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TSAWWASSEN FIRST NATION

Tsawwassen First Nation

Off-Lands Home Renovation Policy

Date Enacted: 13 May 2025

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Kim Baird
Chief Administrative Officer

Table of Amendments

Section(s) Amended	Date	Order number	Come Into Force Date

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1. Authority

Section 31(2) of the *Government Organization Act* establishes that Executive Council is responsible for the general management, administration and good government of the Tsawwassen First Nation. Section 7(1) of the *Financial Administration Act* authorizes Executive Council to establish policies and procedures and give directions respecting any matter relating to the financial administration of Tsawwassen First Nation.

2. Definitions

For the purposes of this policy:

“**Applicant**” means a Tsawwassen First Nation Member who applies for support under this policy.

“**Director**” means the Director of Lands, or their delegate.

“**Member**” has the meaning given in the *Constitution Act*.

“**Renovation**” means any home renovation that does not impact the structural integrity of the house.

“**TFN**” means the Tsawwassen First Nation Government.

3. Purpose

The purpose of this policy is to set out the process for TFN to provide support for Renovations for Members living outside Tsawwassen Lands in order to improve home liveability for families.

4. Application

This policy applies to home Renovations off Tsawwassen Lands and within Canada.

This policy does not apply to:

- 6.1 Renovations for Members living on Tsawwassen Lands, which are addressed by the *Servicing and Renovation for Developed Lots Policy*; and
- 6.1 Renovations for Members living outside Canada.

5. Principles

The policy is administered according to the following principles:

- Members are encouraged to Renovate their house to improve the livability, function, and longevity of their home;
- existing renovated homes may meet the needs of Members without disrupting local housing supply;
- Members deserve to have culturally appropriate and affordable quality homes; and
- Members that reside off Lands should have access to repairs, renovations, support for their homes.

6. Eligibility

6.1 Eligibility and Amount

Members who own and reside in a property off Tsawwassen Lands are eligible for a maximum of \$40,000 (CAD) for Renovations. For clarity, building inspection and permitting fees are eligible expenses.

TFN funding is subject to approval of the *Appropriations Act* by the Tsawwassen Legislature each year.

6.2 Eligibility Restrictions

Members who do not own their homes are not eligible for support. Members who have received funding under the *Servicing and Renovation for Developed Lots* are not eligible, subject to the Director's discretion. The Director will not consider applications for Renovations:

- of the yard or home landscaping;
- of furniture or other personal property not tied directly to the function of the home;
- for the purpose of increasing or maintaining the value of the home;
- for the purpose of improving home aesthetics; or
- for the purpose of selling, leasing, or transferring the property.

7. Application and Waitlist

7.1 Application Process

Applicants must submit to the Director a completed application in the form set out in Schedule A. The Director may also request:

- a building inspection report before and after the work is completed;
- evidence of a building permit or other relevant permits;
- a quote by a contractor or other person designated to complete the Renovation; or
- any other information deemed necessary by the Director.

Applications are assessed on a first come first serve basis. The Director has the discretion to prioritize Renovation applications that impact, or have a high likelihood of impacting, the health and safety of the Member or members of their household.

If the Director denies the Application, the Director must provide the applicant with a written response that includes reasons why the application was unsuccessful.

7.2 Waitlist

For any reason, if TFN is unable to support all eligible Applicants, The Director will continue to accept applications and compile a waitlist. The Director will notify Applicants placed on the waitlist.

Unless the Member's health and safety is at risk, the waitlist is prioritized by the date when TFN received the application. The Director has the discretion to redetermine waitlist priority.

The Director will notify the Applicant when support is available. The Applicant must respond to the Director within fifteen (15) business days. If there is no response within fifteen (15) business days, or the Applicant withdraws their application, then the Director will contact the next Applicant on the waitlist.

It is the Applicant's responsibility to ensure that their contact information is up to date.

8. Payment

To receive reimbursement under this policy, Applicants must provide to the Director proof of payment or contractor invoices. The Director reimburses actual costs incurred up to the maximum amount in section 6.

It is the Applicant's responsibility to identify whether payment is to be provided directly to the Applicant or the contractor acting on their behalf. Reimbursement for Renovations dated before the enactment of this policy are not accepted.

9. Privacy and Confidentiality

For purposes of delivering the program, personal information may be collected, retained, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act*.

Schedule A – Application for Off-Lands Renovations

Applications shall be made to the attention of the Director of Lands.



Applicant Information

Name: _____
Membership Number: _____
Date of Birth: _____
Phone Number: _____ Email Address: _____

Address and Work

Address

Description of work:

Budget: _____

Contractor (if applicable):

Contractor Phone: _____
Contractor Email: _____
Building Permit Number (if applicable):

I confirm that the information set out above is correct.

Signature: _____ Date: _____

Approval - staff use only; do not write in this section.

Approved: Not Approved:

If not approved, provide reasons _____

Director's Signature: _____ Date: _____