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TSAWWASSEN FIRST NATION

Tsawwassen First Nation

Pre-Construction Costs and New Home Construction Grant Policy

Date Enacted: 24 October 2023

Order Number: O.089-2023

Last Amended: 27 May 2025

Order Number: O.037-2025

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Kim Baird
Chief Administrative Officer

Table of Amendments

Section(s) Amended	Date	Order number	Come Into Force Date
s.3.1 amended s.8.1 repealed and replaced new s.9 added and subsequent sections renumbered	11/02/2025	O.008-2025	11/02/2025
"Policy" updated to "policy" throughout s.11(1) amended	27/05/2025	O.037-2025	27/05/2025

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1) Authority

- 1.1 This policy is established pursuant to Section 3(1)(a) of the *Community Governance Act*, which authorizes Executive Council to provide services to Members on Tsawwassen Lands.

2) Interpretation

- 2.1 The *Interpretation and Definitions Act* applies to this policy as if it were an enactment of Tsawwassen First Nation.

3) Definitions

- 3.1 In this policy:

“Applicant” means

- (a) a TFN Member holding a Tsawwassen Fee Simple Interest Lot or Long Terms Leasehold Interest in a Tsawwassen Fee Simple Interest lot, who applies for payment of Pre-Construction costs and the New Home Construction Grant under this Policy; or
- (b) A Member or Members who hold a Tsawwassen Fee Simple Interest lot as a trustee or trustees, as applicable, under a trust whose beneficiaries are all Members who have applied for payment of Pre-construction costs and the New Home Construction grant under this Policy;

“Bare Land Strata” means a subdivision of a fee simple lot into strata lots and common property with Single-Family Dwellings as registered under a strata plan filed with the Land Title and Survey Authority of British Columbia;

“Director” means the Director of Lands, or their designate;

“Duplex” has the meaning given in the *Zoning Regulation*;

“Long Term Leasehold Interest” means a leasehold interest with a term of at least 25 years

“Member” means a Member of Tsawwassen First Nation;

“Member Owned Lot” means

- (a) A registered lot or Bare Land Strata lot owned by a Member, or a registered lot with a Long Term Leasehold Interest granted to a Member, and located within the TFN Community Area; or
- (b) A registered lot owned by a Member or Members who hold that registered lot as trustees under a trust whose beneficiaries are all Members;

“Multiple Family Housing” has the meaning given in the *Zoning Regulation*;

“New Home Construction Grant” means a grant provided by TFN to a Member constructing a new home;

“Pre-Construction” means work that is necessary to prepare a lot for, or prior to, constructing foundation, including, but not limited to, surveying, site testing, lot filling, planning, permitting, and the retention of Qualified Professionals for services. It does not include finishing work such as finished grading, paving or landscaping;

“Project Manager” means a Qualified Professional or Project Management Professional registered in BC, designated by the Applicant or authorized by the property owner;

“Qualified Professionals” means engineers and architects registered by a BC regulatory association;

“Single Family Dwelling” has the meaning given in the *Zoning Regulation*;

“TFN” means the Tsawwassen First Nation Government;

“TFN Community Area” means the TFN Community Area shown in Schedule B;

“TFN Community Area Plan” means the most recent edition of the TFN Community Area Plan;

“Townhouse” has the meaning given in the *Zoning Regulation*; and

“Tsawwassen Fee Simple Interest” has the same meaning in the *Land Act*.

4) Purpose

- 4.1** The purpose of this policy is to govern support for Pre-Construction costs and New Home Construction Grants within the TFN Community Area.

5) Application

- 5.1** This policy applies to TFN in administering New Home Construction Grants and supporting Members with Pre-Construction costs for Members building Single Family Dwellings or Duplexes for their own principal residence or the principal residence of their family members, on Member Owned Lots.
- 5.2** This policy does not apply to site servicing costs. TFN funding for servicing is governed by the *Payment of Servicing Costs for Developed Lots Policy* and the *Payment of Servicing Costs for New Home Construction Policy*.

6) Eligibility

- 6.1** The following are not eligible for funding under the Policy:
- Multiple Family Housing, Townhouses or units that are not consistent with the TFN Community Area Plan;

- buildings outside of TFN's Community Area; and
- Pre-Construction costs occurred before September 7th, 2021.

6.2 Members who are constructing Bare Land Stratats are eligible for support.

7) Pre-Construction Eligibility

7.1 The following costs are eligible for payment:

- project management fees to obtain a Class B, itemized estimated overall project budget; site investigations, which includes, but is not limited to, topographical surveys, geotechnical studies, site plans and civil designs;
- Site access for investigations, including, but not limited to, clearing vegetation and building temporary access; and
- any initial payment deposits required by the Project Manager to commence Pre-Construction.

7.2 Members may be eligible to receive a payment for Pre-Construction costs of:

- \$20,000 CAD, and
- an additional \$5,000 CAD, unless the Member Owned Lot on which the work is being undertaken is within BCP 38131 (Falcon Way Lots).

7.3 Members are only eligible to receive payment up to the lifetime maximum limit outlined in 7.2.

7.4 Applications that meet the eligibility requirements under this policy are not guaranteed to receive approval, as support is dependent on budgetary considerations.

8) Application Process

8.1 The application process set out in this section applies to New Home Construction Grants and for Pre-Construction costs. If the Applicant is seeking approval for Servicing costs which, in the opinion of the Director, are likely to exceed \$50,000, then the requirements of ss.9.1-9.4 also apply to the application.

8.2 Applications are processed on a first come first served basis.

8.3 Applicants must apply to the Director in the form provided in Schedule A with supporting documentation that demonstrates intent and expertise of the Project Manager to complete the work.

8.4 Applicants must provide documentation showing that they have retained the services of a Project Manager, including the Project Manager's name and qualifications.

8.5 The Applicant must also provide documentation prepared by Qualified Professionals, showing the estimated costs for payment requested in the application.

8.6 The Director may require additional documentation including, but not limited to:

- evidence of the Applicant's funds or financing;

- evidence that a Qualified Professional has been retained to prepare planning or design documents appropriate to obtain all required permits; or
 - documents showing the purchase or lease of a home that will be relocated to the lot.
- 8.7** If the Director denies the application, they must provide the Applicant with a written response that includes reasons why it was unsuccessful.
- 8.8** The Director may reject any application due to the expected risk of harm to health and safety, property, or the environment.
- 8.9** The Project Manager is responsible for coordinating with the Applicant and TFN to ensure that:
- invoices, receipts, payment certificates, and any other relevant financial documents must be provided to the Director within 30 days after the date of service; and
 - the Director remains informed about the progress of approved activities and any variances from the cost estimates in the approved application.

9) Larger Projects – Additional Requirements

The following application requirements apply, in addition to the requirements in ss.8.1 through 8.8, to all projects in which the Applicant is seeking approval for pre-construction costs which, in the opinion of the Director, are likely to exceed \$500,000.

- 9.1** If the pre-construction costs for a project are likely to exceed \$500,000, the Applicant must provide to the Director, no later than October 31st in the fiscal year before the one in which the work is scheduled to begin, the following:
- a detailed budget;
 - scheduling and phasing plans satisfactory to the Director; and
 - any other supporting documents required by the Director.
- 9.2** The Director of Municipal Infrastructure and Director of Finance will review all estimates, budgets, and schedules submitted to the Director in support of an application. If, in their opinion, those documents are insufficient or unrealistic, the Applicant may provide revised documents but must do so before the October 31 deadline set out in s.9.1.
- 9.3** If an application and its supporting documentation are approved by the Director, the Director of Municipal Infrastructure, and the Director of Finance, the Director will submit the application to Executive Council for approval.
- 9.4** If the application is not approved by Executive Council, but is approved in accordance with the process set out in ss.8.1-8.8, the Director will only reimburse the Applicant for costs under this Policy to a maximum of \$500,000 for the project.

10) Payment Process

10.1 Reimbursement

To receive reimbursement, the Applicant must provide proof of payment to the Director. The Director will reimburse actual costs up to the maximum amount in 7.2.

10.2 Direct Payment

Direct payment to a Qualified Professional or to a Tsawwassen Member may be arranged in advance by contacting the TFN Finance Department.

11) New Home Construction Grant

11.1 Members are eligible to apply for a one-time New Home Construction Grant up to a maximum of \$71,000 CAD per property.

11.2 The Director may, in their absolute discretion, deny an application from a Member if a similar grant, or New Home Construction Grant, has been paid under this policy with respect to the same property.

Schedule A – Application for Payment of Pre-Construction Costs

Submit applications to the attention of the Director of Lands.



Applicant Information

Name: _____

Membership Number: _____

Phone Number: _____ Email Address: _____

Lot and Planning Information

I am applying for (check all that apply):

Funding for Pre-Construction Costs

New Home Construction Grant

Civic Address, Lot Location, or Legal Description: _____

Description of planned work and estimated timeline to complete the work:

Budget Estimate: _____

Project Manager Name: _____

Project Manager Phone: _____ Project Manager Email: _____

Business License No.: _____

Contractors/design professionals/consultant MUST have a valid Business License to do work on Tsawwassen Lands. Apply to the Lands Department for a business license if you do not have one.

Attach documents showing your intent and capacity to carry out the plan described above. Your application will not be accepted unless they are included. For details, see the Tsawwassen First Nation *Policy for Payment of Pre-Construction Costs.*

I am applying for pre-construction costs and confirm that the information set out above is correct.

Signature: _____ Date: _____

I am the sole agent for the owner(s) and will be the only contact with Tsawwassen First Nation Lands Department.

Signature of Applicant/Authorized Agent: _____ Date: _____

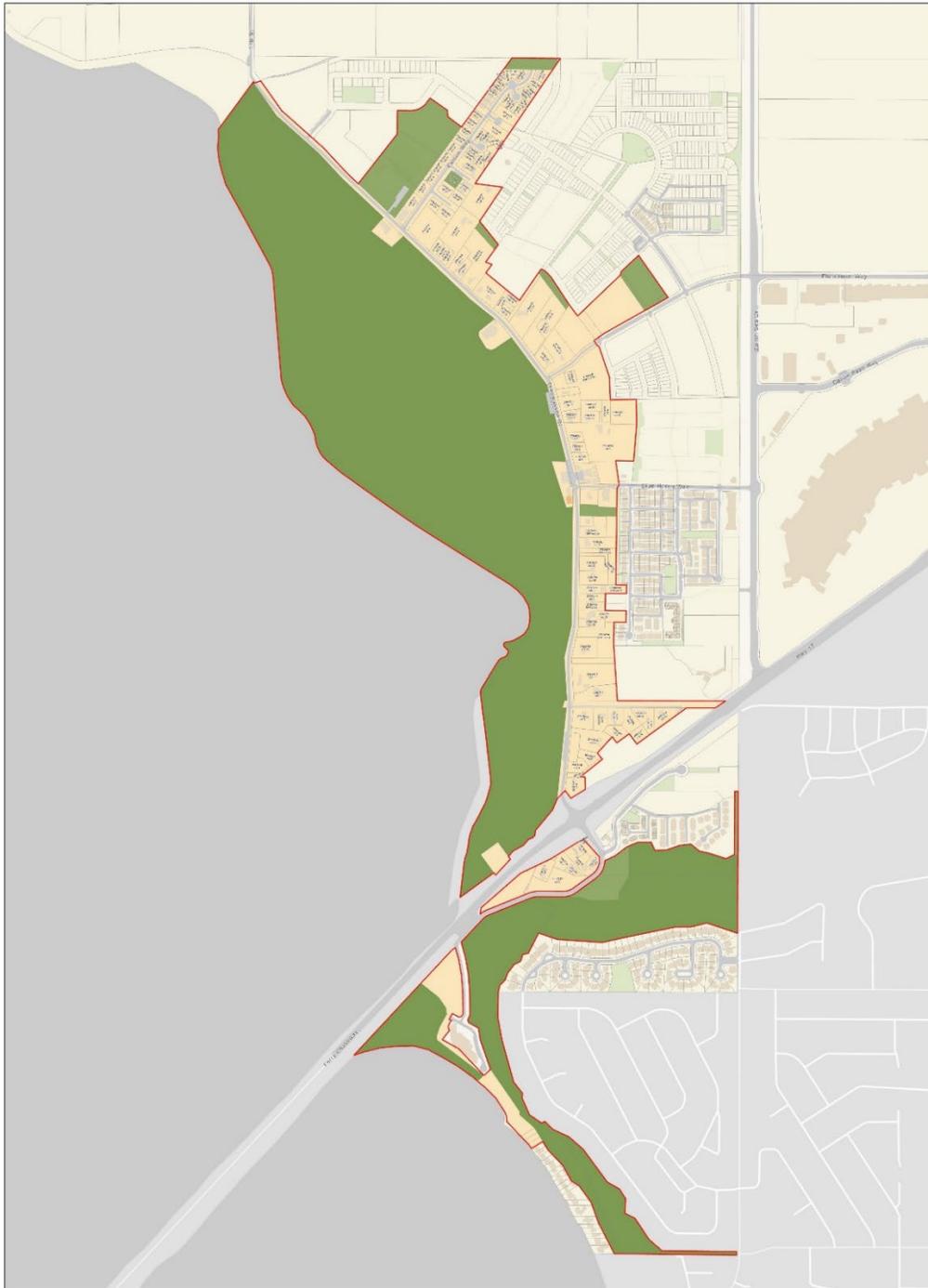
Approval - staff use only; do not write in this section.

Approved: Not Approved:

If not approved, provide reasons: _____

Director's Signature: _____ Date: _____

Schedule B – TFN Community Area Map





Schedule B – TFN Community Area

Legend

- TFN Community Area Boundary
- Residential and Institutional
- Parks and Open Spaces
- Parcel Boundary



Scale: 1:10,000
(When plotted at 17"x11")

