



Title	Construction Policy		
Area	Housing		
Council Resolution	#23070	Document #	HOU-002-001
Approval Date	April 13, 2023	Effective Date	May 1, 2023

1.0 Purpose

- 1.1 The purpose of this document is to define broad requirements and responsibilities for the construction of Single Detached Houses by the Skwxwú7mesh Úxwumixw (Squamish Nation) General Contractor.
- 1.2 This policy will be guided by the following Skwxwú7mesh Úxwumixw (Squamish Nation) values:
 - (a) Úxwumixw - "Nation; Village [Houses and Inhabitants]; Community; People"
 - (b) Stélmexw - "Indigenous Person; Human Being; Human People"
 - (c) Nexwníw - "Advice; Teaching; Upbringing; Instructions; Ways; Fashion; Manners"
 - (d) Wenáxws – "Treat (Someone) With Respect; Believe (Someone); Respect (Someone); Honour (Someone)"
 - (e) Siyámín - "Area Belonging to a Siyám; Responsibilities Related to the Role of a Leader"
 - (f) Snewíyelh - "Advice; Teachings; Cultural Knowledge"

2.0 Scope

- 2.1 This policy applies to the construction of new Single Detached Houses that have been allocated to Skwxwú7mesh Úxwumixw (Squamish Nation) Members on either Custom Allocation or Certificate of Possession Lots and are being financed and constructed by Skwxwú7mesh Úxwumixw (Squamish Nation).
- 2.2 This policy will generally apply to the construction of homes financed through the Hiyám Home Loan Program when the Homeowner chooses to work with the Skwxwú7mesh Úxwumixw (Squamish Nation) General Contractor. Any construction requirements in the *Hiyám Home Loan Policy* will take precedence over the requirements defined in this policy.
- 2.3 This policy applies to:
 - (a) Workers involved in construction work; and



- (b) Members whose Single Detached Houses are being constructed.

2.4 This policy does not apply to:

- (a) any residences that are being re-built;
- (b) any residences that are financed by Members;
- (c) residences constructed by Hi'yám Housing or the Nch'ka'y Development Corporation.

3.0 Policy Statements

Information and Communication

- 3.1 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will provide information to Homeowners and subcontractors before a construction project begins to ensure the construction process and Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects), subcontractor, and Homeowner responsibilities are understood.
- 3.2 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will respond to Homeowner's questions or concerns in a timely manner and provide regular notifications to Homeowners on the progress of construction. Communication with Homeowners and subcontractors will be conducted through formal Skwxwú7mesh Úxwumixw (Squamish Nation) channels and documented to limit confusion and misunderstandings.

Scheduling and Deadlines

- 3.3 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will schedule construction projects to support the most efficient completion of projects possible based on the location of the Single Detached House being built, seasonal weather considerations, and the availability of labour, materials, and other resources.
- 3.4 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will establish standard timelines to provide direction for the construction process, support the coordination of labour and materials, and set expectations for subcontractors and Homeowners.
- 3.5 Homeowners will initiate planning for the construction of their home within six months of being allocated a Lot and Single Detached House and sign a construction agreement within one year of being allocated a Lot and Single Detached House in accordance with the *Housing Policy Documents*.
- 3.6 Homeowners who cannot meet the one-year deadline above may request a one-year extension for signing a construction agreement.
- 3.7 If a Homeowner does not meet the one-year deadline, does not request an extension, or does not meet the one-year extension deadline:



- (a) Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will notify Nexwsxwníwntm ta Úxwumixw (Council);
- (b) Nexwsxwníwntm ta Úxwumixw (Council) will determine if the Single Detached House and Lot allocation should be revoked; and
- (c) if the Single Detached House and Lot allocation is revoked, the Homeowner will be treated as a "Passed-over Applicant," as defined in the *Housing Policy Documents*.

Budgets and Costs

- 3.8 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will create and approve a budget for each construction project before construction begins and ensure that each budget:
 - (a) is based on plans and designs approved by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) and the Homeowner;
 - (b) is based on up-to-date quotes provided by licensed subcontractors or suppliers for labour and materials; and
 - (c) includes an appropriate contingency amount as determined by the Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) to address unexpected costs.
- 3.9 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will strive to reduce construction costs by:
 - (a) contracting labour for the construction of multiple Single Detached Houses whenever possible;
 - (b) buying materials in bulk and purchasing materials directly from suppliers whenever possible; and
 - (c) regularly reviewing subcontractors and suppliers to ensure the best quality can be achieved for the lowest cost.
- 3.10 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that labour and materials are purchased in accordance with the *Purchasing Policy Documents*.
- 3.11 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will maintain a record of all construction expenditures for each Single Detached House and make this information available to Homeowners for review.
- 3.12 If the construction budget exceeds the amount provided by Skwxwú7mesh Úxwumixw (Squamish Nation) due to Homeowner decisions, the Homeowner will be required to reduce costs or provide additional funds before construction can begin.



3.13 If there are unspent funds within the standard allocated budget at the end of the construction project, the Homeowner may choose to have the funds spent on additional work for the Single Detached House. If there are unspent funds at the end of the construction project that were contributed by the Homeowner, the Homeowner can choose to have the funds spent on additional work for the Single Detached House or reimbursed to the Homeowner with interest.

Plans and Designs

3.14 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will maintain a set of standard plans that:

- (a) can fit on the standard Lot size;
- (b) can be built within the budget provided by Skwxwú7mesh Úxwumixw (Squamish Nation);
- (c) create the maximum amount of living space within the available budget;
- (d) provide options for one- and two-story Single Detached Houses;
- (e) meet the requirements of the *National Building Code of Canada, BC Building Code*, and any other relevant codes or standards; and
- (f) can be covered by Skwxwú7mesh Úxwumixw (Squamish Nation) insurance.

3.15 Homeowners will be able to choose from the standard plans provided by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects). If Homeowners wish to make significant changes to the plans or to have their own plans designed, they will be responsible for ensuring the plans meet the requirements defined by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) and covering the associated costs. Any alternate plans developed by Homeowners require approval by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects).

3.16 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will offer Homeowners design options for fixtures and finishes that balance quality, sustainability, and affordability. Homeowners who wish to make design upgrades that exceed the budget provided by Skwxwú7mesh Úxwumixw (Squamish Nation) will be responsible for providing the additional funds before construction begins. Any design upgrades that exceed the budget require approval by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects).

3.17 Elders (60 or older) may request to have one additional bathroom completed and any mobility accommodations that are recommended by a certified medical professional. Additional funds for these accommodations will be provided by Skwxwú7mesh Úxwumixw (Squamish Nation).



- 3.18 Homeowners must make decisions regarding plans and designs before construction begins. Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that any additional costs, work delays, or other impacts resulting from the Homeowner's decisions have been identified and incorporated in the plan, budget, and schedule.

Agreements and Changes

- 3.19 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will act as the General Contractor for each construction project and will enter into legally binding agreements with the Homeowner and each subcontractor working on the project before construction begins.
- 3.20 Changes to plans or designs following approval of agreements and after construction has commenced will be minimized as much as possible to avoid incurring additional costs or delays.
- 3.21 Any requests for changes will require approval by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) based on an evaluation of the potential impact on the construction budget, schedules, and the overall safety and quality of the work.
- 3.22 If the changes requested by a Homeowner incur additional costs beyond the approved budget, the Homeowner must provide funds to cover those costs before Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) can approve the work.
- 3.23 Homeowner and subcontractor agreements will be updated to reflect the approved changes and signed by the parties subject to the agreement before any approved changes are implemented.

Labour and Materials

- 3.24 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will hire subcontractors who can:
- (a) provide proof of the qualifications required for the job;
 - (b) provide quotes for the work from a licensed company; and
 - (c) can meet the insurance, safety, and warranty requirements.
- 3.25 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will strive to hire Skwxwú7mesh Úxwumixw (Squamish Nation) subcontractors as much as possible, provided they can meet the requirements above.
- 3.26 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that all materials used in the construction of Single Detached Homes are in good condition and meet quality and safety standards.



- 3.27 Homeowners may provide their own materials or labour if they are approved by Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) to ensure quality and safety standards are met. Homeowners may not provide materials or labour for any structural, electrical, or plumbing work.
- 3.28 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will provide oversight to ensure that construction work is conducted in accordance with the *National Building Code of Canada, BC Building Code*, any other relevant codes or standards, and the approved plans and designs.

Safety and Insurance

- 3.29 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will arrange for construction insurance before beginning construction and will take measures to ensure that the insurance coverage is not invalidated during construction.
- 3.30 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that subcontractors:
- (a) indemnify Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) as the General Contractor; and
 - (b) have comprehensive general liability insurance, automotive liability insurance, contractors' equipment insurance, and Workers Compensation Board coverage.
- 3.31 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure the safety of Workers and Homeowners on work sites by:
- (a) ensuring Employees comply with the *Safety* Policy Documents;
 - (b) verifying Workers Compensation Board coverage of subcontractors; and
 - (c) organizing site visits for Homeowners when safe and accompanying Homeowners on site visits.

Inspections and Warranties

- 3.32 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that any inspections required to ensure compliance with the *National Building Code of Canada, BC Building Code*, and any other relevant codes or standards are conducted by a certified professional for each Single Detached House and that any instances of non-compliance identified during the inspections are addressed.
- 3.33 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that any issues identified during inspections, the steps taken to address the issues, and any issues that have not been addressed are documented and made available to Homeowners.



- 3.34 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will conduct a walkthrough with the homeowner after the final inspection to address any questions or concerns that the homeowner may have and confirm the residence is in good condition.
- 3.35 Homeowners may only take possession of the Single Detached House after the final inspection has confirmed that the Single Detached House is safe for occupancy.
- 3.36 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will ensure that all labour and materials are covered by the following minimum warranties:
- (a) one-year warranties for cosmetic issues;
 - (b) five-year warranties for fixtures and appliances; and
 - (c) ten-year warranties for the foundation and structural components.
- 3.37 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will:
- (a) provide warranty information to Homeowners at the completion of construction;
 - (b) instruct Homeowners not to alter any items covered by warranties without approval from Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) to avoid voiding the warranties; and
 - (c) contact Homeowners before the one-year warranties expire to identify any potential issues.
- 3.38 Labour and materials provided by Homeowners will not be covered by Skwxwú7mesh Úxwumixw (Squamish Nation) warranties and Homeowners will be responsible for addressing any defects and associated costs. Any maintenance or repair work done by Homeowners on their Single Detached Homes will not be paid or reimbursed without prior approval from Nexwsp'áyaken ta Úxwumixw (Community Operations).
- 3.39 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will forward warranties for work, materials, and appliances to Nexwsp'áyaken ta Úxwumixw (Community Operations) to ensure that any eligible repairs or replacements are covered by the relevant warranty after the first year.

Complaints and Reporting

- 3.40 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will strive to address any complaints raised by Homeowners regarding the construction process. Complaints may be escalated to the Senior Administrator if necessary and any resolution provided by the Senior Administrator will be final.
- 3.41 Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will provide regular progress reports to Nexwswníwntm ta Úxwumixw (Council) throughout the construction process for each allocation.



4.0 Supporting Statements

Compliance

- 4.1 Any Employee violations of this policy may result in disciplinary action, up to and including termination, in accordance with the *Code of Conduct* Policy Documents.

Exceptions

- 4.2 Exceptions to this policy require approval by the Senior Administrator. The Senior Administrator will report any approved exceptions to the Nexwsxwníwntm ta Úxwumixw (Council) Chair.

Delegation

- 4.3 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) is responsible for the implementation of this policy and the development of supporting procedures.

5.0 Definitions

Certificate of Possession: a certificate of possession issued by the Minister of Indigenous Services Canada as evidence of the Member's right to possession of the land within Squamish Nation reserve lands issued in accordance with section 20(2) of the *Indian Act* (Canada), RSC 1985, c.I-5. No Member is lawfully in possession of land in Squamish Nation unless, with the approval of the Minister, possession of the land has been allotted to him/her by the Council of Squamish Nation.

Custom Allocation(s): an individual right to use and occupy a portion of the reserve in accordance with the customs of the Nation, granted by Council by way of a Council Motion.

Employee(s): any individual who has an employment agreement with Skwxwú7mesh Úxwumixw (Squamish Nation), including permanent, term, temporary, casual, full-time, or part-time work arrangements.

General Contractor(s): Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) is the general contractor for the construction of Single Detached Houses allocated by Skwxwú7mesh Úxwumixw (Squamish Nation) and is responsible for entering into construction agreements with Homeowners and subcontractors and overseeing construction of Single Detached Houses.

Homeowner(s): a Skwxwú7mesh Úxwumixw (Squamish Nation) Member who has been allocated a Lot and/or Single Detached House by Council and has right to use and occupancy of the Single Detached House and Lot but does not have legal ownership interest in the Single Detached House or the Lot upon which the Single Detached House is located.



Lot(s): a parcel of land to which a Member is recognized as being entitled to use and occupation, which may be legally surveyed and/or serviced, and includes any permanent improvements situated on that parcel of land.

Member(s): an individual who is a registered member of the Skwxwú7mesh Úxwumixw (Squamish Nation) under the *Squamish Nation Membership Code*.

Policy Document(s): formally approved Policies and Procedures that provide direction for Skwxwú7mesh Úxwumixw (Squamish Nation) programs and administration and may be amended from time to time.

Senior Administrator(s): individuals delegated responsibility by Nexwsxwníwntm ta Úxwumixw (Council) for leading the planning, organization, implementation, and evaluation of the overall management of all day-to-day operations of Skwxwú7mesh Úxwumixw (Squamish Nation).

Single Detached House(s): a free-standing residential building separate from any other dwelling or building that is typically intended for single family use but may include a secondary suite. This does not include mobile homes, manufactured homes, coach houses, or carriage houses.

Squamish Nation (Skwxwú7mesh Úxwumixw): the “band” known as the Squamish Nation band of Indians, as represented by Council, within the meaning of subsection 2(1) of the *Indian Act*.

Worker(s): any individual engaged by Skwxwú7mesh Úxwumixw (Squamish Nation) to perform work, regardless of status or position, including Employees, contractors, consultants, and their employees.

6.0 Related Documents

Compliance Documents

BC Building Code

National Building Code of Canada

Associated Documents

Code of Conduct Policy Documents

Hiyám Home Loan Policy Documents

Housing Policy Documents

Purchasing Policy Documents

Safety Policy Documents

Policy Set Documents

Construction Procedure



7.0 Policy Changes and Rescinding

7.1 With the approval of this policy, older versions are rescinded and are no longer in effect.

Replaces	Dated	Key Changes
Housing Policy 7.1, 7.2, 7.3, 7.4, 7.5	April 1, 2006	<ul style="list-style-type: none">• Provisions for Member-financed construction have been removed from the Housing Policy and redeveloped as a standalone Construction Policy.• Requirements have been updated to reflect current practices.

8.0 Appendices

None