

Housing Resources Service

Fall 2024 Gathering Report



The Fall 2024 Gathering was held at the Kamloops Delta Hotel on October 16 & 17 which is located on the unceded ancestral lands of the Tk'emlúps te Secwépemc.

Housing Resources Service (HRS) was pleased to host housing representatives from 11 communities as well as our partners from CMHC, Fortis BC and First Nations Market Housing Fund (FNMHF).

Tk'emlúps te Secwépemc Band Councillor, Elder and HRS Steering Committee member, Marie Baptiste did a welcome to the territory and a prayer and blessing.

Gathering Objectives

- Winter Maintenance Planning
- Preparing to Renovate
- House Building 101
- Building Resilient Houses: Energy Efficiency and Fire Resistance

In the Rearview Mirror

The HRS team gave a thorough update from the July gathering and all the work that has been done since. This included reporting about community visits where members of the HRS team had the opportunity and honour of getting out of their offices to connect with some of the HRS communities.

A PowerPoint presentation of the visits was shared along with a nice description of the memorable takeaways from each visit. It is times like these when real connections are made and HRS gains genuine insight into what communities are experiencing.

Both the celebrations and the challenges are important. HRS is sincerely grateful for the time spent in your communities and the team looks forward to more community visits once the roads are clear of ice and snow.



A few of our unsung Housing Heroes.

Working hard every day to make life better for members and their respective communities.



Interactive Group Activity

The definition of “interactive” is the following: “influencing or having an effect on each other, allowing a two-way flow of information”.

HRS is built on the foundation that communities steer the direction of all ideas, fact checking and approving of all the resources that are developed and shared.

So, part of the afternoon on the first day was spent doing interactive group activities to fine tune the Fall/Winter Maintenance Planning and the Steps to Building On-Reserve Housing documents.

We started out with a Maintenance Planning Worksheet where groups had some uninterrupted time to think about their individual community maintenance planning needs with the help of a few thought prompting questions.



Maintenance Planning Worksheet

Located at the [back of this document](#) for easy printing.

The interactive sessions were also meant to highlight the importance of data collection and asset management, so the planning and delivery of maintenance and building is done more efficiently and effectively.

HRS integrated some very helpful information about building on-reserve housing projects from Viola LeBourdais from Whispering Pines Clinton Indian Band. The collaborative resource was then vetted by the participants at the gathering and changes were made to produce the following resource:



Planning Steps to Building On-Reserve Housing Projects

Located at the back of this document for easy printing.

The last session of Day 1 was a presentation and question and answer session led by two housing peers and experts now with a lot to teach about renovations. Tahnea Alphonse from Esketemc and Christine Andrew from Adam's Lake Indian Band (ALIB) shared tips on where to start with renovations including what information is needed, possible funding sources and some of their challenges and wins.



“Renos are a lot, but it is doable.” — Tahnea Alphonse, Esketemc First Nation

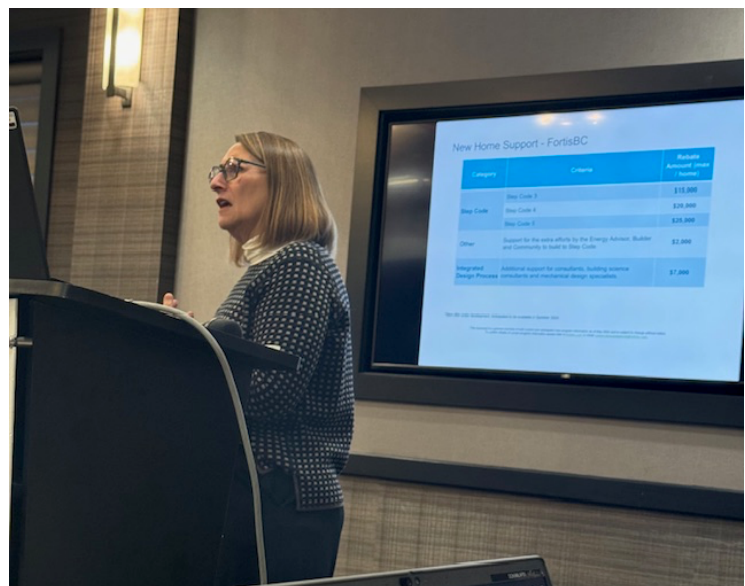
Key Activity Takeaways

- Schedule bi-weekly meetings with ISC to discuss reporting, funding draws etc. The meetings should include the Capital/ISC manager, Housing Representative, Finance, and Project Manager
- Focus on energy efficiency
- Health and safety inspections often trigger renovations
- Always cover the Health and Safety items first and stay away from cosmetic items
- Have patience and good communication
- Project Managers are a big asset
- One big challenge is getting into the house or unit to do the initial inspection
- Get references from contractors
- Ensure your applications for funding are complete with all the necessary information

Building Resilient Homes

Energy Saving Grants

Fortis Representative, Carol Suhdan gave a very informative presentation on the current Fortis and BC Hydro programs available to communities on-reserve who are interested in changing out old furnaces or hot water tanks for new higher efficient units including heat pumps.





Building Fire-Resistant Homes

Adam's Lake Indian Band Housing Manager, Christine Andrew shared with the group how her community recovered from the wildfires that threatened and damaged homes and properties in her community and what they learned going forward when building new homes.

Christine prepared a great PowerPoint presentation that included the many stages of construction of some of their recent builds. She explained to the group what the different building materials were and how they contributed to energy efficiency and /or fire resiliency that reduced fire risk.

Examples of Energy Efficient Features and Fire-Resistant Materials

- Heat pumps
- Energy efficient windows
- Fibreglass exterior doors
- Insulated concrete forms (ICF)
- Metal Roofs
- Fibre cement siding (Hardie Board Planks)
- Metal siding
- Solar panels
- LED lighting
- Smart thermostats

Sharing Our Success Stories

The morning ended with each community sharing some of their successes and this created the space for knowledge sharing. For example, one community's accomplishment in building houses on CP land was just the information that another community was seeking so connections were made and now this Housing Manager was able to return to community with the confidence in assisting with a house being built on CP land.

So, networking continues to be a key aspect of the HRS Gatherings, and we all look forward to our next gathering in the Spring of 2025.



Maintenance Planning Worksheet

Completing this will generate the projected needs for seasonal maintenance planning.

Date completed:

Number of rental units	
Number of band-owned units	
Number of CP homes	
Number of units with elders	
Number of units with accessibility concerns	
Number of units with wood heating	
Number of units with poor insulation	
Number of units with A/C	
Number of units without A/C	
Number of isolated units	
Number of units on wells	
Number of units on septic systems	
Number of units on sewer systems	
Number of units on garbage collection	

Top 5 Maintenance Concerns for Current Season:

- 1.
- 2.
- 3.
- 4.
- 5.

Planning Steps to Building On-Reserve Housing Projects

This is a working document intended to be a guide to start the group conversation that will become a more complete document derived from the collective knowledge of the experts working in the field of on-reserve housing and infrastructure.

Pre-Planning Phase

1. Do we have a Housing Needs Assessment, and can we access “Housing Accelerator Funds” from CMHC to do one?
2. Do we have a Housing Plan or Comprehensive Community Plan?
3. Do we have data on the number of applications and demographics of applicants?
4. Who will be on the Project Team? ie/ Housing Manager, Lands Department, Finance Team, Public Works

Pre-Design Phase

1. Do we have a Land Encumbrance check done on the proposed lots? Surveyors Plot Plan & Grading/elevations Plan – ensure all construction and utilities are located within allowable setbacks from property lines and any other easements.
2. Are the lots serviced already? If not, what are the infrastructure needs? If Septic required: include design for building permit and septic approvals
3. Seek out an Engineering firm or other profession services for design of the project – tender if applicable and complete all reference checks and financial checks.
4. Project team will report to Chief and Council and all applicable departments such as Lands, Public Works etc.

Design Phase

1. Finalize and approve blueprints
2. Tender Project for a General Contractor – identify any specifics you want included in the bid including the hiring of community members and use of Band equipment and resources
3. Energy Efficiency Form
4. Accessibility Form
5. Environmental Form
6. Archaeology Form
7. Geotechnical Reports
8. Class B or Class A Quote from Contractor
9. Review all documents with Chief and Council and other applicable departments including timelines, budgets and list of suppliers
10. Building Permit Application and Approval if applicable
11. Construction Insurance

Building Phase

1. Confirm excavation requirements
2. Re-visit quotes and order building materials to secure prices and mitigate possible delays in supply chain
3. Ground Blessing ceremony in accordance with custom protocols
4. Survey building site/lots and house placement
5. Excavation/Earthworks for geotechnical, site access, grade and foundation preparation
6. **STOP** 🛑 **Wait for first Inspection for Geotechnical**

7. Good communication with the contractor with weekly meetings for updates
8. Accurate and up to date accounting at all times to keep within budget
9. Complete any reporting requirements in a timely manner
10. Footings: forms, rebar, or other type of foundation material and design
11. Pour concrete for footings; strip forms after cured
12. Include Radon prep (as per BC Building Code requirements)
13. **STOP 🛑 Wait for Inspection for Footings**
14. Prep for foundations, pour concrete, strip forms
15. Damp proofing
16. Perimeter drain system and rough-in conduits for services/utilities (electrical, drains, plumbing, etc)
17. Backfill exterior walls
18. Rough in plumbing for any under slab and radon install
19. Install radon venting, poly and radon rock
20. Install slab rebar and gravel
21. **STOP 🛑 Wait for Inspection for Radon Mitigation**
22. Trench for Hydro/phone to house; Nat. gas/Propane line to house (ensure utilities are located within allowable set backs such as property survey lines, easements, etc.)
23. Framing – including trusses, roof, doors and windows
24. Rough in plumbing
25. HVAC – electrical, internet cable, security systems
26. **STOP 🛑 Wait for Inspection for Framing, Plumbing etc.**

27. Siding and Soffits

28. Inspection

29. Insulation including caulking of windows and doors

30. **STOP** 🛑 **Wait for Inspection for Insulation and Vapour Barrier**

31. Inspection

32. Drywall, boarding and taping

33. Paint primer coats

34. Hang interior doors

35. Finish carpentry – trim

36. Cabinets and Millwork

37. Electrical – switches and outlets

38. Flooring install

39. Finish cabinets and millwork

40. Appliances delivery and installation

41. Electrical wall plates and fixtures

42. Any remaining finish carpentry

43. Hang mirrors, closets shelves, final paint touch ups

44. Deficiency walk thru

45. Final Inspection

46. Cleaning

47. Finish excavation of yard and driveway (driveway may already be completed at this point and may require a final geotechnical sign off for grading)

Occupancy and Celebration

1. Keep the new tenants or homeowners up to date on the progress of the build.
2. Ensure that rental tenancy agreements are signed
3. Ensure that all utilities are in the tenant or homeowners name and set up before occupancy
4. Confirm proper homeowner or tenant insurance is in place for structure and or contents
5. Host information sessions to teach new tenants or homeowners about the smoke or carbon monoxide detectors, appliances, electrical, plumbing and HVAC systems. Or other systems that may be installed such as automatic sprinklers or security alarms.
6. Create a package of any warranties that may apply to the build or appliances etc. making note of the appliance serial numbers etc.
7. Complete a seasonal maintenance schedule with each tenant/homeowner
8. Plan a Grand Opening Celebration