



Title	Allocations Policy		
Area	Housing		
Council Resolution	#24207	Document #	HOU-006-001
Approval Date	October 18, 2024	Effective Date	November 1, 2024

1.0 Purpose

- 1.1 The purpose of this document is to define broad requirements and responsibilities for allocation of homes and Lots to Squamish People.
- 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) Siyá'min - "Area Belonging to a Siyá'm; Responsibilities Related to the Role of a Leader"
 - (f) Snéwíyelh - "Advice; Teachings; Cultural Knowledge"

2.0 Scope

- 2.1 This policy applies to:
- (a) allocation of homes and Lots to Squamish People; and
 - (b) Councillors and Employees involved in the administration of allocations.
- 2.2 This policy does not apply to housing provided through Hi'yám Housing or Se'ákw.

3.0 Policy Statements

- 3.1 Squamish People have a long tradition of taking care of each other and Skwxwú7mesh Úxwumixw (Squamish Nation) is committed to upholding this value by providing housing for Squamish People.



- 3.2 The allocations program is one component of Skwxwú7mesh Úxwumixw's (Squamish Nation's) housing strategy to provide diverse housing that will meet the needs of Squamish People.
- 3.3 The allocations program provides a significant benefit to individual Squamish People and will be administered clearly, transparently, and consistently to support trust and equity among Squamish People.

Housing List Eligibility

- 3.4 Applicants are eligible to be on the *Housing List* if they:
- (a) are a Squamish Person;
 - (b) are 18 years or older;
 - (c) have never received full or partial interest in a home or Lot through a purchase or Transfer; and
 - (d) have never self-financed a home on a Lot or received a loan through the Hi'yám Home Loan Program.
- 3.5 An applicant who was allocated a home and Lot under the married/common-law category may re-apply to the *Housing List* with a new date of application if:
- (a) their relationship dissolved;
 - (b) they do not have any interest in the previously allocated home and Lot; and
 - (c) they meet the other eligibility criteria.
- 3.6 An applicant who is removed from and then reinstated on the Skwxwú7mesh Úxwumixw (Squamish Nation) *Membership List* in accordance with the *Membership Code* may re-apply to the *Housing List* with a new date of application if they meet the other eligibility criteria.

Housing List Categories

- 3.7 The *Housing List* will be comprised of four categories:
- (a) single;
 - (b) single parent;
 - (c) married/common-law; and
 - (d) Elder.



3.8 The order of positions on the *Housing List* and within each category will be determined based on the date and time that each application is received.

3.9 Positions on the *Housing List* cannot be assigned or transferred to any other person.

Single

3.10 An applicant will be added to the single category if they meet the eligibility criteria for the *Housing List* but do not meet the eligibility criteria for any of the other categories.

Single Parent

3.11 An applicant will be added to the single parent category if they provide a birth certificate for a biological or Adopted minor or adult child and proof of current or past custody, which may include:

- (a) parenting agreement;
- (b) parenting court order;
- (c) child tax benefit;
- (d) proof of shared address;
- (e) verification letter from adult child; or
- (f) other documentation showing the parent has been responsible for the care of the child.

Married/Common-Law

3.12 Applicants will be added to the married/common-law category if they provide at least two of the following:

- (a) a marriage certificate;
- (b) a joint tax filing for the previous calendar year;
- (c) proof of a shared address; or
- (d) a statutory declaration confirming the relationship.

3.13 If applicants have their own application dates when they are added to the married/common-law category, the earliest date of application will be applied to their joint application.

3.14 If applicants in the married/common-law category separate, they will be moved out of the married/common-law category and their original individual application dates will be applied.



Elder

- 3.15 Applicants are eligible for the Elder category once they turn 65.
- 3.16 When applicants turn 65, they will be required to decide if they will remain in their current category or move to the Elder category. Applicants will be required to remain in the category that they choose as long as they are eligible for that category.
- 3.17 When each applicant in the married/common-law category turns 65:
- (a) both the applicant and their partner will become eligible to move to the Elder category; and
 - (b) the applicant and their partner will need to jointly decide if they will remain in the married/common-law category or transfer to the Elder category.
- 3.18 Applicants who are under 65 and were moved to the Elder category based on their partner's age will be moved out of the Elder category if they separate from their partner or their partner dies and their position on the *Housing List* will be determined based on their original application date.
- 3.19 Applicants over 65 who become ineligible for the single parent category or the married/common-law category will be moved to the Elder category and will remain in that category as long as they are on the *Housing List*.

Managing the Housing List

- 3.20 Applicants will notify Wa Ns7eyx ta Temíxw (Community Lands) of any changes to their circumstances that could impact their place on the *Housing List* or potential allocation.
- 3.21 A transparent and accessible process for updating applicant information on the *Housing List* will be established and communicated to Squamish People.
- 3.22 Each applicant's information will be verified before changes are made to the *Housing List* to ensure the change complies with all relevant criteria.
- 3.23 A confirmation or notification of any changes made to the *Housing List* will be provided to the applicant whose information has been changed.
- 3.24 A record of all changes to the *Housing List* and all supporting documentation will be maintained.
- 3.25 The *Housing List* will be brought to Nexwsxwníwntm ta Úxwumíxw (Council) for approval of publication before the end of each fiscal year.



Preparing Allocations

- 3.26 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will recommend whether or not an allocation should happen during the annual budget process based on, but not limited to, the following considerations:
- (a) availability of funds;
 - (b) number of available Lots; and
 - (c) status of previous allocations.
- 3.27 Based on the recommendation from the Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects), Nexwsxwníwntm ta Úxwumixw (Council) will approve:
- (a) the decision to proceed with an allocation during the upcoming fiscal year;
 - (b) the number of allocations that will be made; and
 - (c) the quarter when allocations will be approved.
- 3.28 The following number of homes will be allocated for each category based on 15 allocations or the equivalent percentage if there is a different number of allocations:
- (a) married/common-law: 8 (53%);
 - (b) single parent: 4 (27%); and
 - (c) Elder: 3 (20%).
- 3.29 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) and the Director of Wa Ns7eyx ta Temíxw (Community Lands) will determine which Lots will be allocated and will consult with Hi'yám Housing as necessary.
- 3.30 Publication of the *Housing List* and whether or not an allocation has been approved for the fiscal year will be communicated to Squamish People at the start of each fiscal year.
- 3.31 If an allocation will take place, the Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) and the Director of Wa Ns7eyx ta Temíxw (Community Lands) will determine and communicate the timeline for the allocation, including:
- (a) when the verification process for the allocation will begin;
 - (b) the deadline for applicants to submit updated information for the allocation; and
 - (c) the expected allocation date.
- 3.32 Applicants eligible for an allocation within each category will be verified to ensure they meet the criteria for their category.



Approving Allocations

- 3.33 Nexwsxwníwntm ta Úxwumixw (Council) will approve each home allocation in the name of the applicant(s) by Nexwsxwníwntm ta Úxwumixw (Council) resolution.
- 3.34 Home and Lot allocations for the married/common-law category will be made in both applicants' names, unless one person is not a Squamish Person. Both applicants are required to meet all requirements in the *Allocations* Policy Documents.
- 3.35 Approval of each home allocation will be conditional based on the following requirements being met within 30 days of the applicant receiving notification of the home allocation:
- (a) requesting to be allocated a new Lot or to use an Existing Lot in accordance with this policy;
 - (b) initiating transfer of interest in an Existing Lot in accordance with this policy;
 - (c) signing a statutory declaration that the allocated home will be the applicant's primary residence for the first two years following completion of construction; and
 - (d) designating a single beneficiary for the allocated home.
- 3.36 Applicants who do not meet the requirements above will be placed back on the *Housing List* with their original date of application.
- 3.37 Nexwsxwníwntm ta Úxwumixw (Council) will approve the next applicant on the *Housing List* in the same category if an applicant or the representative for the applicant's estate has:
- (a) not met the requirements for accepting an allocation;
 - (b) denied a home allocation;
 - (c) deferred a home allocation; or
 - (d) not responded to a home allocation notification by the deadlines.

Responding to Allocations

- 3.38 Applicants will be notified of their home allocation by registered mail and will have 30 days from receiving the home allocation notification to:
- (a) accept, deny, or defer the home allocation by providing a written and notarized response; and
 - (b) meet the requirements above if they are accepting the home allocation.



Accepting Allocation

3.39 Applicants who accept a home allocation will acknowledge that:

- (a) the home and Lot are always to be treated as one and cannot be dealt with separately;
- (b) the applicant does not own the home and Lot but is being allocated the right to use and occupancy of the home and Lot for residential use and that Skwxwú7mesh Úxwumixw (Squamish Nation) continues to hold residual interest in both;
- (c) the applicant will comply with all relevant Skwxwú7mesh Úxwumixw (Squamish Nation) policies and bylaws and failure to do so may result in revocation of the home and Lot; and
- (d) anyone who is not a Squamish Person does not have any legal interest or rights in the home and Lot.

Deferring Allocation

3.40 An applicant who defers a home allocation will remain on the *Housing List* with their original application date.

3.41 An applicant may defer two home allocations and remain on the *Housing List* with their original application date.

3.42 An applicant who defers a third home allocation will be assigned a new application date on the *Housing List* based on the date of deferral.

Declining Allocation

3.43 An applicant who declines a home allocation will be removed from the *Housing List*.

No Response

3.44 There will be attempts to contact applicants who have been allocated a home but have not responded to the allocation notification for an additional 30 days.

3.45 An applicant who fails to respond within 60 days of receiving the home allocation notification (or being sent the allocation notification if it was not received) will be assigned a new application date based on the date of the 60-day response deadline.

Death of Applicant

3.46 If an applicant dies after being allocated a home but before responding to the allocation, the right to use and occupation of the home will pass to the applicant's estate for Custom Allocation to the applicant's rightful heirs and the applicant's representative will have 180 days to accept, deny, or defer the home allocation.



- 3.47 If an applicant dies after accepting an allocation and the applicant has a valid will that clearly identifies a beneficiary for their home and Lot that is different from the beneficiary that the applicant designated when they accepted their allocation, the rights to the home and Lot will be transferred to the beneficiary designated in the will.

Lot Selection

- 3.48 Applicants who have accepted a home allocation and have not requested a cost estimate to build on an Existing Lot will have 30 days after confirming acceptance to select one of the Lots designated for allocations.
- 3.49 Applicants will select one of the Lots designated for allocations on a first-come, first-serve basis.
- 3.50 An applicant who does not select their Lot within 30 days of confirming their home allocation will be placed back on the *Housing List* with their original application date.
- 3.51 Nexwsxwníwntm ta Úxwumixw (Council) will approve allocation of Custom Lots and confirm use of Existing Lots by resolution in the name of the applicant(s).
- 3.52 If an applicant dies after accepting allocation of a home but before being allocated a Lot, the right to use and occupation of the home and Lot will pass to the applicant's designated beneficiary.

Using Existing Lots

- 3.53 An applicant who has partial interest in an Existing Lot will initiate transfer of their interest in the Existing Lot to another Squamish Person before being allocated a new Lot.
- 3.54 An applicant who has full interest in an Existing Lot will:
- (a) initiate transfer of their full interest in the Existing Lot and select a new Lot; or
 - (b) request a cost estimate for constructing the allocated home on the Existing Lot.
- 3.55 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will determine if the Existing Lot can be developed and estimate the additional costs of constructing an allocated home on an Existing Lot within three months of receiving the request.
- 3.56 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will define the criteria for determining if an Existing Lot can be developed and will consult with the General Operations Committee as necessary.
- 3.57 The Director of Ta na wa Shéway I7xw ta Úxwumixw (Planning and Capital Projects) will base the cost estimate on the considerations below and will consult with the General Operations Committee as necessary:



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- (a) geographical features;
 - (b) infrastructure needs; and
 - (c) existing structures.
- 3.58 If the Existing Lot can be developed and the additional costs are less than 15% of the standard construction budget for the home, the home will be built on the Existing Lot.
- 3.59 If the Existing Lot can be developed and the additional costs are over 15% of the standard construction budget for the home, the applicant will have the option to:
- (a) provide funds for the costs that exceed 15% of the standard construction budget for the home;
 - (b) transfer the Existing Lot to Skwxwú7mesh Úxwumixw (Squamish Nation), select a new Lot, and receive a 15% increase to the standard construction budget for their allocated home as compensation for the Existing Lot; or
 - (c) transfer the Existing Lot to another Squamish Person and select a new Lot without any compensation.
- 3.60 If the Existing Lot cannot be developed, the applicant will transfer the Existing Lot to Skwxwú7mesh Úxwumixw (Squamish Nation) and receive a 15% increase to the standard construction budget for their allocated home as compensation.

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 Wa Ns7eyx ta Temíxw (Community Lands) is responsible for the implementation of this policy and the development of supporting procedures.



5.0 Definitions

Adopted: as defined in the Skwxwú7mesh Úxwumixw (Squamish Nation) *Membership Code*.

Certificate of Possession Lot(s): a Lot which has been assigned to a Squamish Person by the Minister of Indian and Northern Affairs which entitles the holder, under section 20 of the *Indian Act*, to lawful possession of the lands described in the certificate.

Custom Lot(s): a Lot which has been assigned to a Squamish Person by Nexwsxwníwntm ta Úxwumixw (Council) and which is administered under custom of Skwxwú7mesh Úxwumixw (Squamish Nation) and not under the *Indian Act* land registry system.

Dependent Adult(s): a person who has reached the age of majority and remains unable, because of illness, physical or mental disability or other cause, to care for themselves.

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.

Existing Lot(s): a Custom Lot or Certificate of Possession Lot that a Squamish Person has full or partial right to use and occupy.

Lot(s): a serviced, legally surveyed lot as identified on a survey plan that has been approved by Nexwsxwníwntm ta Úxwumixw (Council) and any permanent improvements on the lot.

Policy Document(s): formally approved Policies and Procedures that provide direction for Skwxwú7mesh Úxwumixw (Squamish Nation) programs and administration.

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).

Squamish Person/People: a person listed on the Skwxwú7mesh Úxwumixw (Squamish Nation) *Membership List* in accordance with the Skwxwú7mesh Úxwumixw (Squamish Nation) *Membership Code*.

Transfer(s): providing right of occupation for a Custom Lot or Certificate of Possession Lot from one Squamish Person to another or from Skwxwú7mesh Úxwumixw (Squamish Nation) to a Squamish Person without compensation. This does not include Custom Lots or Certificate of Possession Lots that are inherited through a will or as a designated beneficiary.



6.0 Related Documents

Compliance Documents

None

Associated Documents

Code of Conduct Policy Documents

Membership Code

Policy Set Documents

Allocations Procedure

Housing List

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
HOU-004-001 Housing Policy 2.1 – 2.11; 3.1 – 3.3; 4.1 – 4.10; 5.1 – 5.21; 6.1 – 6.16; 8.14; 8.19; 13.2 (c) – (h) and (j) – (l)	April 13, 2023	<ul style="list-style-type: none">Creation of a standalone Allocations Policy with amendments to eligibility, categories, allocation requirements, and use of existing lots.

8.0 Appendices

None