

# **A BLUEPRINT FOR A JOB WELL DONE**

## **SUPPORTS FOR NEW HOUSING MANAGERS**

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**BC FIRST NATIONS HOUSING MENTORSHIP PROGRAM**  
CRYSTAL SEDORE, HOUSING MANAGER, YALE FIRST NATION



# TOPICS

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- Setting up your housing department
- Writing and enforcing policies
- Leadership and Community buy-in
- Creating a Housing Plan
- Accessing funds for mould and renovations
- Managing new construction

# COMMON THEMES IN FIRST NATION HOUSING

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- High staff turnover in Housing
- Lack of support/training for Managers, housing staff
- Hiring internally vs hiring outside membership
- Governance structures that don't work
- Non functioning administrative systems
- Policies- ineffective, complicated, confusing, non enforceable

# GETTING ORGANIZED- FILING

Each Address will have 2 files, when a tenant moves, their tenant file is simply moved to another house file

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## Tenant

- **Application for Housing**
- **Tenancy Agreement**
- **Family Profile**
- **Financial Information**
- **Correspondence**
- **Complaints**
- **Signed Agreements (rental arrears repayment agreement, consent to garnishee, etc.)**

## House

- **House info- age, builder, materials, special features**
- **Dated Photos of house, inside and out**
- **Renovations information- invoices, work orders,**
- **Maps, floor plans, designs,**
- **Fire protection -chimneys, fire alarms,**
- **Inspection reports,**
- **Service visits- roof repairs, plumbers, electricians**
- **Appliances manuals and warranties**
- **Insurance information**

# FILING AND FINDING INFORMATION

- **Contractors- Quotes/Invoices are in HOUSE files**
- **Inspections are in HOUSE files**
- **Fire Protection, applications and reports**
- **Insurance**
- **House Designs**
- **Projects- filed alphabetically by funder name**
- **Maps**
- **Infrastructure- Hydro, water, internet**
- **Blank Applications/forms/permits, (can be available on a rack for tenants)**
- **Policies- Printed copies on a shelf or table for tenants, should be readily available**
- **Housing Plans, Needs Assessments, CCP, Community Profile,**
- **Archeology Information**
- **Geotechnical information**

## **Managers Desk Binder**

**Tenants contact info**  
**List of deadlines**  
**Tax exemption form**  
**Map of reserve homes**  
**Blank forms**

# WRITING AND ENFORCING POLICIES

- Strong Clear **Enforceable** Policies, copies available in office
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- Community Involvement

Ongoing policy review (1 or 2 policies at a time), Good policies will stand up to review over and over

Ask for help/advice- tenancy issues, needs assessments, housing committee

Workshops-

- home ownership vs renting
  - home maintenance- hands on drywall repair, painting,
  - woodstove care, inspections
- Be Fair, Consistent and Follow Through on enforcement.
  - Don't make promises that you can't keep.
  - Be in the community as much as possible



# COMMUNITY BUY-IN

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- Chief and Council **MUST** be familiar with policies and why those policies are in place.
- Chief and Council **MUST** support Housing to enforce those policies.
- Policies **MUST** be applied fairly and without nepotism.
- Build in measures for a fair appeal process.



**Community Buy-in won't happen without strong supportive leadership**

# WHERE TO GET HELP WITH POLICIES

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- **Nautsamawt Policy Toolkit** [Toolkit@nautsamawt.com](mailto:Toolkit@nautsamawt.com)- The Toolkit includes legal commentary and expert advice embedded in the sample templates.
- **CMHC Housing Managers Toolkit**- <https://www.cmhc-schl.gc.ca/en/first-nation/housing-managers/administration/developing-housing-policies/index.cfm>
- **AFN First Nations Guide to Housing Policy**- <http://www.afn.ca/uploads/files/housing/housing-policy-guide.pdf>



# CREATING A HOUSING PLAN

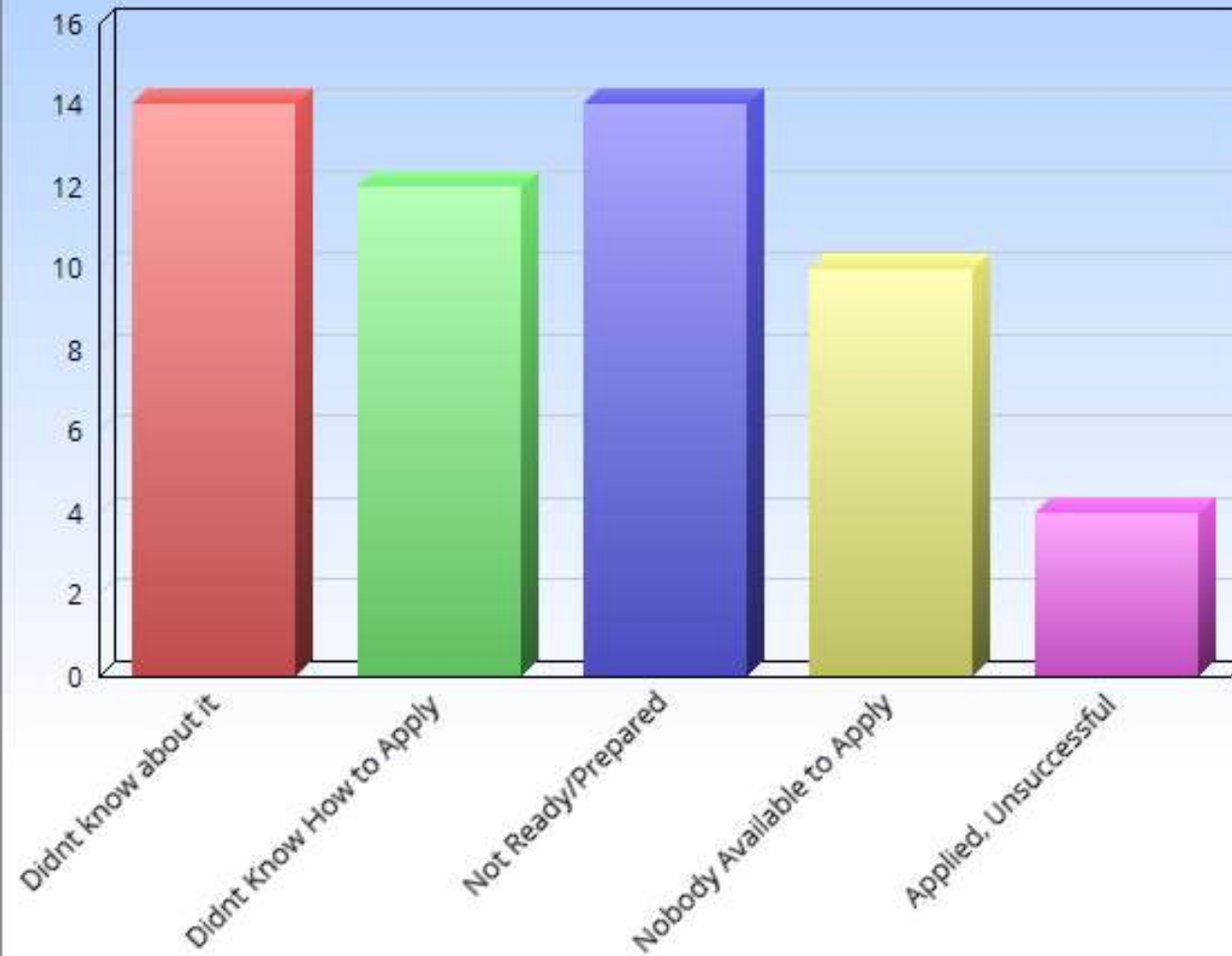
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1. Inventory houses- tools available on the BCFN Housing Mentorship website
2. Inspect all assets
3. Do a needs assessment
4. Create a tentative workplan
5. Prioritize!
6. Acquire quotes
7. Create a budget for each house
8. Create a 5 yr plan for New Housing (review annually)

# ACCESSING \$ FOR RENOS AND MOULD

- **Carry a camera- Take lots of pics**
- **Inspection reports- building inspectors, remediation companies, doctors notes,**
- **FNHA- make sure square footage of mould is recorded (9sq ft-INAC)**
- **Budgets- quotes, estimates from contractors**
- **TAKE CARE of Your Tenants- If it's not safe, remove them!**
- **Prioritize- fix the worst first, clean up, cut out or paint whatever has to wait**
- **Loans or grants- INAC Mould, INAC Renos, CMHC ERP, RRAP, borrow or have band pay.**
- **Apply- include photos, often extra money can be found for serious health concerns**
- **Communication- take photos before, during and after work. Send reports when due, always disclose all sources of funding.**

### Accessing funds for Housing opportunities missed



**Q- Why Is so much On-Reserve Housing in such bad condition?**

**A- Because many bands don't or can't access funding.**

**Source- Survey of 50 band managers at Vancouver, Winnipeg and Thunder Bay Housing Conferences 2017**

# NEW CONSTRUCTION

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- **Be prepared, before you apply:**
  - 3 main documents needed
  - Needs Assessment and Housing Plan
- **Things to consider:**
  - Stick Built? Modular? Weather during construction?
  - Project management? Hire a manager or in house?
  - Design- For large extended families? Seniors? Young families? Singles? Lifestyle of tenants? Outside space? Parking? Storage? Location- Public transit? Proximity stores/school? Climate?

# BEFORE YOU APPLY FOR ANY FUNDING:

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- Land Encumbrance Check
- BCR
- Lot Survey
- Lot Servicing - Sewerage certificate
  - Perk test
  - Septic design drawings
- Environmental Assessment
- Geotechnical report
- Mould Assessment if required- FN Health Authority, Environmental Health Officer

- Contact INAC for a **land encumbrance check**, it might take a few weeks- FREE from INAC
- Get BCR from C&C, template usually provided
- Ask Lands and Resources Manager for survey files or -About \$1000 from surveyor
- After installation of septic, save the yellow certificate.
- About \$500 for perk test, about \$5000 for septic system, REMEMBER site prep could add up to \$50,000, if trees need to be removed etc.
- The initial assessment could be done by the Environmental Health Officer from the First Nation Health Authority. Do this prior to the CMHC Section 95 call letter submission deadline.
- Or hire a Registered On-Site Waste Practitioner (ROWP) for a fee.
- Environmental Assessment Report, Contact INAC
- Geotechnical reports test soil conditions and site conditions. (Horizon Engineering, North Star Engineering, cost varies)



# 3 MOST VITAL HOUSING DOCUMENTS TO APPLY FOR \$

## Land Encumbrance Check

### Site Survey

**BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF FORM LOCATION**

B3338 RUBY CREEK ROAD      SCALE 1: 500 (METRIC)

REMAINDER 1

PL AN 230 RSB C

LUKSEETISSUM

*K. Blitshill Power*  
Comm. No. 1548

**TUNBRIDGE AND TUNBRIDGE**  
BRITISH COLUMBIA LAND SURVEYORS  
CANADA LAND SURVEYORS 2017  
8-7905 VENTURE PLACE, CHILLIWACK,  
B.C. V2R 0K2 604-792-4264  
FILE: G398CE F. B.: C-354/147-148 CD 1H

**LAND STATUS REPORT**  
(for Capital, Housing and Infrastructure only)

Indian Band: Yale First Nation - 589 Prepared By: Jan Sheppard  
Requested By: Band  
New Housing

Lot 1-2 68599 CLSR BC and Lot 1 230 RSB BC

Band Land  
 Individual Land Holder & Exceptions

ances that affect land(s) being reviewed?  Yes  No  
its that may affect the land(s) being reviewed?  Yes  No  
Permits or Leases that may have affect?  Yes  No  
for telecommunications) in place?  Yes  No  
that may affect the reviewed land(s):

il or may affect the land(s) being reviewed?  Yes  No

with regard to the land(s) being reviewed  
pose it was requested for, it was found that:

interests   
id interests   
terests

*DC*

Date: 13-May-16

Please note that Land Encumbrance Reports are valid for two(2) years.

### Record of Sewerage System

**RECORD OF SEWERAGE SYSTEM**

1. Lot Information: Lot 14, Yale 1st 2011, Yale, V2R 2S0

2. Owner Information: Yale First Nation, 68599 CLSR BC

3. Authorized Person Information: Matt Spater, 1004 Hilda Road, Yale BC

4. Facility Information: 332, 1700, 0.4

5. Site Information: 332, 1700, 0.4

6. Sewerage System Information: 332, 1700, 0.4

7. Subdivision Approval:  YES  NO

8. Authorized Person's Assurances and Statement: Matt Spater, April 11

9. Authorized Person's Seal: *Matt Spater*

White Copy-File Yellow Copy-Authorized Person Pink Copy-First Nation Goldemsted Copy - Occupant / Lessee

# OTHER FUNDING- HOW TO MAKE IT WORK FOR HOUSING

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- NRT Youth
- NRT Elders
- NRT Direct Support Capacity
- NRT BC Indigenous Clean Energy Initiative
- BC Capacity Initiative
- Health Funding- ex.Active Communities
- Canadian Heritage Funding
- CMHC HIIFNIY
- Get Youth working- Canada BC Job Fund
- BC First Nations Market Housing Fund
- Gardening
- Landscaping
- House painting
- Planning
- Community Spaces
- Energy retrofits, solar projects, add insulation, replace windows and doors, replace appliances
- Mould remediation
- Housing Intern funding
- Trainees- roofing, landscaping, construction

# TRAINING FOR HOUSING STAFF AND MANAGERS

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- **CMHC- Skills Development Workshops & Webinars**
- **Vancouver Island University- <https://programs.viu.ca/trades/first-nations-housing-manager>**
- **BC First Nations Housing Mentorship Program- [www.bcfnhousingmentorship.ca](http://www.bcfnhousingmentorship.ca)**
- **Housing conferences and forums throughout the year. Usually Nov-March.**

# THANK YOU!

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For more information:

BC First Nations Housing Mentorship Program

Crystal Sedore- Program Coordinator

Email- [csedore@bcfnhousingmentorship.ca](mailto:csedore@bcfnhousingmentorship.ca)

604-206-5544