



Authorized By **Council**
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1. Policy

Through the prudent allocation of funds and adherence to stringent eligibility criteria, the Haisla Elders Assistance Program endeavors to empower elders to undertake necessary home improvements that enhance safety and accessibility. We recognize the cultural significance of supporting our elders and are dedicated to administering this program with transparency, fairness, and accountability. HEAP operates under the core principles of respect, inclusivity, and community engagement.

This policy reaffirms our commitment to promoting elder care and strengthening community bonds within the Haisla membership. We strive to uphold the values of our culture by providing meaningful support to our elders through the HEAP initiative.

This policy is designed to guide the administration and implementation of HEAP, ensuring that it serves its intended purpose of enhancing the quality of life for Haisla elders while respecting their autonomy and cultural values.

2. Purpose

The Haisla Elders Assistance Program (HEAP) is designed to support Haisla elders aged 55 and above by providing financial assistance for essential home renovations. This program aims to enhance the safety, accessibility, and quality of life for elders within our community.

3. Scope

Program Details:

Eligibility Criteria:

1. Applicants must be a registered Haisla member.
2. Applicants must be a Haisla elder aged 55 years or older.
3. Applicants must be homeowners and living in the home. Proof of homeownership is required.
4. Only one application per household address is permitted.
 - If a home has already been renovated through the HEAP under a previous Haisla homeowner (whether the home was willed to another band member, sold to another band member, etc.), the home (and current owner) are not eligible for the HEAP. The only exception would be if the previous homeowner only accessed the \$10,000, in which case the current homeowner could access the \$30,000 difference.
5. On a going forward basis, elders are eligible to access the HEAP after they turn 55.

Funding Allocation:



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- The HEAP fund provides a one-time financial assistance of up to \$40,000 per household.
 - If an elder has already accessed the previous \$10,000 available through the HEAP, they are only eligible for the \$30,000 difference.
 - This fund is specifically designated for home renovation purposes and cannot be used for any other expenses.

Approved Renovations:

Eligible renovations include any improvements that enhance the safety, accessibility, and livability of the home. This includes, but is not limited to:

- Installation of wheelchair ramps or lifts.
- Bathroom modifications for accessibility (e.g., grab bars, roll-in showers).
- Kitchen modifications (e.g., accessible countertops, cabinet adjustments).
- Roof repairs, insulation upgrades, or window replacements for energy efficiency and comfort.
- General repairs and upgrades to plumbing, electrical systems, and structural integrity.
- Any other renovations that make the home more livable and improve the quality of life for the elder.
- Renovations to get the home up to BC Building Code requirements.

Contractor Requirements:

- All renovation work must be carried out by contractors who are certified by the Workers' Compensation Board (WCB).
- Where possible, Haisla elders outside of the Kitimat-area are encouraged to make arrangements directly with contractors for the necessary renovations. The Housing Department will try to assist when possible but we won't have the same connections with contractors as we do in the local area.
- Applicants who are selecting their own contractors must ensure the contractor meets the WCB certification requirement.
- Applicants who choose the materials and supplies purchase options and will be completing the renovations themselves do not require WCB coverage, however they must sign a liability waiver and must meet BC Building Code requirements.

Material & Appliance Purchase Option:

- Applicants who wish to renovate their own homes may request the HEAP fund to cover the cost of materials and supplies. These materials must be approved in advance and should align with the eligible renovation criteria. The homeowner would be required to get quotes for materials and supplies so HNC can pay directly to the supplier.



- Progress reports or pictures must be submitted to the Housing Coordinator and must be completed within 6 months, unless there are extenuating circumstances.
- For on-reserve, all renovations must meet BC Building Code requirements.
- Appliance purchases: There is one-time coverage for upgrading appliances & this includes extended warranty.

Application Process:

1. Applicants must complete and submit the HEAP application form, providing details of the proposed renovation project.
2. Along with the application, applicants must:
 - If local to the area (Haisla, Kitimat, Terrace):
 - Submit a request to the Housing Coordinator for renovations. The Housing Coordinator will seek quotes from local contractors for the work and make associated arrangements.
 - If non-local to the area:
 - Get 3 quotes from WCB-certified contractors and submit to the Housing Coordinator to make associated arrangements for renovations and payment.
 - If purchasing materials and supplies:
 - Submit quote(s) for materials and supplies to the Housing Coordinator so that HNC can pay the supplier directly.
3. The Housing Coordinator or designate will review all applications and determine eligibility based on the criteria outlined.

Approval and Disbursement:

- Approved applicants will receive notification of funding approval.
- Disbursement of funds will be made directly to the contractor or supplier, based on the approved scope of work.

Program Oversight:

The HEAP program will be overseen by a designated employee responsible for reviewing applications, ensuring compliance with program guidelines, and managing fund allocation.

Compliance and Reporting:

Recipients of HEAP funding are required to provide documentation and progress reports throughout the renovation process. Final inspection and approval will be conducted upon completion of the renovations to ensure compliance with program guidelines.

4. Definitions

Haisla elder is a registered Haisla member age 55 and above.



5. Responsibilities

1. Council is responsible for:
 - Providing overall governance and strategic direction for the HEAP.
 - Approving the policy and any future potential amendments.
 - Approving annual budgets and funding allocations for the program.
 - Reviewing periodic reports on the program's effectiveness and impact.
2. The Manager of Housing or the designate is responsible for:
 - Overseeing the implementation and administration of the HEAP.
 - Ensure compliance with program policies and guidelines.
 - Coordinating with the Housing Coordinator to manage application reviews and fund disbursements.
 - Prepare and submit regular reports to the Council on the program's progress and outcomes.
3. The Housing Coordinator or designate is responsible for:
 - Assist applicants in understanding and completing the application process.
 - Verify eligibility criteria and review submitted applications for completeness.
 - Liaise with WCB-certified contractors and ensure compliance with safety and quality standards.
 - Monitor ongoing renovation projects and maintain communication with recipients to provide support and guidance.
 - Collect and document progress reports and final inspections, ensuring all renovations meet program requirements.
4. The Haisla elder is responsible for:
 - Ensuring that their application and all required documents are submitted accurately and on time.
 - If non-local, selecting WCB-certified contractors for their renovation projects, if not opting for the material purchase option.
 - Ensuring that the area in the home being renovated is clear and accessible for the contractor.
 - Communicating regularly with the Housing Department and providing necessary documentation and updates on the renovation process, if applicable.



6. Monitoring & Reporting

1. This policy must be reviewed at least every three (3) years for completeness, accuracy and relevancy.
2. This policy may be reviewed earlier as required. Should this result in a revision, the three (3) year period will reset to the most recent approval date.
3. If the policy is no longer required, the policy must be either **rescinded** to revoke, cancel or repeal the policy.



7. Approval

This policy was approved by Council via Band Council Resolution #2024-676-07-74 on the 18th day of July, 2024.



8. Related Authorities

Haisla Nation Governance

Haisla Nation Financial Administration Law 2022

Haisla Nation Finance Policy and Procedure Manual, Version 1.0

The BC Building Codes 2024 (BCBC)

Workers Compensation Act

9. Attachments

Appendix A-HEAP Application



Appendix A-Haisla Elders Assistance Program Application

Date of Application	Restricted When Completed	
Full Legal Name		
Physical Address		
Status Number		
Contact Information	Phone Number	
	Email Address	
Eligibility Criteria	<input type="checkbox"/> Registered Haisla member <input type="checkbox"/> Haisla elder aged 55 years or older <input type="checkbox"/> Homeowner and living in the home <input type="checkbox"/> Only one application per household	
Type of Request	<input type="checkbox"/> Housing renovation (Haisla, Kitimat, or Terrace) <input type="checkbox"/> Housing renovation (non-local) <input type="checkbox"/> Material and supplies purchase <input type="checkbox"/> Appliance purchase	
Supporting documentation (if applicable)	<input type="checkbox"/> Proof of homeownership <input type="checkbox"/> Quotes from contractors <input type="checkbox"/> Quotes from suppliers	
List details of renovations requested		

I, _____, hereby acknowledge and agree that I understand the Haisla Elders Assistance Program and agree to be bound by its terms. I am signing this HEAP policy of my own free will. I realize that access to this grant is subject to availability of funding from Haisla Nation Council.

I understand that any amount over and above any HEAP grant awarded to me (to a maximum of \$40,000) is solely the responsibility of myself as the individual homeowner.



To the best of my knowledge, the above statements within this application are true to the best of my knowledge.

Signature: _____
Applicant

All completed applications and supporting documentation must be submitted to:

Haisla Nation
Attention: Housing Coordinator
500 Gitksan Ave, Kitamaat Village, BC V0T 2B0

For Office Use Only:

Date Received	
Eligible (Yes / No)	
Accessed HEAP Previously (Yes / No)	
Amount Eligible For	
Contractor Selected	
If applicant is doing own work on home, waiver completed? (Yes / No)	