NmTC Housing Policy Tool-Kit Project

First Nations Housing Conference
February 7th, 2017
Thunder Bay, Ontario

An initiative of the
Naut'sa mawt Tribal Council

"Working Together as One"

The Mission of
Naut'sa mawt Tribal Council

Naut'sa mawt Tribal Council works together as one to support and strengthen our eleven Coast Salish member communities through economic development, strong governance, community planning, financial management and technical services.

Member Nations

Strait of Georgia

Strait of Juan de Fuca

Puget Sound

Pacific Ocean

1. Halalt
2. Homalco
3. Klahoose
4. Malahat
5. Sliammon
6. Snaw-Naw-As
7. Snuneymuxw
8. Stz'uminus
9. Tsawwassen
10. Tsleil-Waututh
11. T'Sou-ke

Advisory Services

Naut'sa mawt Tribal Council is honoured to serve our eleven member nations in five core delivery areas that include:

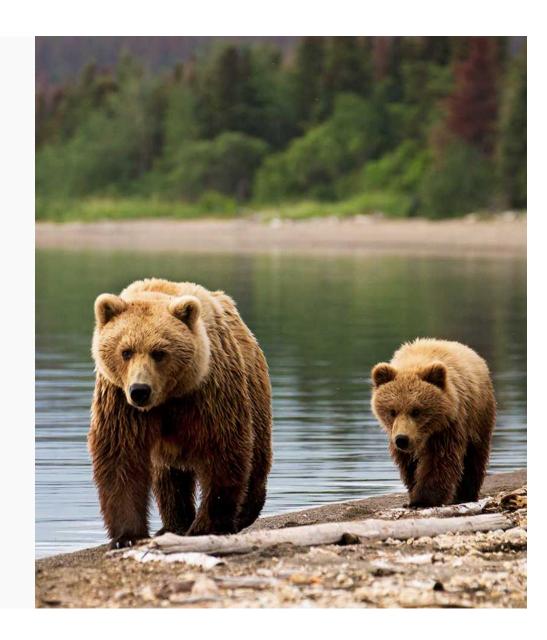Community Planning

Governance

Financial Management and Administration

Economic Development

Technical Services

Additional Services

In addition to the delivery of our primary advisory services, NmTC engages in a variety of other activities to strengthen and support our communities and strategically support the professional capacity development of our members.

Communication And Publishing	Our monthly publication, the Salish Sea Sentinel, reflects the strengths, values, and achievements of our Coast Salish Member Nations.
Projects Based Programs	Programs include Policy tools, Species at Risk, Climate Change Adaptation, Energy Planning, and other initiatives for First Nation communities.
Workplace Based Training & Mentoring	Training programs, workshops and events with government or private sector partners.

Fee for Service Programs

Naut'sa mawt Tribal Council is engaged in Fee for Service Programs and partnerships intended to expand the resources available to our member Nations and other Indigenous communities across Canada.

Event Planning and Project Management	Naut'sa mawt Events is one of Canada's most established and trusted Indigenous event management firms. For over 15 years, we have worked with First Nations across Canada on a wide range of issues, and have been proud to manage events centered around Aboriginal initiatives.
Xyntax Systems	Xyntax Systems has works with First Nations, Tribal Councils, and band empowered entities throughout Canada, offering a broad range of integrated, easy-to-use, financial and administrative management solutions developed specifically for First Nations.
Naut'sa mawt Resources Group	Naut'sa mawt Resources Group creates strategic partnerships for Aboriginal economic development, pursuing opportunities to offer value-added products and services to private and public sectors through standing offers and supply arrangements with the federal government.

NmTC Housing Policy Toolkit Project

What is it?

Ongoing open source capacity development project that supports the development and implementation of safe, secure and sustainable on-reserve housing programs.
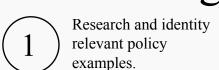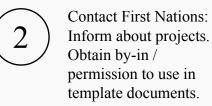
Who?

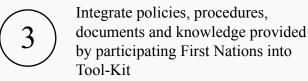The project is national in scope. Any First Nation or First Nations organization in Canada can participate.

How?

Knowledge sharing and collaborative development of freely available, non-prescriptive, comprehensive, adaptable, congruent and user-friendly guides and templates
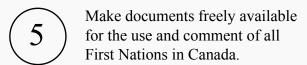
Methodology

1 Research and identity relevant policy examples.

2 Contact First Nations: Inform about projects. Obtain by-in / permission to use in template documents.

3 Integrate policies, procedures, documents and knowledge provided by participating First Nations into Tool-Kit

4 Review and revise Took-Kit documents based on expertise and advice provided by participating First Nations, First Nation organizations and other housing and legal expertise.

5 Make documents freely available for the use and comment of all First Nations in Canada.

The NmTC is responsible for (1) consolidating and organizing all Project Team feedback and questions for legal counsel, (2) ensuring that project feedback is addressed and reflected in the Toolkit and (3) the final form of deliverables.

Housing Policy Toolkit 2.0
Rent and Rent-To-Own

Completed February 2016 – **Available Now**
Funded by New Relationship Trust and the NmTC
Current Distribution: 190+ First Nations

Includes legal commentary and advice embedded in the following MS Word sample templates:
1) Rent and Rent-To-Own Housing Policy and Procedures, including:
   ➢ Eligibility, Application and Allocation of Rental Housing; Arrears; Termination of Tenancy; Marital Breakdown; Death of a Tenant (including Rent-To-Own); Insurance; Tenant Damage and Vandalism; Condition Assessments; Transfer of Ownership; and Appeals Procedures.
2) Rental Agreement;
3) Rent-To-Own Agreement;
4) Sublease Agreement;
5) Arrears Repayment Agreement;
6) Tenant Damage Agreement;
7) Pet Policy Tenancy Addendum;
8) Rental Schedule of Maintenance and Repair Responsibilities;
9) Rent-to-Own Phased Schedule of Maintenance and Repair   Responsibilities; and
10) twenty-five sample appendix.

Value Added Project Benefits

1) **National in Scope:** Non-prescriptive and legally reviewed and nuanced for safe and free national release.

2) **Cost Effective:** Applicable and useful to all First Nations in Canada.

3) **Maximum Knowledge Sharing:** Brings together many years of First Nations housing policy experience and advice.

4) **Comprehensive, Integrated and Trusted Tools:** A comprehensive and integrated product designed to ensure congruent policies, agreements an forms.

5) **Easy to Work With:** User-friendly and hands-on, MS Word documents and password protectable fillable forms ready to customize to specific community requirements. Toolkit documents require committed and explicit participation and do not support "wholesale adoption".

6) **Reduced Reliance on Consultants:** Reduces and supports specifically defining requirements for external expertise.

Home Ownership Policy Toolkit

In Development – Delivery Fall 2017

Key Objective

To develop a Home Ownership Policy Toolkit that will support First Nation communities who wish to increase their capacity to develop, oversee and manage their on-reserve home ownership programs.

The Toolkit will provide comprehensive and flexible sample policy templates and experienced, trusted advice on how to tailor the documents to the specific Home Ownership requirements of on-reserve First Nation communities.

Role of the Naut'sa'mawt Tribal Council

The NmTC is responsible for (1) consolidating and organizing all Project Team feedback and questions for legal counsel, (2) ensuring that project feedback is addressed and reflected in the Toolkit and (3) completion and distribution of deliverables.

Project Team

Advisors

➢ Candace Bennet, member of the Algonquins of Pikwàkanagàn
➢ Stacy McNeil, member of the Seabird Island Band
➢ Linda E. Ross Property Management Inc.
➢ Turtle Island Associates, Roxanne Harper and Kim Kremzar
➢ Coast Salish Insurance & Risk Management Solutions

First Nation Organizations

➢ Assembly of First Nations
➢ National Aboriginal Land Managers Association
➢ Ontario First Nations Technical Services Corporation
➢ Alberta First Nations Technical Services Advisory Group

Legal

➢ Woodward and Company LLP

Funding

➢ Budget 2016
➢ Naut'sa mawt Tribal Council
➢ VanCity Savings

Home Ownership Policy Toolkit

Deliverables

1) **Sample Home Ownership Policy Template**
   a) Governance authority and scope of a Home Ownership Policy;
   b) First Nation Homeownership programs – housing tenures, housing programs, eligibility for homeownership;
   c) financing and loan programs, eligibility and process criteria for new construction and renovations;
   d) insurance requirements and options;
   e) transparency in application process and criteria and approval process for land allocation (to the extent   applicable);
   f) the rights and responsibilities of homeowners, including clarification of maintenance responsibilities;
   g) rights and obligations of the First Nation, including rights upon default on loans, services provided to homeowners;
   h) process for making operational decisions, including approval of maintenance items;
   i)   clarity with respect to roles and responsibilities of Council, housing and administration staff and occupants;
   j)   spousal rights;
   k) wills and estates;
   l)   internal consistency (including consistency of terminology) with a view to ensuring Toolkit can be easily   understood and followed by all users;
   m) consistency with the Charter and human rights legislation;
   n) consistency with administrative law principles;
   o) consistency with other applicable federal and/or provincial laws;
   p) consistency with Aboriginal Affairs and Northern Development Canada policies and reporting requirements   (where applicable); and
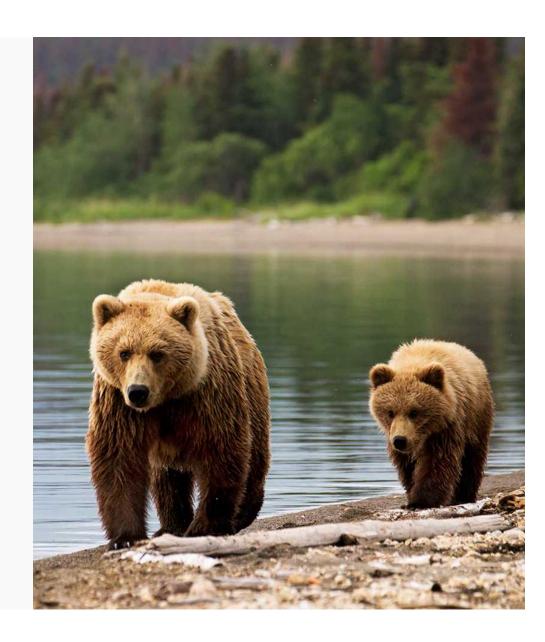   q) practical issues for ease of implementation.

Home Ownership Policy Toolkit

Deliverables Continued

2) **Sample Form, Contract and Agreement Templates**
   Draft template forms, contracts and agreements as required to ensure consistency with Sample Home Ownership Policy Template and the law. Includes sample template security and indemnity agreement and legal opinion on implementation.

3) **Roll-out and distribution – Fall 2017**
   Delivery of the project to the current national user base of over 190 First Nations.

Break Even Budget Toolkit

In Development

Key Objective

Develop tools that support administrative capacity to move towards long-term financial models of rental housing delivery.

Deliverables

Process, Considerations, Sample Documents and Spreadsheets, Checklist, FAQ.

Roll-out and distribution Fall 2017

Shelter Toolkit

In Development

Key Objective

Develop tools that support administrative capacity to ensure the
long-term accessibility shelter funding for SA clients living in
Band/Nation owned rental housing.

Deliverables

Process, Considerations, Sample Documents and Spreadsheets,
Checklist, FAQ.

Roll-out and distribution Fall 2017

Intellectual Property and Copyright

The Took Kit documents are the property of Naut'sa mawt Tribal Council. They are protected by copyright in accordance with the fair dealing provisions of the Copyright Act of Canada and are:

Expressively intended for the purposes of research, private study, review, and education by and of First Nation Communities and First Nation organizations interested in developing and/or enhancing on-reserve housing policies, procedures, or agreements; and **NOT TO BE REPRODUCED FOR SALE OR PROFIT.**

All Tool Kit documents are available in MS Word format, for the consideration, comment and use of all First Nations in Canada, subject to the Disclaimer and Copyright provisions.

What's Next?

➢ Completion of Current Projects
➢ Implementation
➢ Ongoing Improvement
➢ More Partnerships and Collaboration
➢ New Tools

Requests, Questions and Comments:

If you would like to know more about the project or would like to request the latest version of the Tool-Kit, please visit the NmTC Policy Development Tools website:
http://www.nautsamawt.org/housing-toolkit or contact: toolkit@nautsamwt.com

Eric Blueschke
Housing Policy Advisor
Naut'sa mawt Tribal Council
Email: eric@blueschke.ca

Toolkit 2.0 Request Form

The NmTC Housing Policy Toolkit is a capacity development initiative of the Naut'sa mawt Tribal Council (NmTC) that is offered at no cost to all First Nations in Canada.

Toolkit 2.0 is intended to provide a comprehensive, flexible, user-friendly and non-prescriptive discussion and policy framework that First Nations can adapt to their specific rental and rent-to-own housing policy requirements without having to "re-invent the wheel".

First Nation: *[insert First Nation name]*

Name: *[insert name]*

Job Title: *[insert job title]*

Email:

Date: *[select date]*

Select one or both of the below:

☐   Send me Version 2.0 of the NmTC Housing Policy Toolkit

☐   Add me to the Toolkit Participant email list and keep me informed of future initiatives. I understand that I can unsubscribe from the list at any time.

Comments/Questions:

[insert text]

Please return completed form to the Naut'sa mawt Tribal Council at:

toolkit@nautsamawt.com