



Blueberry River First Nations

ON-RESERVE HOUSING POLICY



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5 ROLES & RESPONSIBILITY

5.1 Chief & Council

5.1.1 Chief and Council are responsible for providing oversight to ensure that all housing at BRFN is administered in accordance with the Policy and that the Policy is applied in a fair, consistent, and transparent manner. Duties include:

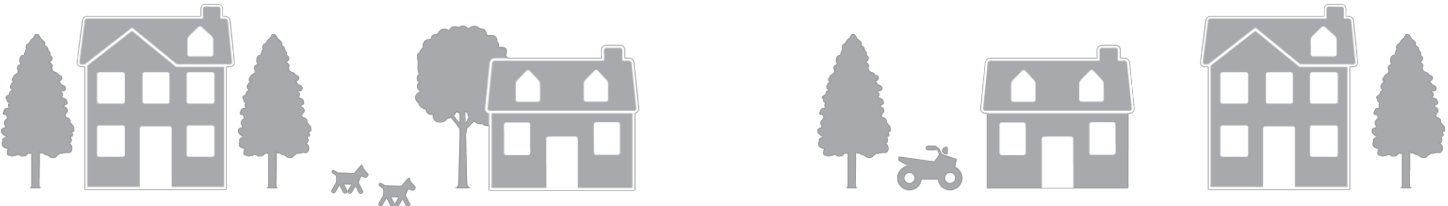
- a) Adopting the Policy.
- b) Reviewing and approving amendments to the Policy.
- c) Reviewing and approving the location and construction of all housing on Reserve.
- d) Reviewing and approving sales of BRFN Housing units.
- e) Reviewing and approving strategic housing plans, policies, or annual budgets.
- f) Making decisions regarding Termination of Homeownership.
- g) Regularly meeting with the Housing Coordinator to review the state of the Housing Program.
- h) Directing housing-related inquiries, requests, complaints, or issues to the Housing Coordinator.
- i) Providing input, feedback, or guidance as requested by the Housing Coordinator.

5.1.2 All decisions by Chief & Council require a Band Council Resolution.

5.2 Housing Coordinator

5.2.1 The BRFN Housing Coordinator is responsible for the day-to-day administration, management, application, and enforcement of the BRFN Housing Policy. Duties include:

- a) Maintaining an active database of all housing units on Reserve.
- b) Keeping a documented record of any information, activity, correspondence, or interaction regarding each housing unit.
- c) Contacting, notifying, and meeting with Applicants, Tenants, Occupants, and Homeowners.
- d) Reviewing Applicant, Tenant, Occupant, and Homeowner information.
- e) Conducting financial, reference, or criminal record checks.
- f) Processing all housing applications and maintaining the housing Wait List.
- g) Organizing, attending, and leading all Housing Committee meetings.
- h) Prescreening Tenant applications and providing the Housing Committee with information to make decisions regarding unit Allocation.



- i) Prescreening Homeowner applications and providing the Housing Committee with information to make decisions regarding sales of BRFN units.
- j) Consulting with the Housing Committee regarding Appeals.
- k) Consulting with the Housing Committee regarding Termination of Tenancy or Homeownership.
- l) Carrying out the directives / decisions of the Housing Committee.
- m) Notifying Tenants of Arrears status.
- n) Notifying Homeowners of Maintenance Fund balance.
- o) Making decisions regarding Tenant requests to temporarily vacate a rental unit.
- p) Consulting with relevant BRFN staff regarding Applicant, Occupant, Tenant, or Homeowner matters.
- q) Regularly reporting to Chief and Council on the state of the Housing Program.
- r) Preparing budgets, funding applications, agreements, informational materials, work orders, and other documents related to the administration and implementation of the Housing Program.
- s) Dispersing information to the BRFN community regarding the Housing Program.
- t) Working with Tenants and Homeowners to develop an Arrears Repayment Plan or Annual Payment Plan.
- u) Monitoring and taking enforcement action against violations of the Policy; providing regular updates to, consulting with, or making recommendations the Housing Committee regarding such matters; and keeping a record of all violations and penalties.
- v) Making Amendments to the Policy in conjunction with Chief and Council.
- w) Making decisions regarding all new housing on BRFN Reserve land in conjunction with the Housing Committee and Chief and Council.
- x) Administering the construction of new BRFN housing units.
- y) Approving maintenance, repair, and renovation works for Tenants
- z) Working with Finance to administer Homeowner Maintenance Funds.
- aa) Consulting with Public Works on matters related to construction, repair, maintenance, and renovation works.
- bb) Hiring outside contractors.
- cc) Proposing Amendments to the Policy.
- dd) Regularly reviewing the Policy to ensure it meets the needs of BRFN.



5.3 Finance Department

5.3.1 The Finance Department is responsible for the administration of all housing-related financial matters including:

- a) Maintaining an active, up-to-date record of all Tenant and Homeowner charges and payments.
- b) Collecting and processing rent, maintenance fee, or other payments.
- c) Depositing all maintenance fee payments in individual accounts associated with each unit.
- d) Debiting maintenance fee funds at the Homeowner’s request to pay for maintenance provided by BRFN.
- e) Providing monthly reports to the Housing Coordinator regarding the payment and arrears status of Tenants.
- f) Providing monthly reports to the Housing Coordinator regarding maintenance fee payments and balances for Homeowner units.
- g) Providing monthly invoices to Tenants and Homeowners to keep them updated on their financial status with BRFN.
- h) Working with Tenants to develop an Arrears Repayment Plan or Annual Payment Plan.
- i) Providing information about payment options to Applicants, Tenants, and Homeowners and helping establish direct payment options upon request.
- j) Providing Applicant, Tenant, Occupant, or Homeowner financial information as requested by the Housing Coordinator or Housing Committee in accordance with the terms of this Policy or other relevant laws and Policies of BRFN.
- k) Providing financial planning or guidance upon request.

5.4 Public Works

5.4.1 Public Works is responsible for the following:

- a) Inspecting, completing, and overseeing all works, repairs, and maintenance on BRFN units and premises, as qualified.
 - i. Includes accessing units and premises to perform duties and providing advanced notice in accordance with the Policy.
- b) Providing inspection, repair, and/or maintenance services to Homeowners for a fee.
- c) Overseeing external contractors hired by BRFN.
- d) Providing guidance to the Housing Coordinator on all works-related matters.
- e) Reporting any housing-related violations or issues to the Housing Coordinator.



5.5 Housing Committee

5.5.1 The Housing Committee is responsible for making important housing decisions on behalf of the entire BRFN community. Duties include:

- a) Adhering to the Housing Committee Terms of Reference (Appendix G).
- b) Supporting the Housing Coordinator in the day-to-day administration, application, and enforcement of the Policy.
- c) Reviewing Applicant, Tenant, Occupant, and Homeowner information.
- d) Meeting with Applicants, Tenants, Occupants, and Homeowners.
- e) Making decisions regarding unit Allocation.
- f) Making decisions regarding Appeals.
- g) Making decisions regarding unit Abandonment.
- h) Making decisions regarding Termination of Tenancy.
- i) Making decisions regarding financial penalties related to Arrears recovery.
- j) Making recommendations to Chief and Council regarding Termination of Homeownership.
- k) Making recommendations to Chief and Council regarding the sale of BRFN Housing units.
- l) Making decisions regarding all new housing units in conjunction with the Housing Coordinator and Chief and Council.
- m) Reviewing and approving rental rate or maintenance fee increases.

5.6 On-Reserve Tenants

5.6.1 Living in BRFN Housing is a privilege that with comes responsibility. Meeting those responsibilities helps to ensure a successful and lasting Tenancy and overall BRFN Housing Program. All Tenants are responsible for the following:

- a) Understanding how the Policy applies to them and adhering to the Policy.
- b) The actions of all Occupants, pets, and guests in the unit and on the premises.
- c) Acting in a manner that does not jeopardize health or safety on Reserve.
- d) Contacting the Housing Coordinator regarding any housing-related matters (i.e. not Chief and Council).
- e) Paying monthly rent.
- f) Making payments in-full and on-time.
- g) Maintaining the unit and premises in a reasonable state of repair.
 - i. Includes keeping yard and common areas free from garbage or debris.
- h) Occupying the unit according to the Policy and Rental / Tenancy Agreement.
- i) Providing written or verbal notification to the Housing Coordinator when required by the Policy.



- j) Allowing access to the premises when provided with advanced notice.
- k) Establishing and following an Annual Payment Plan or Arrears Repayment Agreement, as necessary.
- l) Complying with the directives / decisions of the Housing Coordinator and Housing Committee.
- m) Adhering to the Appeals process.
- n) Adhering to all applicable laws and policies of BRFN.

5.7 On-Reserve Homeowners

5.7.1 Homeowners are responsible for all aspects related to their housing unit and premises, including (but not limited to):

- a) Assuming legal responsibility for their unit and the associated structures.
- b) The actions of all Occupants, pets, guests, and Tenants in the unit and on the premises.
- c) Paying all costs related to the use, operation, and maintenance of their unit, the associated structures, and the premises (above ground).
 - i. This includes (but is not limited to) mortgage, utilities, insurance, and all works.
- d) Completing, organizing, and contracting all repairs, maintenance, upkeep, renovations, and voluntary works.
- e) Keeping the premises free from garbage and debris.

5.7.2 Homeowners are also responsible for:

- a) Understanding how the Policy applies to them and adhering to the Policy.
- b) Acting in a manner that does not jeopardize health or safety on Reserve.
- c) Notifying the Housing Coordinator or Public Works regarding any below-ground issues on their premises (i.e. servicing issues).
- d) Ensuring funds are available for future maintenance. This may include making monthly payments to their individual Maintenance Fund.
- e) Paying the difference for any maintenance costs above the value of their Maintenance Fund (as applicable).
- f) Making all applicable payments in-full and on-time.
- g) Contacting the Housing Coordinator regarding any housing-related matters (i.e. not Chief and Council).
- h) Providing written notification to the Housing Coordinator when required.
- i) Complying with the directives / decisions of the Housing Coordinator, Housing Committee, and Chief and Council.
- j) Adhering to the Appeals process.
- k) Adhering to all applicable laws and policies of BRFN.

