



# OLD MASSETT VILLAGE COUNCIL

HOUSING DEPARTMENT  
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The Old Massett Village Council's Housing Department is here to work with you to complete your housing application. There are different requirements for your application depending on what kind of funds you are looking for.

OMVC has three main **Funding Streams** that we apply to for NEW housing and renovation projects.

1. **NEW HOME CONSTRUCTION** – The new home construction application is for people that currently have a lot to build on and would like to build their own home. In order to apply for this funding there are certain criteria the applicant must meet.
  - a. You need a Certificate of Possession of the lot you will be building on.
  - b. You need to qualify for a loan from your banking institution if there are cost overruns
  - c. You need to do a lot of leg work!
  
2. **REGULAR RENOVATIONS** – The regular renovation application is for people that have issues in their home that need to be resolved, but do not have an impact on your health and safety. This program is not for cosmetic renovations, the homeowner is responsible for that, however, examples are, but not limited to:
  - a. maybe your home is aging and you want to replace paneling with Gyproc,
  - b. maybe your bathroom tiles are popping up and you need to replace them
  - c. maybe you don't have adequate flooring due to the lino peeling, or water damage, etc. and you need to change it.
  - d. Maybe a bathroom sink has been leaking over the years and it needs to be replaced.
  - e. Etc.
  
3. **HEALTH and SAFETY RENOVATIONS** – This application is made if you have any safety issues that are urgent. Health and safety Renovations are determined by our local FNHA Environmental health officer. If you identify the following issues with your home, the Environmental Officer will schedule a walk through to determine if it's a health and safety issue. Some of these issues are, but not limited to:
  - a. Emergency exits
  - b. Mold
  - c. Complete Rot in floors
  - d. Electrical safety
  - e. Etc.

On page 2 you will find a housing application checklist that will help you determine what steps you need to take for the type of funding you are looking for

## Housing Application Checklist

		New Home Construction or Purchase	Regular Renovation	Health & Safety Renovation	What to do to get this information
<input type="checkbox"/>	Completed Application	✓	✓	✓	Fill out this application
<input type="checkbox"/>	Detailed Construction Cost Estimate(s)	✓	✓	✓	Contact local certified contractor to help you with the cost estimates. Or speak with our housing team to search building options.
<input type="checkbox"/>	Timber Permit (if applicable)				This is not required; however you can apply for a Free Use permit. This process takes time, and does cost money. You can contact CHN for this process.
<input type="checkbox"/>	Land Encumbrance	✓	✓	✓	Contact the OMVC lands department to determine if you have the right paperwork to build on the lot you want to build on, or the proper ownership qualifications to apply for a Renovation. <b>This does not apply to Band Rentals.</b>
<input type="checkbox"/>	Loan Commitment Letter from Bank (if applicable)	✓	✓	✓	You will need to contact the Northern Savings Credit Union to apply for a First Nations Market housing loan. This means you will need to qualify for a loan for any expenses/costs over and above the subsidy.
<input type="checkbox"/>	First Nations Health Authority (FNHA) Environmental Health Officer report			✓	The FNHA Environmental Health officer will determine whether your renovation is deemed a health and safety application or a regular renovation. You will need to contact the housing department to get onto the inspection list.
<input type="checkbox"/>	Hazardous Materials Remediation Contractor Qualification (if applicable)	✓		✓	If your renovation is determined as a health and safety renovation, Housing will help you find an appropriate contractor to complete the renovations.

		New Home Construction or Purchase	Regular Renovation	Health & Safety Renovation	What to do to get this information
<input type="checkbox"/>	Technical design for any necessary infrastructure such as water, sewer and/or geotechnical (if applicable)	✓			If your NEW BUILD is on an unserviced lot, you will need to contact Capital Works to determine the design.
<input type="checkbox"/>	Band Council Resolution (BCR) confirming: <ul style="list-style-type: none"> <li>• Project deliverables</li> <li>• First Nation’s contribution to total project cost</li> <li>• All other sources of funding</li> </ul>	✓	✓	✓	Once your application is completed, Housing will send a BCR request to council for approval.

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## OMVC APPLICATION FORM:

<b>Date of Application</b>	<b>Name of Applicant</b>
<b>Renovation Type:</b>	<b>Please indicate which situation applies to you:</b>
<b>Regular Renovation</b> Basic renovation of homes located on-reserve	
<b>Health and Safety Renovation</b> Renovation to address mediation renovation of health and safety issues of homes located on-reserve, Example: Emergency exits, black mold, etc.	
<b>New Home Construction or Purchase</b> construction or purchase of permanent homes located on-reserve including tiny home construction and small single family homes	

<b>1</b>	<b>Applicant Information:</b>					
	Please list the names of all of the individuals who live in the home. The first name on the list should be the primary occupant (head of the household). Under 'Relationship to Primary Occupant' this could be spouse/partner, children/dependents (son, daughter), and other family member such as <u>aunt, grandparent or someone not related to the primary occupant.</u>					
	<b>First Name:</b>	<b>Last Name:</b>	<b>Date of Birth</b>	<b>Gender M/F</b>	<b>Relationship to Primary Occupant</b>	<b>Band #</b>

<b>2</b>	<b>Current residential and Postal Address?</b>		
	<b>Street No.:</b>	<b>Street Name:</b>	<b>Box Number:</b>
	<b>City:</b>	<b>Province:</b>	<b>Postal Code::</b>

<b>3</b> <b>Alternate Contact in Your Absence for messages:</b>			
Name:	Home Phone#	Work Phone #	Cell Phone #
Relationship to applicant:			

<b>4</b> <b>Employment History:</b>			
Name of present employer/ source of income:			
Employment Address:		Postal Code:	
City/Town/Reserve		Occupation:	
Phone Number:		Supervisor:	
Other Income:			

<b>5</b> <b>Information on your Current Accommodation</b>	
Do you rent or own your current home (please circle one)?	
What is the monthly rent/mortgage that you pay at your current address?	\$
Do you have a Certificate of Possession (COP) for the home you are currently in?	
The subsidy through this program is limited. Have you approached a financial institution to finance any of the costs over and above the current allocation of funds?	
If so, which financial institution, and who is your contact? Name of Bank:	Contact Name And Phone Number:
Has the financial institution approved these funds? (If so, please attach a letter)	

<b>6</b> <b>Information for house requiring renovations or new builds</b>	
Is the house located within 30 meters of a body of water?	
Is this a serviced lot? IE: "connected to municipal sewage and water"	
Heating system/Fuel planned/used in home:	
Age of Home if not a NEW BUILD	_____ YRS.
What type of Housing are you and or your family requiring? The house must meet	

National Occupancy Standards. See Appendix "A"	
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<b>7</b>	<b>Current Living Conditions:</b> <b>In this section, please describe your current living conditions so that we can properly evaluate the urgency and need for this application. Definitions can be found in appendix "A" on page 7.</b>
a.	The current dwelling poses a health and/ or safety risk to the occupants (must be supported by documentation such as inspection report or someone with authority. For OMVC this authority comes from the FNHA's OMVC Health and Safety Officer) Please list any issues in your current living situation.  _____ _____ _____ _____
b.	Is Your current household overcrowded? please provide details. Supporting documents by authoritative agent and using NOS's guidelines in Appendix "A". May be requested:  _____ _____
c.	Presently are you residing in temporary type housing situation. Please see Appenx "A" for the definition? If yes please provide details;  _____ _____
	If yes how long can you remain in the home? _____ YRS. _____ MONTHS

<b>8</b>	Number of household member (s) who require <b>disabled access or special modifications</b>		
Number of members who require special modifications;		Please explain;	

<b>9</b>	<b>Gross Monthly Income</b> – Please provide Income Tax statement, and last 2 current paystubs		
	Primary Applicant	\$	/Month
	Co-Applicant	\$	/Month

<b>10</b>	a	In order to determine ability to pay, IF your reno or new build will cost more than the subsidy, two <b>landlord references</b> need to be submitted (the references must be from the two most recent landlords.)	<b>Letter Attached:</b>
	B	If you have not rented before, and the subsidy will not cover the total cost of your renovations, or new build, <b>two character reference letters</b> need to be submitted (not immediate family).	<b>Letter Attached:</b>

**\*\*\*If unable to submit this application through this online process,  
Please print and submit it to the main OMVC office located at 348  
Eagle Ave, via mail or drop off so the application can be date  
stamped and recorded.\*\*\*\***

What is considered an overcrowded situation by the National Occupancy Standards (NOS)?

**National Occupancy Standards' guidelines;**

**a. Suitable housing:**

- i. Suitable housing has enough bedrooms for the size and make- up of resident households, according to National Occupancy Standard (NOS) requirements. Enough bedrooms based on NOS requirements means one bedroom for:
- each cohabiting adult couple;
  - unattached household member 18 years of age and over;
  - same-sex pair of children under age 18;
  - and additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.
  - A household of one individual can occupy a

**b. Temporary Housing:**

- i. Living with another family or on someone's couch
- ii. Living in a shelter with a short term stay
- iii. Living in second stage housing where there is a length of term
- iv. Living in a home that is currently "for sale"

**Please note once the submit button is clicked you will have an opportunity to upload and relevant documents.**

**If not using the Online application process please submit all documentation to OMVC Reception.**