EEL RIVER BAR FIRST NATION

CAPITAL, HOUSING & INFRASTRUCTURE DEPARTMENT

COMMUNITY INFORMATION BULLETIN

Housing Policies, Programs, Maintenance Services & Capital Project Updates

November 2026

Issued on Behalf of the Capital, Housing & Infrastructure Department and Chief & Council

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MESSAGE TO COMMUNITY MEMBERS

Dear Community Members,

Eel River Bar First Nation's Housing Department, in collaboration with Chief & Council, is pleased to provide community members with important information regarding housing policies, available programs, maintenance services, and ongoing and upcoming capital infrastructure projects.

Enclosed with this information bulletin are copies of the following policies:

1. **Eel River Bar First Nation Housing Policy and Procedures** - Effective August 17, 2021.
2. **Ugpi'ganjig Home Improvement Incentive Program Policy** - Effective August 1, 2026.

These policies establish important guidelines regarding housing administration, eligibility, maintenance responsibilities, available financial assistance, and the fair and responsible allocation of housing resources.

We encourage all community members to review these documents carefully to better understand the programs and services available, the responsibilities of housing occupants, and the procedures governing housing-related decisions.

Our department remains committed to responsible financial management, equitable service delivery, community safety, and the continued improvement of housing and infrastructure throughout Ugpi'ganjig.

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1. UNDERSTANDING OUR HOUSING POLICIES

Eel River Bar First Nation Housing Policy and Procedures

The Housing Policy establishes the framework for administering and managing First Nation housing within the community.

Its primary objectives include:

- Establishing fair and impartial procedures for housing allocations.
- Outlining eligibility requirements and housing application procedures.
- Establishing priorities for housing maintenance, repairs, and renovations.
- Defining the responsibilities of housing occupants and the First Nation.
- Providing accountability and appeal procedures for housing-related decisions.
- Supporting the responsible management and preservation of community housing assets.

The Housing Policy recognizes that housing needs frequently exceed available financial resources. Accordingly, housing allocations, repairs, and renovations must be considered in accordance with established policy criteria and available funding.

Ugpi'ganjig Home Improvement Incentive Program Policy

The Home Improvement Incentive Program was established by Chief & Council to encourage eligible on-reserve homeowners to invest in improvements to their primary residences.

The program provides financial reimbursement for qualifying home improvements and eligible residential land improvements.

Key program provisions include:

- An annual program budget of **$30,000**.
- A maximum reimbursement of **$1,500 per eligible applicant per fiscal year**.
- Reimbursement of up to **50% of eligible home improvement costs**, including materials and labour.
- Reimbursement of **25% of eligible residential land improvement costs**, including fill, topsoil, asphalt paving, and landscaping.
- One application permitted per applicant per fiscal year.
- Funding allocated on a first-come, first-served basis, subject to eligibility, completed documentation, verification, and available funds.

The program applies to eligible Eel River Bar First Nation members residing on reserve in owner-occupied residential properties. Rental properties, commercial properties, and certain accessory structures are excluded.

The fiscal year runs from April 1 to March 31.

2. FREQUENTLY ASKED QUESTIONS

Q1. How are housing maintenance requests prioritized?

The Housing Department currently has **over 100 maintenance requests on file**.

We recognize that many community members are awaiting repairs and understand the importance of maintaining safe, healthy, and functional homes.

However, the department must prioritize maintenance requests according to the criteria established within the Housing Policy and the financial resources available.

Considerations include:

- The nature and severity of the maintenance concern.
- Health, safety, and fire-related hazards.
- Whether the requested repair qualifies under the Housing Policy.
- The circumstances and needs of occupants, including Elders and persons with disabilities.
- The established repair and renovation priority criteria.
- Available departmental funding and resources.

The Housing Policy identifies certain emergency minor repairs, including eligible concerns involving heating systems, water and sewer services, electrical wiring, and leaking roofs.

The policy also establishes specific eligibility and approval requirements for these repairs.

Maintenance requests are not necessarily completed in the order they are received. A request presenting an immediate health or safety concern may require attention ahead of an earlier request involving a non-emergency issue.

The department must also distinguish between repairs that fall within the First Nation's responsibilities and routine maintenance that is the responsibility of the occupant.

We appreciate the community's continued patience and understanding as we work to address outstanding maintenance needs within our available resources.

Q2. Why has my maintenance request not yet been completed?

The department receives a significant number of maintenance requests, and the total cost of outstanding repairs may exceed the funding available within a given fiscal year.

Requests are reviewed and prioritized based on policy requirements, the nature of the repair, and available resources.

Some repairs may also require additional assessments, specialized contractors, materials, or funding before work can proceed.

While the department strives to address maintenance concerns as efficiently as possible, submitting a maintenance request does not guarantee immediate completion or approval.

Community members are encouraged to communicate any significant changes in the condition of their homes, particularly where a new or worsening health or safety concern arises.

Q3. How do I submit a housing maintenance request?

Community members seeking housing maintenance or repairs should contact the Tenant Relations Officer to have their maintenance request recorded.

The request should clearly identify the property and describe the repairs required.

The department will review the request in accordance with the applicable policy provisions and established priority criteria.

Residents are reminded that the Housing Policy requires prior approval for repairs and renovations for which First Nation funding is being requested.

The Tenant Relations Officer can be reached at:

Ph: 506-684-6277 (Ext. 218)

E: Tenant.Relations@eelriverbar.ca

Q4. What maintenance responsibilities belong to the occupant?

Under the Housing Policy, occupants are responsible for minor repairs and day-to-day maintenance.

Occupants may also be responsible for the cost of repairing damage resulting from neglect, misuse, vandalism, or intentional damage caused by themselves, their relatives, or guests.

The Housing Policy outlines the respective responsibilities of occupants and the First Nation in greater detail under Section 11, Repairs and Renovations.

We encourage all occupants to familiarize themselves with these provisions.

Q5. How do I access the Home Improvement Incentive Program?

Eligible community members wishing to participate in the program must follow the requirements outlined in the approved policy.

Step 1 - Confirm Eligibility

Review the policy to ensure that you meet the eligibility requirements and that your proposed improvements qualify for reimbursement.

Step 2 - Arrange the Required Before Inspection

Contact the Housing Department before beginning your project to arrange for a Tenant Relations Officer to conduct the required initial site inspection and obtain before photographs.

Step 3 - Complete Your Project

Complete the eligible home or land improvements during the current fiscal year.

Retain all original receipts and invoices showing the materials purchased, labour performed, contractor or supplier information, and associated costs.

Step 4 - Arrange the After Inspection

Once the project has been completed, arrange for the Tenant Relations Officer to conduct the required final inspection and obtain after photographs.

Step 5 - Submit Your Application

Submit the completed Home Improvement Incentive Program application, along with all required receipts, invoices, and supporting documentation, to the Housing Department.

Applications may only be submitted after project completion.

Step 6 - Application Review and Verification

The Housing Department will review eligibility, verify expenses and project completion, and determine whether funding remains available.

Approved reimbursements will be calculated according to the applicable reimbursement rates, up to the maximum of $1,500 per fiscal year.

Important: The program operates on a first-come, first-served basis. Submission of an application does not guarantee approval or reimbursement. Funding is limited to the annual approved program budget.

Q6. Do I need to spend $3,000 to qualify for the Home Improvement Incentive Program?

No.

There is no minimum eligible expenditure requirement.

Applicants may submit eligible receipts for any amount. Reimbursement is calculated using the applicable program percentage, subject to the maximum annual reimbursement of $1,500.

For example, an eligible home improvement project costing $1,000 could qualify for a reimbursement of $500, subject to meeting all policy requirements and funding availability.

Q7. Can I apply for the Home Improvement Incentive Program more than once?

No.

The policy permits only **one application per applicant per fiscal year**.

Applicants should ensure that their completed application includes all eligible expenses they wish to have considered.

Q8. How is the Housing Department funded?

The Housing Department operates primarily through funding provided by the federal government, including housing-related allocations and program funding administered through Indigenous Services Canada (ISC).

Funding is provided for various housing-related purposes and may be subject to specific program requirements, contribution agreements, eligibility conditions, and reporting obligations.

Housing funding is not unlimited, nor is every funding allocation available for every type of housing expense.

For example, funding designated for a specific capital construction project may not necessarily be available to address general maintenance requests or other operational needs.

Where housing needs exceed available funding, additional financial resources may need to be pursued or considered through the First Nation's established financial planning and approval processes.

The department is responsible for managing available resources prudently while balancing immediate housing needs, long-term maintenance requirements, capital improvements, and future housing development.

Q9. Why can't all housing repairs and renovations be completed immediately?

The community's housing needs extend beyond routine maintenance and include major repairs, aging infrastructure, new housing construction, and long-term capital requirements.

The cost of meeting all identified needs can exceed the resources available within a single fiscal year.

The department must therefore make responsible decisions that consider urgency, policy eligibility, financial sustainability, and the overall needs of the community.

Although not every request can be addressed immediately, the department remains committed to maintaining an organized and accountable process for evaluating and prioritizing housing needs.

Q10. How are new homes allocated?

New and previously occupied First Nation homes are allocated in accordance with the Housing Policy and established Housing Allocation Priority List.

The policy identifies priority categories and additional assessment factors, including household composition, current housing conditions, overcrowding, residency, and other applicable circumstances.

Housing allocations are not determined solely by the date an application was submitted.

Applicants are responsible for ensuring their housing applications remain accurate and up to date.

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3. ONGOING AND UPCOMING CAPITAL PROJECTS

The Housing and Capital Infrastructure Department continues to coordinate projects intended to improve housing availability, community facilities, accessibility, and infrastructure.

The following provides an update on current and anticipated projects.

NEW RESIDENTIAL CONSTRUCTION - WINTER 2026-2027

Two new residential housing units are scheduled for construction during the upcoming winter months.

Project locations:

- **Cedar Drive - One new residential home**
- **Sunset - One new residential home**

These projects represent continued investment in the community's housing infrastructure and efforts to address identified housing needs.

Construction activities will be coordinated in accordance with applicable project requirements, seasonal conditions, and contractor scheduling.

BAND OFFICE - CANADA GAMES SIDE ROOF REPAIRS

Repair work is currently underway on the roof and flat-roof sections located on the Canada Games side of the Band Office.

Anticipated completion: Week of November 23-27, 2026.

These repairs are intended to address existing roofing concerns and support the long-term protection and maintenance of the facility.

Completion remains subject to weather conditions, material availability, and unforeseen construction circumstances.

BAND OFFICE - GYMNASIUM FLOOR REPLACEMENT

The Band Office gymnasium floor project is being prepared for public tender.

The department is aiming to commence construction during the upcoming holiday closure period to help minimize disruptions to regular facility operations.

Anticipated construction duration: Approximately 6-8 weeks from commencement.

Further information will be communicated as project scheduling and contractor arrangements are finalized.

BAND OFFICE - MAIN ENTRANCE ACCESSIBILITY RAMP

Construction of an accessibility ramp at the main entrance of the Band Office is anticipated to begin in **early June 2027**.

This project is intended to improve accessibility and provide safer, more convenient access to the facility for community members and visitors.

Additional project information will be communicated as planning and construction arrangements progress.

Please Note: All projected construction schedules are estimates and may be adjusted due to weather conditions, contractor availability, procurement requirements, material delivery, or unforeseen circumstances.

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4. OUR COMMITMENT TO COMMUNITY ACCOUNTABILITY

The Housing Department recognizes that housing is an essential component of individual well-being, family stability, and community development.

We also recognize that community members may have questions or concerns regarding maintenance wait times, housing allocations, funding limitations, and the progress of infrastructure projects.

Our department remains committed to:

- **Fairness:** Applying established housing policies and eligibility criteria consistently.
- **Transparency:** Providing clear information regarding housing programs, departmental procedures, and community projects.
- **Financial Responsibility:** Managing available funding in accordance with approved budgets, funding agreements, and applicable policies.
- **Health and Safety:** Prioritizing eligible maintenance concerns that present significant risks to occupants and properties.
- **Accountability:** Maintaining appropriate records, administering programs responsibly, and supporting informed decision-making.
- **Long-Term Planning:** Working toward sustainable improvements to housing conditions and community infrastructure.

We acknowledge that housing and infrastructure needs cannot always be addressed as quickly as community members would like. Nevertheless, we remain dedicated to making responsible decisions that consider both immediate needs and the long-term interests of Ugpi'ganjig.

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5. IMPORTANT REMINDER TO COMMUNITY MEMBERS

Community members are strongly encouraged to review both enclosed policies in their entirety.

This information bulletin is intended to provide a general overview of selected policy provisions, programs, and departmental activities. It does not replace, amend, or supersede the official policies approved by Chief & Council.

All applications, funding decisions, maintenance assessments, and housing-related matters remain subject to the applicable policy provisions, eligibility requirements, and available resources.

For further information, application forms, or clarification regarding housing programs and services, community members are encouraged to contact the Eel River Bar First Nation Housing Department.

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6. CAPITAL, HOUSING & INFRASTRUCTRUE CONTACT INFORMATION

Director of Capital, Housing & Infrastructure – Tiffany Boyd

Ph: 506-684-6277 (Ext. 275)

Cell: 506-987-2346

E: Housing.Director@eelriverbar.ca

Administrative Coordinator – Carol Simonson

Ph: 506-684-6277 (Ext. 245)

E: Admin.Coordinator@eelriverbar.ca

Tenant Relations Officer – Dustin Simonson

Ph: 506-684-6277 (Ext. 218)

E: Tenant.Realtions@eelriverbar.ca

CLOSING MESSAGE

On behalf of the Housing Department and Chief & Council, we extend our appreciation to community members for their continued cooperation, patience, and understanding.

We remain committed to strengthening housing services, improving community infrastructure, and ensuring that available resources are administered fairly, responsibly, and in the best interests of our community.

Respectfully,

Capital, Housing & Infrastructure Department
Eel River Bar First Nation | Ugpi'ganjig
In Collaboration with Chief & Council

Working toward safe, sustainable housing and stronger community infrastructure for present and future generations.