

APPENDIX “A”

A.PS.1704



Tsūt'ina Nation Housing Selection Process Point System Appendix “A”

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Definitions

1. **“Abandonment”** is when a Tsuut’ina Nation house shall be declared as “vacated” or “abandoned” when the Tsuut’ina Nation Citizen or occupant of the house has not lived in or used the Tsuut’ina Nation house for a period of three (3) consecutive months or more, and the occupant of the Tsuut’ina Nation house has not notified the Housing Department of an acceptable reason for vacating the Tsuut’ina Nation house.
2. **“Homelessness”** is the situation of an individual, or family without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.
3. **“Incomplete Housing application”** means when a Tsuut’ina Nation applicant provides an application but does not provide all of the information normally needed to finalize the housing selection process.
4. **“Major renovation”** means a renovation that is more than \$50,000.00 dollars per the *Tsuut’ina Nation Procurement Policies and Procedures*.
5. **“Medical Citizen” or “Medical”** means:
 - (a) A Tsuut’ina Nation Citizen under a licensed physician's care for a particular disease or condition;
 - (b) A Tsuut’ina Nation Citizen who is waiting for or undergoing medical treatment and care; or
 - (c) A Tsuut’ina Nation Citizen who is receiving needed professional services that are directed by a licensed practitioner of the healing arts toward maintenance, improvement or protection of health or lessening of illness, disability or pain.
6. **“Minor renovation”** means a renovation that is less than \$50,000.00 dollars per the *Tsuut’ina Nation Procurement Policies and Procedures*.
7. **“New Home”** means a new house built for a Tsuut’ina Nation Citizen that is newly built and has not, since being built, been occupied as a place of permanent residence.
8. **“Off-Reserve Residency Program” or “Program”** means the Tsuut’ina Nation Program that is established with the intention of providing Off-Reserve Residency to Tsuut’ina Nation Citizens.
9. **“Persons with Disabilities”** means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.
10. **“Tsuut’ina Nation Citizen” or “Citizen”** means a person who is defined as a Tsuut’ina Nation Citizen pursuant the *Tsuut’ina Nation Citizenship Code*.
11. **“Tsuut’ina Nation Elder” or “Elder”** means a Tsuut’ina Nation Citizen who is the age of sixty (60) years or older and on the Elder List.
12. **“Tsuut’ina Nation Citizen Minor” or “Minor”** means a Tsuut’ina Nation Citizen who is under the age of eighteen (18).

Application Process

13. The Tsuut'ina Nation owns all houses built by or on behalf of the Tsuut'ina Nation located on the Tsuut'ina Nation Reserve.
14. New housing constructions and allocations are subject to budget availability annually.
15. Tsuut'ina Nation Citizens over the age of 21 are eligible to apply for a house by submitting a completed application to the Housing Department as per required checklist, if applicable:
 - (a) Marriage Certificate;
 - (b) Common-Law Statutory Declaration;
 - (c) Employment Verification;
 - (d) E.I. Verification;
 - (e) A.I.S.H Verification;
 - (f) Pension Verification;
 - (g) Medical Verification;
 - (h) Dependant Verification;
 - (i) Current Accommodation (Bills with current address); and
 - (j) Current Rent/Mortgage (Payment verification).
16. Tsuut'ina Nations Citizens are responsible for updating housing application as their circumstances change. Incomplete housing applications will not be considered.
17. All applications will be done by the Tsuut'ina Nation Citizen applying for the Tsuut'ina Nation House.
18. Tsuut'ina Nation Citizens are eligible to apply for a house if currently resides in a community home.
19. Tsuut'ina Nation Citizens are eligible to apply for a house without entitlement of generational lands.
20. Tsuut'ina Nation Citizens may not be listed on more than one housing application.
21. Tsuut'ina Nation Citizens occupying an existing home that has been built in the past twenty-five (25) years are not eligible to apply for a new home notwithstanding the following:
 - (a) Housing assessment inspection is required to identify need;
 - (b) Special needs/medical constructions are required;
 - (c) Health and safety as per inspection;
 - (d) Change in family growth;
 - (e) Vandalism or incident with police/fire report;

- (f) Not-at-fault and unwilful damage report;
- (g) Natural disaster has occurred that has caused damage to house;
- (h) Satisfactory maintenance of previous home(s);
- (i) House had a Major renovation on generational lands in the past eight (8) years;
- (j) A Tsuut'ina Nation Elder may apply if their house is over twenty-five (25) years old, but not if the house has had a major renovation in the past five (5) years; or
- (k) Any person receiving transitional home or Canadian Mortgage and Housing Corporation (CMHC) is eligible to apply for a new home.

22. Recently divorced/separated will be eligible to re-apply for a new home if they did not receive the Tsuut'ina Nation home in the divorce/separation.

23. A Housing Application Review Committee shall prepare a *Housing Allocation List* for submission to the Tsuut'ina Nation Chief and Council for approval annually.

Application Categories

24. All completed applications are manually entered into an excel spreadsheet by the Housing Database Clerk, in partnership with the Housing Executive Assistant. The applications are categorized within the spreadsheet into the following marital/family categories:
 - (a) Tsuut'ina Nation Elder;
 - (b) People with disabilities;
 - (c) Legally married with child(ren);
 - (d) Legally married with no child(ren);
 - (e) Common-law married with child(ren);
 - (f) Common-law with no child(ren);
 - (g) Single with child(ren); and
 - (h) Single with no child(ren).
25. The total number of new houses available for the fiscal year is divided between the marital/familial categories per Section 24.
26. New houses are allocated throughout the categories per the following and are not prioritized:
 - (a) A minimum of two (2) homes will automatically be allocated to each category; and
 - (b) In addition, the total amount of houses per year is divided amongst the categories accordingly to their percent.

For example, if twenty-five (25) houses are being allocated:

Category	# of applications received per category	Minimum # of houses allocated per category
Tsuut'ina Nation Elder	20	2
Person with Disability	15	2
Legally married with child(ren)	35	2
Legally married without child(ren)	15	2
Common-law married with child(ren)	35	2
Common-law married w/o child(ren)	25	2
Single with child(ren)	25	2
Single without child(ren)	30	2
Total	200	16

Housing Application Review Committee Review Process

27. The Housing Application Review Committee must be composed of the Tsuut'ina Nation Citizens who are currently employed in the position of:
 - (a) Executive Director of Public Works;
 - (b) Public Works operations Director;
 - (c) Off-Reserve Residency Program Director;
 - (d) Public Works Site Surveyor;
 - (e) Public Works Executive Assistant; and
 - (f) One (1) Public Works Project Manager.
28. Should a Non-Tsuut'ina Nation Citizen be employed in the positions referred to in Section 27, the housing application selection committee shall appoint a Tsuut'ina Nation Citizen with relevant experience to fill the vacant position.
29. The Housing Application Review Committee must also have one (1) Tsuut'ina Nation Elder representative appointed by the Tsuut'ina Nation Elders Program to act as an observer.
30. At a scheduled housing application review meeting, complete applications with documentation are reviewed by the committee and points are accumulated per the following:

Tsuut'ina Nation Elder	
Child(ren) under 18	+10pts
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p> <p>4 year = 8pts</p> <p>After 5 years = 10pts</p>
Negative points:	
Major renovation	-5pts
Abandonment	-100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	<p>+10pts</p> <p>+1pt for all co-applicants if they complete the workshop</p>
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of care-giving assistance needs.	+3pts
The Off-Reserve Residency Program (ORRP) provides tenant recommendation report.	+/- 50pts
Public works provides recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts

	<ul style="list-style-type: none"> • \$500 = 5pts
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Person with Disability	
Child(ren) under 18	+10 pts
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p> <p>4 year = 8pts</p> <p>5 years = 10pts</p>
Negative points:	
Major renovation	-5pts
Abandonment	-100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	<p>+10pts</p> <p>+1pt for all co-applicants if they complete the workshop</p>
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of caregiving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts

	<ul style="list-style-type: none"> • \$400 = 4pts • \$500 = 5pts
Age bracket	
21-25	+10pts
26-35	+20pt
36 and up	+30pts

Legally married with child(ren)	
Child(ren) under 18	+10 pts
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p> <p>4 year = 8pts</p> <p>After 5 years = 10pts</p>
Negative points:	
Major renovation	-5pts
Abandonment	-100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	<p>+10pts</p> <p>+1pt for all co-applicants if they complete the workshop</p>
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of care-giving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides a recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts

	<ul style="list-style-type: none"> • Under 5 years and over 2 years =5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
Age bracket 21-25 26-35 36 and up	+10pts +20pts +30pts

Legally married without child(ren)	
Length of time on waiting list	1 year = 2pts 2 year = 4pts 3 year = 6pts 4 year = 8pts After 5 years = 10pts
Negative points: Major renovation Abandonment	-5pts -100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	+10pts +1pt for all co-applicants if they complete the workshop
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of care-giving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/- 50pts

Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
<p>Age bracket</p> <p>21-25</p> <p>26-35</p> <p>36 and up</p>	<p>+10pts</p> <p>+20pts</p> <p>+30pts</p>

Common-law married with child(ren)	
Child(ren) under 18	+10 pts
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p> <p>4 year = 8pts</p> <p>After 5 years = 10pts</p>
Negative points:	
Major renovation	-5pts
Abandonment	-100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	<p>+10pts</p> <p>+1pt for all co-applicants if they complete the workshop</p>
Family is caregiving for elders, medical needs, or dependent adult	+3pts

individuals with verification of care-giving assistance needs.	
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
Age bracket	
21-25	+10pts
26-35	+20pts
36 and up	+30pts

Common-law married without child(ren)	
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p> <p>4 year = 8pts</p> <p>After 5 years = 10pts</p>
Negative points:	
Major renovation	-5pts
Abandonment	-100pts

Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	+10pts +1pt for all co-applicants if they complete the workshop
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of care-giving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years, over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
Age bracket	
21-25	+10pts
26-35	+20pts
36 and up	+30pts

Single with child(ren)	
Child(ren) under 18	+10pts
Length of time on waiting list	<p>1 year = 2pts</p> <p>2 year = 4pts</p> <p>3 year = 6pts</p>

	4 year = 8pts After 5 years = 10pts
Negative points: Major renovation Abandonment	-5pts -100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	+10pts
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of caregiving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/- 50pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	<p>Proof of paying own mortgage</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Proof of paying own rent</p> <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts <p>Pays rent on top of ORRP sponsorship for more than one year:</p> <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
Age bracket 21-25 26-35 36 and up	+10pts +20pts +30pts

Single without child(ren)	
Length of time on waiting list	1 year = 2pts 2 year = 4pts 3 year = 6pts 4 year = 8pts After 5 years = 10pts
Negative points: Major renovation Abandonment	-5pts -100pts
Tsuut'ina Nation applicants who receive a Basic Home Maintenance Workshop Certificate from the Housing Department.	+10pts
Family is caregiving for elders, medical needs, or dependent adult individuals with verification of caregiving assistance needs.	+3pts
The ORRP provides tenant recommendation report.	+/- 50pts
Public Works provides recommendation report	+/-50 pts
Tsuut'ina Nation applicant has an off-reserve mortgage/pays own rent	Proof of paying own mortgage <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years = 5pts Proof of paying own rent <ul style="list-style-type: none"> • 5+ years = 10pts • Under 5 years and over 2 years =5pts Pays rent on top of ORRP sponsorship for more than one year: <ul style="list-style-type: none"> • \$100 = 1pt • \$200 = 2pts • \$300 = 3pts • \$400 = 4pts • \$500 = 5pts
Age bracket	

21-25	+10pts
26-35	+20pts
36 and up	+30pts

31. The role of the Housing Application Review Committee is to review applications and calculate the points for each application and thereafter to provide the information to Tsuut'ina Nation Chief and Council.
32. After the Housing Application Review Committee has reviewed the applications and calculated the points for each application, the Executive Director of Public Works shall present the information to Tsuut'ina Nation Chief and Council at a duly convened meeting.

Tsuut'ina Nation Chief and Council Notification and Approval

33. At a duly convened meeting, Tsuut'ina Nation Chief and Council shall review the information and take into consideration factors, to select and allocate houses. The decision of Tsuut'ina Nation Chief and Council shall be final.
34. The Tsuut'ina Nation Chief and Council Executive Assistant records the allocation results and the Directive writer prepares a directive for the selected new housing allocations for that fiscal year.

Application Notification Process

35. The Directive is sent to the Executive Director of Public Works and the Public Works Technical Services to prepare notification letters for selected housing recipients.
36. The Public Works Executive Assistant prepares letters signed by the Public Works operations Director informing of selection for new house allocation and contact information for Technical Services for construction follow through.
37. Public Works Project Manager prepares new construction packages for the individuals per the Tsuut'ina Nation Chief and Council Directive for the selected new housing allocations for that fiscal year. The construction process for new housing is then commenced.
38. The Public Works Executive Assistant prepares letters for all Tsuut'ina Nation applicants who did not receive an allocation informing of the non-selection signed by the Public Works operations Manager.
39. All Housing selections are non-transferable and requests must be brought to Tsuut'ina Nation Chief and Council for further decision and approval.
40. If a selected Tsuut'ina Nation Citizen declines a new house they are ineligible to apply for a new home for at least five (5) years, with the exception for Elders, at the discretion of the Housing Application Selection Committee.
41. The Housing allocation directive is not made public.