): _____

Total Cost Due: _____