

# CityHousing Hamilton Corporation



CATEGORY		03	Procurement	DATE APPROVED:
SECTION		01	Authorization Limits	UPDATED ON:
POLICY		02	Authorization Limits for Emergency Work	INTERNAL POLICY

## 1.0 POLICY STATEMENT AND PURPOSE

In accordance with the *Municipal Act, 2001*, CityHousing Hamilton (CHH) is committed to ensure that the purchasing function related emergency work meets the current and future needs of the organization by employing effective and innovative methods for procurement.

## 2.0 SCOPE

The policy describes the procurement process for emergency work required to be completed immediately to the extent of eliminating the emergency, so there is no risk to life, property or essential services. Normal tendering procedures will apply thereafter.

The policy should not be used to circumvent normal purchase procedures. The policy does not describe the process for incident responses to emergency situations, which is described in the Emergency Contingency Plan.

## 3.0 POLICY

In order to determine whether work is considered an emergency the following criteria must be met and where the Insurance Company should be called:

- Safety of life is endangered;
- Health hazard exists;
- Risk to public or private property;
- Loss of essential services;
- Financial loss will ensue if action is not taken; and
- Environmental impacts.

There are situations that can be identified as an emergency, that includes, but are not limited to:

- Loss of heat, hydro or water;
- Roof failure;
- Structural hazards and/or failure;
- Water penetration;
- Plumbing failure;

- Drainage blockage or breakage;
- Fire hazards/damage; and/or
- Orders to comply.

### 3.1 EMERGENCY REPAIRS

There are two types of emergency repairs that are administered and completed by CHH, that consist of the following:

1. Temporary or partial repairs are repairs required by an unforeseeable event. Any partial repairs must take into considerations the following:
  - The scope of work must be identified by the Manager of Maintenance, Manager of Operations and/or the Manager of Asset Renewal in the case of all structural failures; and
2. Permanent repairs are urgent repairs that do not use the public tender process or normal procurement process, because of the complexity of the problem, possible complications, and/or scarcity of qualified vendors to carry out the work.

### 3.2 EXTENT OF REPAIRS

In most emergency situations, action should be limited to temporary or partial repairs, sufficient to remove the emergency conditions.

Once the temporary or partial repairs are complete, action should be taken towards making permanent repairs to complete the work, using normal procedures and authorizations, where applicable.

### 4.0 PROCEDURE

In emergency circumstances that have a hazardous impact to residence or the public (i.e. fire, etc.) the responding staff member may initiate emergency work to remedy the situation temporarily. Once initiated, the Manager of Maintenance, the Manager of Operations, and/or the Manager of Asset Renewal must be contacted immediately to approve the emergency work.

<b>Authorizing Authority</b>	<b>Approval Limit</b>
Property Manager	Up to \$10,000
Contract Administrator	Up to \$10,000
Manager of Asset Renewal, Manager of Maintenance and Manager of Operations	Up to \$65,000
Chief Executive Officer	Up to \$300,000*

\*Requires Board to ratify spending amount.

There are different responsibilities required of the staff person responding to the emergency work required to address an emergency situation. There are steps required of the Manager of Maintenance, Manager of Operations, and/or PM responding to an emergency situation for emergency work that needs to be completed, that are described below.

1. Contact the Insurance Company as well as all appropriate agencies required to complete remedial work when responding to the emergency situation.
2. Call the Insurance Company to have a scope of work completed to identify if the damage is over the deductible amount (\$25,000 or under \$25,000).
3. Ensure that the necessary temporary or partial repairs for emergency work are completed to stabilize the emergency situation, until a permanent repair can be established.
4. PMs responding to the emergency situation, whether that is during or not during working hours, should notify the Manager of Maintenance, and/or the Manager of Operations of the emergency situation and work needed to be completed.
5. Fill out an incident report identified in Northgate.
6. Complete a work order for emergency work to be completed.
7. Inspection of the emergency work will be completed during the mid and end phases of the scope of work by the reporting PM, Manager of Maintenance and/or Manager of Operations.

Any emergency work administrated by CHH will be completed by the most practical and economical means.

The Manager of Maintenance and/or the Manager of Operations must contact the Chief Executive Officer (CEO) of the emergency situation and work needed be completed.

#### 4.1 INSURANCE

When the Insurance Company is contacted due to emergency work, the following steps must be followed:

1. Insurance Company will identify scope of work to determine if damages are above or below \$25,000.
2. If the damages are above \$25,000 the PM, the Manager of Maintenance or the Manager of Operations, will provide all required documentation and information to the Insurance Company.
3. Meetings will be made with the Insurance Company to discuss and identify quotes as well as to review the scope of work.

#### 5.0 LEGAL REQUIREMENTS

- *Municipal Act, 2011*
- *Ontario Human Rights Code, 1962*
- *Technical Standards and Safety Act, 2000*
- *The Occupational Health and Safety Act, 2013*
- *Workplace Hazardous Materials Information System, 1988*
- *Workplace Safety and Insurance Act, 1993*

#### 6.0 RESPONSIBILITY

It is the responsibility of the CEO to ensure all staff are trained on this policy.

#### 7.0 DEFINITIONS

**Deductible Amount:** Fixed amount or percentage of the CHH insurance claim that is the responsibility of CityHousing Hamilton, and which the insurance company will deduct from the claim payment.

**Municipal Act, 2001:** Legislation that outlines municipal governance and jurisdiction to administer and deliver services in respective areas.

**Ontario Human Rights Code, 1962 (OHRC):** The OHRC was enacted in 1990 and ensures the rights of all people to be treated equally and without discrimination based on Ancestry, colour, race, citizenship, ethnic origin, place of origin, creed (religion), age, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding); and sexual orientation.

**Residential Tenancies Act, 2006 (RTA):** The provincial legislation that replaced the Tenant Protection Act and governs the relationship between landlords and residential tenants in Ontario. Social housing is exempt from a few of its provisions (including the guideline for rent increases) but not others (including the processes for evictions.)

**Technical Standards and Safety Act, 2000 (TSSA):** Establishes public safety laws and associated regulations related to industry sectors, such as, amusement devices, boilers and pressure vessels, elevating devices, fuels, operating engineers, ski lifts and upholstered and stuffed articles.

**The Occupational Health and Safety Act, 2013 (OHSA):** is Ontario's cornerstone legislation for workplace health and safety. Other contributing legislation includes the Workplace Safety and Insurance Act (WSIA), Part II of which deals with the prevention of occupational injury and disease and the Human Rights Code, which often has to be considered in dealing with Ontario health and safety issues.

**Workplace Safety and Insurance Act, 1993 (WSIA):** Establishes a system which ensures that workers are compensated for work-related injuries and occupational diseases. Participating employers, in return, are given immunity from civil suits for worker injury/disablement. The Act is also concerned with ensuring, wherever possible, the successful return to work of employees following work-related injuries or occupational illnesses.

**Workplace Hazardous Materials Information System, 1988 (WHMIS):** a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. Under WHMIS, there are three ways in which information on hazardous materials is to be provided:

1. labels on the containers of hazardous materials;
2. material safety data sheets to supplement the label with detailed hazard and precautionary information; and
3. Worker education programs.

The supplier of the hazardous material provides the labels and material safety data sheets to the employer. The employer passes the information on to the worker and provides education programs.

## 8.0 REFERENCES AND RELATED POLICIES

- Emergency Contingency Plan

## 9.0 ATTACHMENTS

- Incident Report Form

## 10.0 RATIONAL FOR CHANGE

N/A