

ALEXIS NAKOTA SIOUX FIRST NATION

HOUSING AUTHORITY POLICY MANUAL

Submitted by:
Hal Alexis, Housing Director
Alexis Nakota Sioux Nation
Revised: 2015

PROCESS ACKNOWLEDGEMENT

Alexis First Nation Housing Authority Policy Manual

Approved at a Council Meeting held

Monday, February 9/2009

Reviewed and Revised by Council

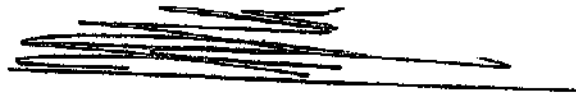
Revised by Band Council Resolution

Ratified by Band Council Resolution

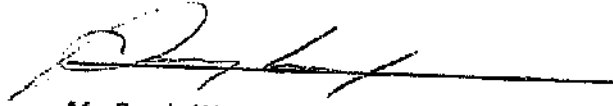
Ratifications of Revisions approved at a Meeting by Motion of Chief and Council

February 9/2009

Ratified by Band Council Resolution



Mr. Cameron Alexis, Chief



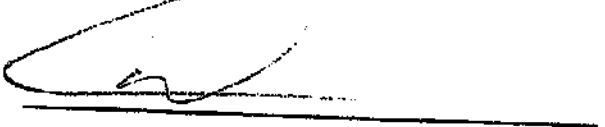
Mr. Sandy W. Alexis, Council-Member



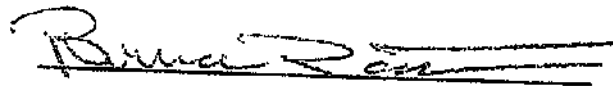
Mr. Clayton Alexis, Council-Member



Mr. Bruce Potts, Council-Member



Mr. Darwin Alexis, Council-Member

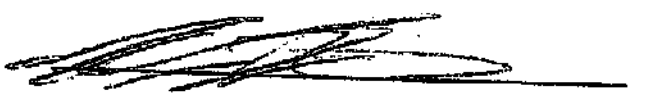


Mr. Elmer Potts, Council-Member

Mr. Henry (Hank) Alexis, Council-Member



Ms. Gloria Potts, Council-Member



Mr. Willis Kootenay, Director of
Administrations & Operations

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Sec I - Preamble and Back-ground

The information compiled in this Policy Manual was collected through the interaction with the Alexis First Nation Members. This process was carried out through Work-shops, Meetings, and one-on-one Interviews with the Membership. Furthermore, we have also used researched information from Federal and Provincial Government documentation and other First Nation Policy Manuals in developing our version of an Alexis First Nation Housing Authority (AQNHA) Policy Manual.

Primarily, our goal is to eliminate the "Ad-hoc" style of decision-making for all Housing issues. "Ad-hoc" lacks an authoritative voice, causing spur of the moment resolutions without policy reference. Our aim is to develop a strategy that would allow the AQNHA to obtain alternative revenues, which would compliment the Housing subsidy, presently received from INAC (Federal) on an annual basis. Developing our own Strategic Housing Institution with authority will be the most realistic approach for the improvement of Housing services within the Alexis First Nation communities of #138, #232, #233 and #234.

The main objective of this Manual is to apply the policies within, improving the management of resources and services of the Housing Department. The AQNHA will be used to effectively plan the improvement in Social, Economic, Environmental, Health and Safety and all physical aspects of our Housing situation. Subsequently, once the AQNHA Policy Manual is approved and ratified by the Alexis First Nation Membership and Council, it will become and enforced By-law, and shall be implemented and acted upon by the AQNHA consisting of an AQNHA Committee, and the Housing Manager.

The AQNHA Policy, along with the development of the AQNHA Committee, is intended to ensure that the needs of the Membership are met to the best of the Alexis First Nations' ability. It will also guarantee that Housing allocations, be it New Housing or Renovations, are made without prejudice, or political influence or interference.

All Band Members will be informed of the forthcoming AQNHA Policy Manual by means of correspondence (letters) so they can be aware of its objectives, adoption and implementation. The AQNHA Committee will be established when the Policy has been ratified and approved, by the Alexis First Nation's Chief and Council. The goal of the AQNHA Committee will be to get the AQNHA Policy approved by the Membership, and making it an enforceable By-law of the Alexis First Nation. Once approved, the Alexis First Nation Housing Authority (AQNHA) would handle all related housing business.

Hal Alexis / Erwin (Dino) Letendre

Alexis First Nation Housing Department
Revised, January 8, 2009

Sec II - By-law Description

AFNHA By-law # (_____)

A By-law appropriate to transact the Alexis First Nations' Housing Programs' business and affairs from the Alexis First Nation Chief and Council to the Alexis First Nation Housing Authority (AFNHA), in which all Policy and Administration business will be enforced and managed by the Alexis First Nation Housing Authority (AFNHA) in its establishment. Further to this, the AFNHA once enacted, as a By-law by a majority vote of the Membership present at a duly convened Meeting, will be enforceable under the AFNHA Policy Manual so established.

Sec III - AFNHA Policy Manual Definitions and Abbreviations

AFNHA Committee: an appointed or elected Committee, with limited authority to govern all AFNHA issues and concerns. (*Membership criteria to be established once Committee is appointed.)

AFNHA Policy Manual: a document derived and developed by the Alexis First Nation, which will become a By-law once ratified by the Membership.

Alexis First Nation Housing Authority (AFNHA): the entity that would manage and administer all Housing related projects on behalf of the Alexis First Nation.

Allocation: a process to designate a new home, or renovation to the Members of the Alexis First Nation.

Appeal: a process of opposition for a designated allocation decision, which would request justification of the decision prior to the Appeal, ensuring fairness and honesty prevailed with the decision.

Appellant: a person who opposes a designated allocation, and/or decision. The Appellant is usually requesting justification for an allocation to ensure fairness and honesty.

Band Member: a Status Indian registered with the Alexis First Nation, pursuant to the Alexis First Nation Band Membership Policy (or subsequent legislation).

Band Unit: a House (Stick-Framed/Pre-Fab), Mobile (Trailer), Modular or Log Home purchased with Band Funds, is referred to as a "Band Unit" owned by the First Nation government as an asset of the First Nation.

CMHC Portfolio: all Canada Mortgage & Housing Corporation Agreements, Loans, and Subsidies that the AFNHA will utilize to help reach its' goals and objectives. (E.g., Sec. 95, Sec. 10, RRAP and HASI)

Council: the elected governing body of the Alexis First Nation, consisting of a Chief and (7) Council-members.

HIPP: an abbreviation for "Home Insurance Policy Plan" (see Sec. XI - Home Insurance Policy Plan)

HMS: an abbreviation for "Home Maintenance Seminar" (see Sec. XII - Home Maintenance Program)

Home-owner: a person or persons who are Band Members living in a Band owned Unit.

Housing Manager: the individual responsible for administering the goals and objectives of the AFNHA.

Sec. III - AFNHA Policy Manual Definitions and Abbreviations (Cont'd)

Housing Inspector: a CMHC approved Housing Technician (Inspector) who is capable of inspecting and evaluating the condition of a housing Unit, and submit reports to the various stakeholders (occupant, AFNHA, Chief and Council, Medical Services).

Home/Unit Maintenance: an act in which a Home-owner/Occupant/Tenant is responsible in preserving and ensuring that all aspects of the Unit are in good condition, and operating order.

Housing Stock: the total number of Band-owned or CMHC subsidized Units on the Alexis First Nation. This number does not identify whether the Units are habitable, or uninhabitable, occupied or vacant.

INAC: an abbreviation for "Indian and Northern Affairs Canada" (see Sec. I - Preamble and Background)

Occupant(s): also known as, and referred to as "Home-owner" "Tenant"

On-Reserve Mortgaging: a type of mortgage taken out by the potential Home-Owner, pending credit approval

RL01: an abbreviation for "Recommendation List of Applicants Form" (see Sec VIII - New Home Allocations)

SDF01: an abbreviation for "Selection Document Form" (see Sec. VIII - New Home Allocations)

SIP: an abbreviation for "Self Insurance Program" (see Sec. XI - Housing Insurance Policy Plan)

Tenant: a Member of the Alexis First Nation or anyone akin to a Member who is occupying a Band Unit.

Sec IV - Levels of Authority & Structure

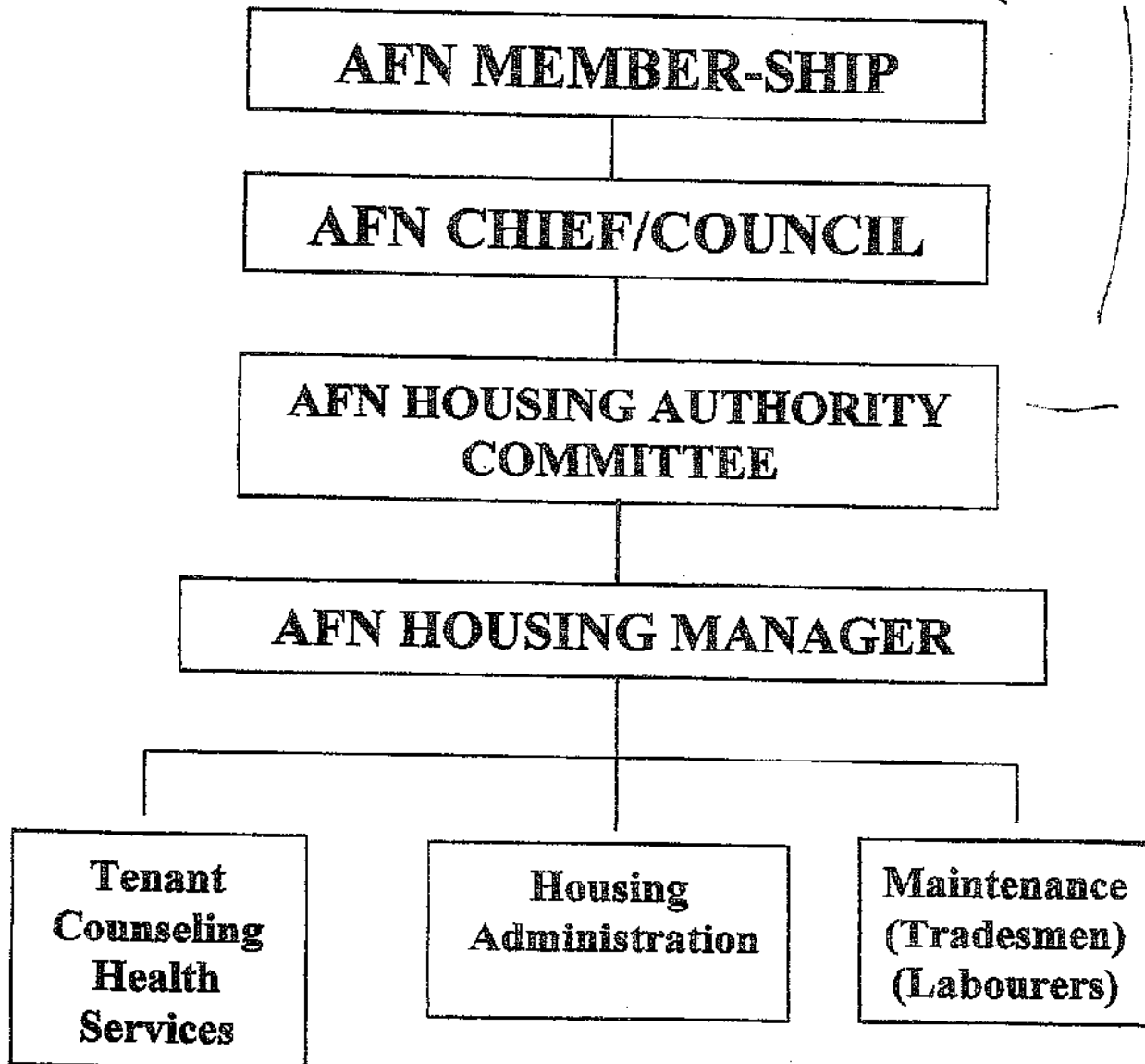
The authority over all matters related to Housing shall rest with the Alexis First Nation Housing Authority (AFNHA). The Council will delegate responsibility for delivery of the Housing Program to the AFNHA. Once provided with an Alexis First Nation Band Council Resolution (BCR), and a By-law ratified and endorsed by the Membership and Council, the AFNHA will become the governing body for all Housing business, issues and concerns. The AFNHA will be given authority by Council to carry out all Housing matters and affairs. Although, the Council will always be the **final authority** of the Alexis First Nation, the property and business of the AFNHA shall be managed and controlled by those involved in the AFNHA along with the Housing Manager. The Council of the Alexis First Nation will be at "Arms Length" of the AFNHA, and may intervene if urgently (*an emergency*) required to do so.

A) - General Levels of Authority (see AFNHA Organizational Structure Chart)

- 1) **Membership:** The Alexis First Nation's system of authority starts with the Membership at the highest level. With our democratic process of taking the will of the Members into account, it will be the majority vote of political choice that will determine all major recommendations and resolutions.
↓
- 2) **Council:** The elected Chief and Council-members will be the Governing body of the Alexis First Nation, and are the top-level officials.
↓
- 3) **AFNHA:** The AFNHA will be a semi-autonomous body of the Band. Authority will be delegated to the AFNHA by Council to over-see day-to-day operations of the Housing Program. The AFNHA Committee, headed by a Chairperson along with an appointed number of Members will be created to direct and over-see all AFNHA business.
↓
- 4) **Housing Manager:** The Housing Manager will form part of the AFNHA Committee and shall have a seat on the AFNHA Committee. The AFNHA Committee will direct objectives to the Housing Manager for administration and delivery of program services.
↓
- 5) **Administration Staff:** Directed by the Housing Manager, Administrative Staff will consist of a Clerical/Administrative Receptionist, Trades-persons (of various trades), laborers, and a Tenant Counselor (*based on funding availability*).

AFNHA Organizational Structure Chart

The following is the proposed structure for the Alexis First Nation Housing Authority (AFNHA). From researched information based on other First Nation's Housing Authorities, this model is the ideal structure, because the Members of the Alexis First Nation come first in authority. Although they do not have the capacity to make Housings' everyday decisions, they will have the opportunity to call for amendments to the AFNHA Policy, if needed.



Sec V - AFNHA Committee - Terms of Reference

A) Purpose

The Purpose of the AFNHA Committee is based upon the recognition and the representation of community input when addressing the Housing needs of the Alexis First Nation. Given the limited resources available to the Housing Program, the main concern for the AFNHA Board is to ensure that program resources are utilized in most innovative and cost effective manner possible. Furthermore, it will be this AFNHA Committee who will be the governing body of the AFNHA in its' establishment, and therefore must have a "*Terms of Reference*" for the AFNHA Committee.

B) Goals

The goal of the AFNHA Committee is to ensure that a community based process is established to address the Housing needs of the Alexis First Nation Members. Through the guidance and participation of Elders and Community members, the AFNHA Committee shall ensure for the provision of community consultation in Identifying Housing priorities. Its' establishment will provide that the individual needs of Community members, Housing requests, or Public Works related issues are handled in the most respectful, responsive and progressive manner possible.

C) Objectives

The AFNHA Committee is established to provide general direction to the Housing Department, its' Manager(s) and staff, and will enact within the following objectives, but will not be limited to any therein

- 1) To establish an effective and efficient Housing in accordance to the needs of the Members, Agreements, and Community direction.
- 2) To assist in identifying the Housing needs of the community and to evaluate the effectiveness of the Departments previous methods of responding to the community's Housing needs.
- 3) To assist in the planning and implementation of protocols, policies and procedures for the Alexis First Nation Housing Department.
- 4) To explore innovative approaches, to enhance quality Housing standards within the community. Changes would include the implementation of an O/M fee, effectively manage available resources, the eligibility for new housing allocations, labour force efficiency, the promotion of equality in resource allocation, dealing with vandalism and disputes, home maintenance, and Public Works related issues.
- 5) Assist Council in accessing financial resources from all levels of government (Federal, Provincial, Municipal and Local) to address our Housing needs.
- 6) To actively promote community based resources, persons, and services in the Housing Department, and generate local economic spin-offs.
- 7) To create community awareness for Band Members, showing that they need to maintain their homes. This would include; hosting Workshops, information sharing meetings, and Band Meetings.

Sec V - AFNHA Committee - Terms of Reference (Continued)

- 8) To prepare and provide an Annual Community Report to inform the Alexis First Nation Membership of the Housing Departments' activities, accomplishments, and shortfalls. This would also allow the Community Members to determine a method of evaluation for measuring the effectiveness of the AFNHA Committee and the efficiency in program delivery.

D) Committee Constitution

WHEREAS: The Alexis First Nation Council passes a Resolution approving the creation of the AFNHA Committee,

AND

WHEREAS: The purpose of the AFNHA Committee is to ensure the recognition and use of the community based representation when addressing Housing needs of the Alexis First Nation, and which the Resolution is attached and forms part of Appendix "A".

The Alexis Housing Department hereinafter shall be directed and monitored by the AFNHA Committee. The principle place of operation of the AFNHA Committee shall be at the Alexis First Nation Reserve #133, and will encompass the other Treaty Lands (#232, #233, and #234) located within the Treaty Six Territory. The AFNHA Committee shall have authority deemed by the following 'Terms of Reference'. Thus, the AFNHA Committee shall carry out the following activities, as:

- 1) To oversee the operations of the Housing Department, in accordance with the Alexis Band Employment Policy (or subsequent legislation).
- 2) To expend allocated funds to the Housing Department in accordance with the Alexis First Nation Financial Management Policy & Procedures Manual (or subsequent legislation). The AFNHA Committee shall review monthly financial statements to ensure accountability and manageability of funds appropriated for the operations of the Housing Department.
- 3) The AFNHA Committee having access to obtain pertinent information for decision-making, copies of community requests, or reports in relation to Department activities.
- 4) The AFNHA Committee reviewing, discussing and selecting community applications or requests for Housing, Renovations, maintenance, or residency allocations. The AFNHA Committee shall ensure that there is a follow-up on all requests and forward responses in a timely manner.
- 5) The Members of the AFNHA Committee being accessible and available to all Band Members to hear and receive Housing related issues and concerns. These concerns shall then be forwarded to the appropriate person within the Department for reference and follow-up.

Sec V - AFNHA Committee - Terms of Reference (Continued)

E) Committee Responsibilities

The AFNHA Committee will be the governing body of the AFNHA and will have the following responsibilities:

- 1) To preserve and maintain the assets of the AFNHA.
- 2) To expand and diversify the Housing Program that the Alexis First Nation is involved in. To provide safe and adequate housing to all the Members, in accordance to local Building Standards and Codes.
- 3) To provide effective and efficient friendly service to the Members of the Alexis First Nation.
- 4) To provide training/employment opportunities for the Alexis First Nation Members.
- 5) To create an awareness with the Membership, that we must do our part in assuring a safe and secure home environment (home maintenance).
- 6) To assist the Managers' in fostering and promoting cooperative working relationships with other First Nation communities, Government organizations, and private sector entities.
- 7) To initiate a greater community involvement in promoting local awareness and understanding to Housing issues. This in turn would ensure that the Alexis First Nation's obligations and responsibilities to any new Housing Program development are met.
- 8) To further establish policies and procedures that will help the AFNHA effectively manage, maintain, and administer its' Housing Program to maximum efficiency.

F) Committee's Tasks and Duties

Tasks and duties of the AFNHA Committee would include:

- 1) Presiding over all AFNHA Committee Meetings.
- 2) Drafting, and preparing the AFNHA Committee's Agenda for each Meeting.
- 3) Ensuring that all Departments financial reports are prepared and/or completed for regular AFNHA Committee Meetings.
- 4) Ensuring that the Housing Department maintain all aspects of financial records in accordance with generally accepted practices in Accounting.
- 5) Ensuring proper distribution and filing of all AFNHA Committee correspondence and documentation. This would include items such as letters, meeting minutes, amendments, resolutions and reports.

Sec V - AFNHA Committee - Terms of Reference (Continued)

- 6) Making public presentations at General Band Meetings, Meetings with Council, or any other Public Forum.
- 7) Reviewing the occupancy list of the Band Units, and making recommendations as to who should occupy the Band Unit.
- 8) Ensuring that all rents (CMHC Units), and O/M Fees are collected, and make reports, keeping records of its progress.
- 9) Screening and selecting Applicants for New Housing and Renovation allocations for the Housing Program no later than each fiscal year end, March 31.
- 10) Developing a set of "Guidelines for Eligibility for Renovations" for existing Band Units.
- 11) Determining whether 'Transfer of Tenancy' and financial responsibility requested by some Tenants/Occupants is justifiable and/or correct under this Policy. If not, make recommendations, or reallocate the Band Unit in question.

G) Committee Membership Criteria

To be eligible to serve on the AFNHA Committee, a person must:

- 1) Be a Band Member, as defined in the Alexis Membership Code (or subsequent legislation).
- 2) Be a minimum of 21 years of age.
- 3) Have a sincere and committed desire to serve the Band Membership.
- 4) Must not be a Voting member on another Board with the First Nation.
- 5) Have a good knowledge of the needs of the Band in terms of Housing.
- 6) Be in good standing with the community Members and Administration.
- 7) Not have any political influence, endorsing him/herself, or any other individual.

H) Composition of the AFNHA Committee

The composition of the Alexis First Nation Housing Authority (AFNHA) Committee shall be by Application, and/or by Appointment of the Alexis First Nation Chief and Council.

Sec V - AFNHA Committee - Terms of Reference (Continued)

1) Appointment

The management of activities, services and business affairs of the Housing Department shall be directed and monitored by the AFNHA Committee, who shall be vested in a Committee consisting of Nine Members (of which five would form the Executive Committee within the Committee) of the Alexis First Nation. (A minimum of five members required).

- Portfolio Holder - Appointed by Chief
- Two Elders - Appointed by Portfolio Holder
- Housing/Public Works Managers - Technical Advisory Members (indefinite)
- One Technical Advisory Member (Tradesperson)
- Four Additional Band Member.

All AFNHA Committee Members shall serve in a Voting Capacity (except Portfolio-holder).

2) Term of Appointment

To ensure the continuity of the AFNHA Committee, the Term of Appointment shall be initiated as follows:

- 1) After the initiation of these policies - reference, and for Program Development reasons, the appointed AFNHA Committee shall serve for a period of no less than one year, and no more than five years.
- 2) The initial founding AFNHA Committee Members (with the exception of the Portfolio Holder and the Housing/Public Works Managers) may remain for a term not to exceed five years, from the time of appointment. (*The Executive Committees' term would be life-time, or until he/she resigns that position.*)
- 3) Additional Non-Voting Members appointed shall serve in an advisory role or capacity, as deemed necessary by the AFNHA Committee. Upon expiry of the original Term of Appointment, subsequent Terms shall be a maximum of two years (except the Portfolio Holder, whose term ends once He/She leaves office, or changes Portfolios). Non-Voting Members may apply to become a Voting Committee Member when the opportunity presents itself.
- 4) The Term of Appointment of the Housing/Public Works Managers will be indefinite, and will remain on the AFNHA Committee to assist newly appointed AFNHA Committee Members, and maintain a role of continuity for the AFNHA Committee. The person(s) employed as the Housing/Public Works Managers will resign the 'Term of Appointment' once he/she leaves that managerial position.

3) Vacancies

Vacancies in the AFNHA Committee shall be filled by community advertisement, and only Alexis First Nation Band Member Applications shall be accepted. New applications will be reviewed by remaining AFNHA Committee Members, and the AFNHA Committee will then choose a successfully reviewed Application. The newly accepted AFNHA Member will be appointed for the remaining un-expired Term.

Sec V - AFNHA Committee - Terms of Reference (Continued)

- 4) **Removal**
Any AFNHA Committee Member who is absent (without prior notice and/or just cause), from three consecutive Regular AFNHA Meetings, or conducts him/herself in such a manner as to bring discredit to the AFNHA Committee, or to the Members of the Alexis First Nation Council, or Band Members shall be removed as an AFNHA Committee Member. As per Appendix 'B', the AFNHA Committee Member shall respond with a letter regarding the matter in question.
- 5) **Resignation**
The Resignation of an AFNHA Committee Member should be done so in writing, and the resignation will become effective the date it is received and reviewed by the remaining AFNHA Committee Members. The AFNHA Committee in turn, shall write a letter of acknowledgment to the resigning AFNHA Member.
- 6) **Official Oath**
i) Each AFNHA Committee Member shall be required to take an Oath of Confidentiality, as per the Alexis First Nation Employment Policy, *(or subsequent legislation)*.
ii) All AFNHA Committee Members shall in trust, keep all information and names of those involved with the Department in confidence.
iii) AFNHA Committee Members who are not in conflict with the breach of confidentiality will review a Breach in Confidentiality of an AFNHA Member. The AFNHA Committee shall consider any breach as a matter of the utmost importance - and it may therefore result in the immediate termination of the AFNHA Member in question.
- 7) **Committee Officers**
The AFNHA Committee Officers may include but will not be limited to; a Chair-person, Vice Chair-person, a Secretary and a Treasurer.
- 8) **Meetings**
The AFNHA Committee shall ensure active Membership participation and attendance of scheduled AFNHA Committee Meetings.
i) Regular AFNHA Committee Meetings shall be held on a monthly basis, or as established by the AFNHA Committee.
ii) The AFNHA Committee Chair-person, or a quorum of the AFNHA Committee can request an Emergency Meeting of the AFNHA (if required to do so).
iii) Open AFNHA Meetings shall be posted within the Alexis First Nations' Public Buildings no less than 14 days prior to the day of the Meeting. This will encourage the participation of Band Members in the decision-making process of the Housing/Public Works Programs.

Sec V - AFNHA Committee - Terms of Reference (Continued)

9) Voting

- i) Quorum: A certain number of AFNHA Committee Members (50% +1) will constitute a Quorum to conduct official AFNHA Committee business.
- ii) Decisions of the AFNHA Committee shall be by consensus whenever possible.
- iii) If a general consensus can not be reached, the following procedures will apply.
 - i) The AFNHA Committee Quorum present shall render a decision by voting. Each AFNHA Member will be entitled to cast one vote.
 - ii) AFNHA Committee Members must be present to vote, as a Proxy will not be acknowledged.
 - iii) All official business of the Housing/Public Works Departments must be transacted by AFNHA Committee motion.

10) Conflict of Interest

An AFNHA Committee Member shall remove him/herself from an AFNHA Meeting or decision-making process on matters that may be interpreted as a conflict of interest (personal, political, or other). This shall enact a fair process that will not hinder or affect the Membership in general.

The following defines a Conflict of Interest:

- a) An AFNHA Committee Member shall not reflect favoritism, prejudice, or bias in any decision-making process.
- b) An AFNHA Committee Member shall not make decisions or use their powers to provide benefits for themselves personally, or their immediate family.

11) Amendments

These "Terms of Reference" may be amended only in accordance with the following procedures:

- a) A Band Member may request an amendment and/or change to the "Terms of Reference" by a letter in writing, and,
- b) All Members of the AFNHA Committee shall be given a copy of proposed change and/or amendment within a ten (10) working day period. The Committee will hold an emergency meeting to discuss the change, and render a decision to the Band Member in writing, either accepting, or rejecting the proposed change.
- c) Amendments added, modified or appealed by the AFNHA Committee, will present the amendment/change to the Council for a majority vote of the Council, and have it recorded in a Band Council Resolution (BCR).
- d) These "Terms of Reference" shall be reviewed and up-dated as deemed necessary, by the AFNHA Committee and the Council for the assurance of progressive Department development.

12) Meetings and Expenses

All AFNHA Committee members will be remunerated in accordance with the Alexis First Nation Employment Policy (or subsequent legislation).

All expenses that are not meeting related, would only be processed once it has received the approval of the Committee members (based on funding availability).

Sec VI - Program Administration & Management Planning

The Alexis First Nation's Housing Department did not have a formal policy for administration and management procedures in place. In the past, the "Ad-hoc" methods of decision-making of Housing issues has not always worked in favor of the various stake-holders (Band Members). Therefore, in the best interest of all Community Members, our Housing Department will adhere to the Alexis First Nation Financial Management Policy & Procedures Manual which was developed to administer and implement all program policies. With the proposed Department structure along with a "Terms of Reference" for the AFNHA Committee, the Alexis First Nation Financial and Management Plan must be followed for good decision-making on a yearly basis. The following items would be added to the Financial and Management Plan to meet the needs of the AFNHA, and the Housing Department. The policies of the AFNHA will be open for Interpretation and amendment for the best possible results, and it can be developed as we further introduce ourselves into independent management in our Housing Program.

f) AFNHA General Management

The Housing Department must start pre-planning for each new fiscal year in the month of November the year prior. The general management should include, but shall not be limited to:

- a) Ensuring a portrayal of a positive and professional image to all Alexis First Nation Members, and all visitors from outside communities.
- b) Making an assessment of the current year's Housing Plan and ensure that all projects are on schedule.
- c) Updating all current statistics, such as, new housing stock, renovation projects files, emergency repair data, and all CMHC Portfolios.
- d) Comparing the current year plan to the budget, and indicate (*if applicable*) which projects may have to be continued into the next fiscal year.
- e) Periodically present the Housing Plan to Council, then to the Membership in quarterly Band Meetings or as directed by the Council.
- f) Revisiting the Plan and adding or deleting (*adjusting*) projects based on a consensus received from the Membership and from an assessment of present projects.
- g) Ongoing fiscal plans should be compared with and correlated with Programs that overlap with the objectives of the Housing Department. (E.g., Job Corp., Medical Services issues, Human Resource & Development, Public Works, Capital Projects, and Social Services)
- h) The Housing Manager implementing the approved proposed plans of the AFNHA.
- i) The Housing Manager looking for potential employment opportunities for Band Members based on availability, and may provide training, based on funding availability.

Sec VI - Program Administration & Management Planning (Continued)

2) Housing Manager Qualifications

In order to achieve good management, the candidate for Housing Manager shall possess the minimum qualifications, and they would include *(but not limited to)*:

- a) A minimum of eight years of knowledge and experience in the residential construction industry (which shall include a four-year trade certification).
- b) An education and/or experience in administration and management.
- c) An ability to budget and estimate construction projects in a fiscal period.
- d) Handling every-day operations of the Housing Department such as; contacting contractors *(if required)*, estimate and price out each job, material purchases *(general maintenance)*, and ongoing planning.
- e) Good verbal and writing skills, with the ability to make public presentations, coordinate meetings, and write proposals (plans).
- f) Possessing basic office skills, which would include computer word processing, spreadsheet applications.
- g) Having an understanding of the Housing situation with the ability to provide one-on-one counseling with a Band Member/Tenant/Occupant.
- h) Possessing a valid Drivers' License *(Class 5-minimum)* with own registered/insured vehicle.

3) Managers' Role and Responsibilities

The roles and responsibilities of the Housing Manager would include, but would not be limited to the following:

- a) Being responsible for the over-all management and operation of the Housing Department, to achieve over-all high quality housing/renovations for the Members of the First Nation.
- b) Planning, organizing, implementing, and controlling the day-to-day operations of the administration and maintenance of the Housing Department.
- c) Working closely with the AFNHA Committee in the various areas associated with New Housing and Renovations, and maintenance.
- d) Managing and effectively planning the utilization of all resources available to achieve the First Nations' housing objectives.
- e) Preserving and maintaining all physical assets (tools, equipment, vehicles, storage facilities, and materials).
- f) The Housing Manager may research new housing initiatives and identify potential alternative funding, which would assist in expanding and improving the Housing Department objectives regularly.
- g) The Housing Manager maintaining all financial and employee files and records for reporting purposes to the Membership, Chief and Council, and the AFNHA Housing Committee.

Sec VI - Program Administration & Management Planning (Continued)

- h) The Housing Manager assisting the AFNHA in determining the annual repair priorities, and will assist in the planning of the annual maintenance and capital budget expenditures.
- i) Planning and identifying training opportunities (if applicable), and the expansion of the Housing Departments' Staff and Employees.
- j) Providing Home-owner/Occupant/Tenant counseling on subjects such as home maintenance, financial planning, and being responsible for their Unit.
- k) Ensuring that sound financial procedures and controls are followed in accordance with AFNHA procedures.
- l) Developing annual budget requirements for new construction/purchases, renovations, and acquisitions.
- m) Ensuring that the AFNHA Committee Members are kept informed on all issues of concern.

4) Housing Staff and Trades

All Staff, which would include a Secretary/Receptionist personnel and the Trades employed within the Housing Department would follow the Personnel Employment Policy (or subsequent legislation), ensuring that they provide the First Nation with the essential service(s) required in day-to-day activity.

Sec VII - General Regulations

1) **Transfer of Tenancy**

All houses presently allocated (inhabited) by Chief and Council are either, a Band Unit, or a CMHC Unit.

- A) If a Home-owner/Tenant intends to relocate from their Unit, he/she must notify the AFNHA Committee in writing, with a reasonable explanation; such as, education purposes, medical reasons, and/or personal differences.
- B) The relocating Tenant/Occupant must indicate in their notification, the name of the person he/she intends to have occupying that particular Unit in their absence.
- C) Only an immediate family member (son/daughter, brother/sister, mother/father) may be allowed to take up residence in that Band Unit, to help the continuity of a family residency.
- D) In the event a Home-owner/Tenant death, the Unit shall be allocated to: a Spouse (common-law or married), if applicable, or an Eldest child (who is at least 18 yrs of age).
- E) If Reference Item 1-c) can not be met, the AFNHA will re-allocate that Band Unit based on the New Home Allocation Policy.
- F) If the relocating Tenant/Occupant has vandalized their Unit and abandons it, the AFNHA will re-allocate the Unit (at the discretion of Chief and Council)
- G) If the Tenant/Occupant has other accommodations (off-reserve, in an urban center), and fails to maintain the allocated unit on Reserve (ensuring that the utility bills are kept up-to-date), this unit, at the discretion of the AFNHA will re-designate this unit in accordance with the New Home Allocation Policy.

2) **Occupancy**

All habitable Band Units must be occupied at all times by the Band Member to whom it was allocated, and/or transferred to. This also means that a Child (a Minor under the age of 18 yrs of age) of the Band Member **can not** have a utility bill (gas or power) in their name.

- A) If that Band Member abandons or leaves the Unit (un-occupied) for more than three consecutive months (without prior notification to the Housing Department, or the AFNHA Committee), it will be reallocated in accordance with the New Home Allocation Policy.
- B) Band Members with the legal custodial rights of their children, or siblings (should the parents separate and/or divorce) will maintain the occupancy of the Band Unit as the primary care-giver of the children/siblings.
 - a) If separated, the Band Member with the children can not re-locate and let their (former) spouse reside in that Band Unit, if that spouse has stopped being the primary care-giver of his/her children.
 - b) Should the other parent (spouse) come forward and shows a willingness to care for his/her children, that Unit will be allocated to the parent who is awarded legal custody of the children by the Crown.
 - c) Should an adult child (Band Member) of the family take responsibility of the children (siblings), and have been granted custodial rights, will be allocated the Unit to act as the primary care-giver of the children.
 - d) If the Band Member wants to relocate with his/her children, then the "Transfer of Tenancy" Policy will be applied.

Sec VII - General Regulations (Continued)

- C) Band Members who disrespect, vandalize neighboring Units and/or its' occupants, could face charges (in accordance with Law Enforcement Policies of the Alexis First Nation, or Federal (RCMP), or subsequent legislation), and may ultimately lose their Unit and have it reallocated in accordance with the New Home Allocation Policy.

3) **Payment of Rents and Fees**

All Rents and Fees must be paid to the AFNHA as scheduled.

- A) **CMHC:** All rents will be collected on the first business day of each month. This rent will apply to all Units under the CMHC Sec 95 Program.
- B) **CMHC:** If a Unit is built under the CMHC Sec 10 Program, then the mortgage payment established by the Lender will dictate the monthly payment of the Homeowner/Occupant/Tenant pursuant to the Operating Agreement established by CMHC.
- C) **O/M Fee:** An Operating and Maintenance Fee will be applied to every Band Unit to help subsidize the cost of repairs and replacement of the homes' operating equipment. A minimum fee of \$40.00 (forty dollars) will be assessed to **ALL BAND UNITS** up to a maximum base fee of \$65.00 (sixty-five dollars). This Fee may or may not include such items as; sewer pumps, well pumps, hot water tanks, and furnaces, and will not cover any insurance fees.
- D) **Service Call Fees:** Service call repairs (non-emergency, occupant neglect) to a Unit in one year will determine the O/M Fee amount for that particular unit during a fiscal year. A base O/M Fee in the amount of \$65.00/per unit plus the additional service call fees will be assessed to the repeat offenders.

Note: The O/M Fee would apply to all Units (Band/CMHC), except for those identified in 3 - b) of this Section.

4) **Re-Imbursements/Rebates**

All Fees paid to the AFNHA will be used in maintenance repairs, and on-going projects. If an Occupant/Tenant does not require the services of the Housing Department, they may be eligible for a rebate at the end of each fiscal year (once the audit has been completed). The AFNHA Committee would determine the percentage amount of the rebate at a later date. A re-imbusement, and/or rebate may be issued if:

- ◆ the Occupant has paid the full amount of the Fees for each fiscal year.
- ◆ the Occupant did not require the services of the Housing Department during that fiscal year.
- ◆ the Occupant bought repairs personally (In excess of \$300.00) and would like to be re-imbursed (*based on funding availability at the time*).

Sec VIII - New Home Allocations

In the past, the Alexis First Nation did not have a Policy or a set of procedures to follow when it came to allocating new homes to the Members of the Community. Furthermore, Band Members, who obviously did not receive a new home, questioned the allocation process. Therefore, the Housing Department of the Alexis First Nation is proposing to utilize a Housing Allocation Policy for the fairest, honest, and most objective decision possible when it comes to allocating new homes. With a new Policy in place, along with a process to follow, explanations can be given for choices made in designating new homes to applicable Band Members.

1) **Criteria For Allocation**

All new homes built will be allocated on a most needed basis. The criteria used in most needed basis is as follows, Priority will be given to:

- a) A family (Band Member) which are presently homeless (boarding with another family, living in a loaned Unit (on-reserve), or paying rent off the reserve.
- b) Homeless families with two (2) or more children.
- c) Social Services Clients, and/or Low-income families, and/or those with special needs (disability/pension). This group will be given 55% of all new home allocations (*pending AFNHA Committee approval*).
- d) Single-parent families or families (Band Members) who have had numerous applications rejected.
- e) Band Members who have been living on the Reserve for more than three consecutive years.
- f) Band Members living in over-crowded conditions (large family, small house).
- g) Band Members living in a Unit which may be condemned, due to over-crowding, negligence, old age.
- h) Off-Reserve Band Members who have resided off-reserve due to a housing shortage on the Reserve.

2) **Application Procedure**

All Applicants must fill in the Application Form provided, or provide a written letter with the following information included, such as:

- a) Indicating where you are presently living, and how long you have lived in that particular Unit.
- b) Informing of who the Unit belongs or belonged to, and whether it was on loan to you (*for how long*), or whether you boarded there.
- c) Indicating your marital status and the number of dependents living with you.
- d) Giving reasons why you deserve a new housing Unit (*list reasons*).
- e) Indicating how long you have been residing on the Reserve (*full-time*).
- f) Completing a **Mandatory** Home Maintenance Seminar (HMS) with a Certificate of Completion. This Seminar will be offered by the Housing Department for a Fee (to pay facilitator(s), material(s) and lunch).

Sec VIII - New Home Allocations (Continued)

3) **Application Fee**

- a) All Housing Applications must be accompanied with a \$1,000.00 Application Fee (cash/money order) before the Application can be processed.
- b) This Fee can be reduced, if the Applicant can provide reasonable grounds for being unable to provide the full amount of the Application Fee.
- c) The Application Fee will be Non-refundable upon receipt of a Unit.
- d) If an Applicant does not receive a Unit, they can leave the Application Fee with the AFNHA to keep their Application current, or
- e) If the Applicant decides to withdraw his/her Application Fee from the AFNHA Account, then the Application Fee will be refunded less a 10% Administration Fee, and will only be paid to the person who submitted the Application Fee.
- f) Once an Applicant is refunded the Application Fee (less 10%), his/her name will be removed from the current New Housing Application List, and placed in an Up-Dated Housing Application File, in the order it was received.

4) **Screening and Selection Procedure**

- a) The AFNHA Committee will be responsible for processing the submitted New Home Applications.
- b) All criteria under Part 1) - 'Criteria for Application' shall be used when deciding allocations.
- c) Information records of an individual's history will be kept by the Housing Department. An individuals home maintenance record or neglect (thereof) shall be considered when allocating homes. This information shall be provided by the Housing Department upon request.
- d) A screening procedure will be used by the AFNHA Committee to help in the elimination process so that they can reach a preferred number of Applicants to interview.
- e) Once the Interview Process has been completed, the AFNHA Committee, upon request, shall provide reason as to why these Applicants were chosen as successful recommendations.
- f) Once the selected number of Applicants has been reached, all recommendations will then be forwarded to the Chief and Council for review.
- g) If there are no objections to the recommended choices, the Chief and Council will confirm acknowledgment of the recommendations and initial the Recommendation List of Applicants Form (RL01).

5) **Public Posting of New Housing Selections**

- a) Once the Recommendation List of Applicants Form (RL01) has been initialed, it will be posted at all Alexis First Nation Public Building locations the day following the Allocation Process, for Band Member notification.
- b) A 7-day Appeal Period shall follow, before the Selection Document Form (SDF01) is approved by Chief and Council.
- c) If an Appeal is submitted, it may take an additional seven days (from date of RL01 posting) to make a decision on the Appeal before a Final List of Applicants is confirmed (see Appeal Process).
- d) Once all Appeals are addressed, and the Housing allocations are confirmed, a final signed Selection Document Form (SDF01) will be posted in all Public places.

Sec VIII - New Home Allocations (Continued)

6) Lot Allocation (Sub-division)

After the posting of the SDF01, all Applicants will be required to attend a Meeting to decide which Lot (in accordance to Zoning Restrictions) each Applicant will be assessed. The procedure for Lot designation will be as follows:

A lottery will determine which Lot (sub-division), each Applicant will receive in terms of order of choice.

- a) Every Applicant on the SDF01 will pick a numbered piece of paper out of a box. Each piece of paper will be numbered from one (1) to how ever many Applicants and houses there are for that particular year. (Eg., if there are 14 houses awarded, then there will be 14 pieces of paper numbered from #1 to #14.)
- b) Once each Applicant has picked a number, that number will determine the order in which that Applicant will pick a Lot.
- c) The Applicant who picks #1 will get the first choice of Lot selection, #2 for second choice, and so on till all the Lots have been picked.
- d) The Applicants will have the opportunity to trade up or down their order of selection, or Lot Allocation with another Applicant. However, this must be done on the day of the lottery, in person.
- e) The lots allocated, will be zoned as a residential area: which means that you can not have livestock, farm animals, etc., in that area.

6A) Lot Allocation (Rural)

After the posting of the SDF01, all Applicants will be required to attend a Meeting to decide which Lot (in accordance with PSDS, Site Evaluation Restrictions) each Applicant will be assessed. It is critical that the Applicants attend this meeting to ensure that their choice is either accepted or rejected based on the following criteria;

- a) distance from nearest utility source (including municipal tie-ins), power supply, natural gas supply,
- b) funding availability to utilize chosen site,
- c) ground-water, and water table depths,
- d) distance from nearest neighbor, set-back from nearest road, etc.

Sec IX - Renovation Allocations

The Renovation Program must be delivered in a fair and honest manner. Many Alexis First Nation Members have questioned the allocations of the Renovation Program in any given year. Therefore, the following procedures will be done to determine how the renovation allocations will be done in accordance to the AFNHA Policy Manual.

- 1) A **Structural Inspection** (every two years) will be done to all Band Units (CMHC included). The purpose for this Inspection is to determine the structural condition that the Unit is in. This inspection will also determine the type of work that needs to be done, and whether it will be a major/minor renovation.
- 2) A **Maintenance Inspection** (every six months), ensuring that the Occupant is:
 - 1) Maintaining the unit (doors/windows/walls/yards/etc)
 - 2) Ensuring safe storage of all flammable materials, etc.,
 - 3) Ensuring all mechanical, plumbing items are maintained.
- 3) The following is a tentative schedule of when the structural inspections will be carried out.
 - 1) West End and Core Area (Narrows) - April and October
 - 2) East End and North End - May and November

The inspections are done at this time of year to include them in the budget for major renovations that need to be done for the upcoming fiscal year.
- 4) Once the inspection has been done to a Unit, it will be decided who will cover the cost of the renovation (major/minor). This decision will be left up to the AFNHA Committee with the advice of the Housing Manager.
- 5) All Home-owners are expected to have their Unit inspected, as per the schedule. Failing to comply with the inspection, will jeopardize the placement of your Renovation Request, possibly leaving you without a renovation because the AFNHA could not determine a cost for the renovation required.
- 6) All Home-owners will receive a copy of the Inspection Report along with a notice indicating what type of renovation (major/minor) they may be eligible for.
- 7) Previous renovations will be considered in the decision-making process for future renovations. Files will be updated annually ensuring that all housing information is kept current.

ALEXIS NAKOTA SIOUX NATION HOUSING AUTHORITY
New Housing & Renovation Form

DATE:

NAME OF APPLICANT:

****PLEASE CHECK ONE****

NEW HOUSING
(\$1000 DEPOSIT FEE REQUIRED)

RENOVATION

D.O.B:

TREATY NO.:

SPOUSE'S NAME (if applicable):

MARTIAL STATUS:

Married Common-Law Widow Divorced Separate Single

List Immediate Family/dependants, children/or relatives presently living with you.

(Please indicate if band/non-band member) DO NOT Include Yourself or Spouse.

NAME	AGE	RELATIONSHIP

How long have you been a resident on Alexis First Nation? _____ Yrs

Do you presently have your own home? Yes No

Sec X - Appeal Process

Band Members have come forward on many occasions, questioning the decisions made regarding a Unit Allocation. These same Band Members were either ignored and their objectives not heard, or they were told that their Application would be a priority, and given future consideration in the next construction year. Consequently, the Housing Department is putting in place a mechanism giving Band Members a chance to Appeal a decision, be given a chance to voice their concern, and given a further explanation of the Allocating Process. The Appeal Process will be brought about only with extreme or reasonably questionable cases.

- 1) If a Band Member has a dispute with a selection, he/she has one week (7-days) from the time the RL01 is posted to submit an Appeal. The Appellant:
 - a) Must provide a letter indicating the reason for making an Appeal, and must be specific as to which decision he/she is contesting (as this can only be done once by an Appellant).
 - b) Must be a New Housing Applicant
 - c) Must meet all the criteria required for a Housing Application, under the Housing Department's Allocation Policy - 1 (a-f).
- 2) An Appeal Committee will be formed in order to hear the Appellant with his/her objection to a decision. The Appeal Committee:
 - a) Must consist of one Elder (Band Member), one Council-member, and one Non-Band Member.
 - b) Must not have a stake (conflict of Interest) in the decision-making process.
- 3) The individual (Appellant) launching the Appeal shall submit with the letter, a \$250.00 Appeal Bond (cash or money-order), which may pay for the cost of the Appeal Hearing.
- 4) All Appeals will be examined the day following the 7-day Appeal Period, and must take no more than another 7 days to reach a decision, regarding the Appeal.
- 5) If, and when the Appeal Committee discovers that a particular decision was unfair, then they must make that judgment to over-turn a decision, which will go back to the AFNHA Committee for further analysis and examination.
- 6) The Appeal Committee, an entirely different group than the AFNHA Committee, and will have no interaction with the AFNHA Committee prior or during the Appeal Process. All the information that the Appeal Committee would require may include the following:
 - a) the initial Application (and required documentation),
 - b) the minutes of the AFNHA Allocation Process Meeting,
 - c) the letter of Appeal (with Appeal Bond).
- 7) Once the Appeal has been tabled to the AFNHA Committee, it will be re-examined in an objective, honest manner. The arguments of the Appellant must be weighed to those of the successful Applicant in question.
- 8) Once a decision in the Appeal has been reached with the AFNHA Committee, the Appellant and the Applicant will be notified with the results of their decision in a letter hand-delivered by a Member of the AFNHA Committee.

Sec X - Appeal Process (Continued)

- 9) An Appeal which is over-turned in favor of the Appellant by the AFNHA Committee, will have their Appeal Bond reimbursed in total (*pending AFNHA approval*).
- 10) The Appeal Process would also address on-going concerns in other parts of this Policy, ensuring that an answer is provided to them. This would include, but would not be limited to; New Housing Applications, Renovation Applications, Unit Occupancy, Transfer of Tenancy, or Rent concerns.

Sec XI - Continued Occupant Eligibility

All housing units awarded to the Membership (primary occupant) are done through the Chief and Council, upon the recommendations of the AFNHA Committee, and as such is deemed the responsibility of the primary occupant, until the primary occupant releases the unit back to the First Nation. There are certain restrictions in place (Sec VII - General Regulations 1), 2), 3), and Sec VIII - New Home Allocations of this Policy, ensuring that the unit is maintained during their occupancy. Sec. IX - Renovation Allocations may also play a part in determining whether the unit is being maintained by the Primary Occupant.

There may come a time where the Occupants fail to adhere to the Conditions of this Policy, and at that point, they may be ultimately evicted from the unit based on any or all of the following conditions;

- a) Unit neglect and vandalism, or any other circumstance that would depreciate the value of the Unit, or affect the structural integrity of the unit,
- b) Unit abandonment, or anything that would be related to the abandonment of the unit.

The issue will be brought before the AFNHA Committee upon the recommendation of the Housing Manager. The AFNHA Committee would then review the circumstances related to the maintenance of the Unit, and if it is found that the Primary Occupant has failed to comply with the Policy, the AFNHA Committee would then inform the Chief and Council to assist with resolving the concern.

Ultimately, the Chief and Council would have the final say as to what should happen with the unit in question.

Sec XII - Home Insurance Policy Plan (HIPP)

In order to safeguard all Alexis First Nation Housing Units, the Band and the Occupant will purchase an insurance (less contents) for each new Unit built on any of the Reserve Lands. If an approved Insurance Company is willing to insure all Band Units (including the older Units), then a Home Insurance Policy Plan will be initiated to provide insurance for all homes on the Reserve.

- a) Workshops and Seminars will be offered, ensuring that all Band Members are aware of the Housing Departments' initiative on the Home Insurance Policy Plan (HIPP).
- b) Research on and off the Reserve will ensure that all aspects of the Home Insurance Policy Plans are inquired upon.
- c) All newly built homes will be insured under the present insurance arrangement utilized by the Alexis First Nation.

The First Nation, as the Property Owner, would cover a portion of the cost for Home Insurance Premiums (excluding contents). However, there will be the development of an Insurance Fee for all Members under the Home Insurance Policy Plan (HIPP) to help control the cost of Insurance Premiums.

If an Insurance Company is unwilling to ensure a Unit or number of Units for some specified reason(s), the Band will work towards implementing a "Self-Insurance Program" (SIP). The SIP will operate in the following manner (*subject to AFNHA Committee approval*).

- 1) All Homeowners whose Unit would not fit under the Home Insurance Plan implemented, would pay an Insurance Fee (SIP) on a monthly basis (based on Unit assessment).
- 2) The revenue collected from the Monthly Insurance Fee will be applied towards the payment of the SIP for each Unit.
- 3) A separate Band Bank Account will be established to set aside the funds which would be used for the Self-Insurance Program.
- 4) If financially possible, the Band will pay a portion per Unit for the SIP for all eligible Units covered.
- 5) Insurance Policies and Guidelines will be drafted up for each applicable Unit that is insured under the SIP Program.
- 6) A certified Housing/Fire Inspector and/or the Housing Manager will assess and estimate the damage and cost of any insurance claim made by the Unit Homeowner/Occupant/Tenant.

All Insurance Plan Premiums will be signed, and dated, by the Homeowner/Occupant/Tenant, along with a Housing Representative and an AFNHA Committee Member.

Sec XIII - Home Maintenance Plan

Many homes within the Alexis First Nation are in very poor living condition. A combination of reasons are to blame for the condition of these homes, ranging from Unit lifespan (age), to poor construction practices and substandard material, to over-crowding and neglect, to fire damage and vandalism. To ensure that the lifespan of a home is extended, we must develop and introduce a Home-owner's Self-Maintenance Plan. We will encourage all Home-owner/Occupant(s) to help and participate in our proposed Home Maintenance Seminar(s) (HMS). The following are ideas that would form the basis of the Home Maintenance Seminar (HMS) for the Alexis First Nation. As the AFNHA Committee does more research on this subject, more items will be added to fit the needs of the community, and will eventually be amended and approved as part of the Policy.

- 1) Each Homeowner/Occupant will be required to complete an HMS in order to be eligible (prioritized) for services from the Housing Department. For instance, if the Home-owner wants the floor covering replaced in their home, they must first take the HMS, which would be coordinated by the AFNHA.
- 2) All New Housing Applicants must complete an HMS in order for their Application to be processed further. If an Applicant fails to attend at least one HMS, their application ranking may be affected.
- 3) There will be a Fee for the HMS, as this Fee will cover the cost of the Facilitator(s)/Course Material/Lunch. *(The Fee will be determined by the AFNHA Committee).*
- 4) A Certificate of Completion will be provided for those Band Members who have taken the HMS Course. This certificate could be used as proof when applying for a new house or renovations.
- 5) Once the Homeowner/Occupant completes the HMS, he/she is expected to take responsibility in the maintenance of his/her home in terms of minor repairs, and preventative maintenance. Minor repairs in an amount less than \$300.00 (mat/lab) would be referred to as a Maintenance repair, and would be the responsibility of the Homeowner. The following are examples of minor Unit repairs:
 - 1) furnace filters, furnace cleaning, belt, motor, thermostat, to thermo-coupling for HWT, T&P valves, to pressure tank replacement.
 - 2) Window / Screen Repairs
 - 3) Ext / Int Door repairs (doorknobs/door trim/door/hinges/etc.,)
 - 4) Primer/Paint
 - 5) Dry-wall patching and repairs.
 - 6) Minor Electrical repairs, fixtures, etc., (call Electrician if necessary)
 - 7) Minor Plumbing repairs, fixtures, etc., (call Plumber if necessary)
- 6) Upon Homeowner/Occupant request, a Representative of the Housing Department will provide an assessment and estimate of work required. If the estimate is within a reasonable price range, the Homeowner/Occupant shall pay the cost of the materials required. An employee of the Housing Department can be provided for guidance and labour at the request of the Homeowner/Occupant.

Sec XIII - Home Maintenance Plan (Continued)

- 7) If damage done to a Unit is through negligence of the Home-owner/Occupant, the Housing Department will not pay for the cost of the repairs. This practice will be adopted in order to encourage the Homeowner/Occupants of the Alexis First Nation to take better care of their Unit.
- 8) If a person does damage to a Band/CMHC Unit through vandalism other than the Homeowner/Occupant, then it will be the responsibility of the Homeowner/Occupant to recover the cost of repairs through a restitution order imposed by the Law Courts, or a formal (written) agreement between the two parties involved (Vandal & Victim).

Sec XIV - Policy Review and Evaluation

As time progresses, there will be the need to review and re-evaluate the Policy as a whole, and as such, certain items may either have to be omitted, or added to, ensuring that the Policy is addressing the needs of the First Nation Membership at large. This process would be carried out by the AFNHA Committee, and any changes would have to be approved by the Chief and Council.

Sec XV - Security and Confidentiality

As with the implementation of the AFNHA Committee, the Housing Department and its' Staff would be sworn to an *Oath of Confidentiality*, ensuring that the Membership are treated with the utmost respect when it comes to dealing with their issues and concerns.

Sec XVI - Housing Policy Procedure Review

The Staff in the Housing Department shall review the contents of this Policy at least twice a year, ensuring that all the criteria of the policy have been met and adhered to. This would ensure the continuity of the Department, and the safety of the Membership at Large within the First Nation Community.

Alexis First Nation Housing Authority By-Law

Be it known that this By-Law entitled the Alexis First Nation Housing Authority (AFNHA) By-Law is Hereby enacted as By-Law Number # _____ by the majority vote of the Alexis First Nation Membership at a duly convened Meeting of the said Alexis First Nation Chief and Council, held on the _____ day of _____, in the year _____.

The following Members of the Alexis First Nation Council accept the content of this By-Law.

Chief _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Council-member _____ Witness _____

Being the majority of those Council-members of the Alexis First Nation present at the aforementioned Meeting of the Council. A Quorum of the Alexis First Nation Council consists of _____ Members.

Appendix "A" - Home Mortgaging Program

Mortgaging of homes within the First Nation has been on-going for the past thirty-five years. The First Nation would take out the mortgage with a Loan Guarantee from INAC to the Lending Institution until the loan was paid in full. In recent times, the story has changed somewhat with the introduction of home-owner mortgaging.

Home Owner mortgaging has just gotten started, and with it many questions that would need to be answered, mostly by the individual Band Member taking out the mortgage, because ultimately, the Band Member taking out the mortgage would be the one paying back the loan to the lending agency.

At present, there are two sources available, one being CMHC (through a Sec. 10 Program), and the other being the Bank of Montreal. The First Nation would still have to take out a Loan Guarantee with the CMHC approach, and the Bank of Montreal would do an in-depth search of the applicants' credit history prior to either accepting, or rejecting the loan application. This does exist, and when one believes that they have what it would take to go after a home-owner mortgage, the opportunity would be there.

It would also have to be understood that even when the loan is approved, there are still other criteria that the successful applicant would have to follow in order to have the house built. It would have to be built on Band Land, and it would have to be built within the parameters of what the Housing Department would deem as a good construction site.

Appendix "B" - SUPPLEMENTAL MATERIAL

HOUSING ALLOCATIONS

QUESTIONS TO BE ANSWERED WHEN ALLOCATING HOMES

- What is the best and fairest way to allocate a new home?
- Should the size of family be considered (immediate/dependents)?
- Should all Applicants go through an application procedure?
- Should single parents be given priority over couples (with children)?
- Are S/A families expected to come up with the Housing Application amount (\$1000.00)?
- Should a persons' history of home maintenance be considered when choosing candidates?

CONSIDERATIONS IN HOUSING ALLOCATIONS:

- How many children? Is the Applicant single or married?
- Length of time being without a home on Reserve?
- Has the Application Fee been forwarded to the AFNHA?
- Does the Applicant have a good history of maintaining a home?
- Has the Applicant participated in the Home Maintenance Seminar?
- How many times has the Applicant applied for a home?
- Does the Applicant have a Health condition that requires a different environment?
- What type of employment does the Applicant have, and annual income (Sec 10 Applicants)?

APPEAL POLICY

- The Appeal Committee should be made up of a different group other than the AFNHA Committee.
- A decision will not be rendered till All Appeals submitted have been heard.
- All Appeals must be submitted in writing and brought to the attention of the AFNHA within the 7-day Appeal period.
- Only Band Members who have submitted a Housing Application are entitled to submit an Appeal.
- An Appeal can only address one decision (allocation), and can not be based on decisions made in the past.
- The written Appeal must be accompanied with an Appeal Bond (\$250.00) {cash/money order}, which would be used to offset the cost of the Appeal hearing.
- An Appeal must clearly state why you wish to protest a decision of the AFNHA Committee, and why you deserve the Unit more than the appointed individual.
- If an Appeal is processed as a valid Appeal with substantial reason, it will then be forwarded to the AFNHA Committee for re-evaluation.
- Once the Appeal goes back to the AFNHA Committee, the Appellant shall be in attendance for the final Hearing of the Appeal. The Appellant may also be required to address the AFNHA Committee
- After hearing both parties with their final arguments, the AFNHA Committee will render a decision as to whether the Appeal will be honoured, and provide reason why it would be accepted or rejected.

INSURANCE PLAN

The Homeowner/Occupant along with a Housing Representative, and an AFNHA Committee Member must sign all insurance premium policies. The AFNHA will be responsible for explaining the Insurance Policy contents to the Homeowner/Occupant, and the how the monthly payment plan will be put in place.

All insurance claims must be made prior to anyone (other than the Fire/Housing Inspector, and Housing Manager) going through the Unit of the Claimant. This is to ensure that all adjustments and estimates are done as accurately as possible. If a Homeowner/Occupant removes any (in whole or in part) evidence that pertains to the insurance claim, it will render the insurance claim null and void, and the Homeowner/Occupant will be held accountable for any and all repairs to the damaged Unit. This may also include charging the Homeowner/Occupant with Arson (if applicable).

Appendix "C" - Recommendation List of Applicants Form (RL01)

The Chief & Council of the Alexis First Nation hereby acknowledge, and "Initial" the list of Applicants pursuant to the AFNHA Policy, and accept the recommendations, as listed below.

Chief

Council-member

Council-member

Council-member

Council-member

Council-member

Council-member

Council-member

List of Applicants, as of (date) _____

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant