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Huu-ay-aht First Nations Homeowner Maintenance Assistance Program

Enacted: July 9, 2026

Pursuant to: EC260709-08

Program Overview

The Homeowner Maintenance Assistance Program (HMAP) is designed to provide eligible Huu-ay-aht First Nations (HFN) Citizens with financial assistance to help with major house maintenance. The program provides financial assistance to help eligible applicants with their home maintenance.

Key Objectives

- **Funding Assistance:** Provide a contribution of up to **\$10,000** towards major maintenance of their house.
- **Peace of mind:** Support HFN Citizens in completing a major maintenance item to keep their home safe and livable.
- **Reporting:** Annual reporting will be completed based on the following:
 - Number of applicants approved;
 - Amount distributed;
 - Types of repairs completed;
 - Program outcomes.

A) Eligibility Criteria

Applicants must:

- Be a registered HFN Citizen
- Be the sole owner of title or be on title as a joint tenant or tenants in common. (applies to free hold and Stata ownership)
- Be 19 years or older
- Not residing on Huu-ay-aht Treaty-Settlement lands.
- Have resided in Canada for at least one year
- Have a before-tax household income of \$100,000 or less
 - Or have at least one dependent child – in which case the before-tax household income must be \$150,000 or less (A dependent child is unmarried, a stepchild, an adopted child, or a legal ward, mainly supported by you)
- **Dependent children are:**
 - under 19 years of age, or
 - under 25 years of age and are full-time students at a secondary school, university or vocational institute. Education providers must be a recognized place of study that grants diplomas, certificates, or degrees
 - of any age, because of a mental or physical disability as defined by Canada Revenue Agency



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- **Prioritization as follows:**
 - Urgent health and safety risks;
 - Household vulnerability;
 - Income level;
 - Future health and safety risk.
- **Eligible Repairs:**
 - Health and safety repairs;
 - Essential building systems;
 - Accessibility/disability-related modifications;
 - Building envelope / weather protection.
- **Income Verification:**
 - T4 slips;
 - Notice of assessment;
 - Pay stubs.
- **Proof of residence:**
 - Utility bill;
 - Property tax notice;
 - Mortgage statement;
 - Home insurance policy;
 - Driver's license showing the address;
 - Provincial ID showing the address
 - Vehicle registration.

Note: Applicants who have received the HFN First Time Home Buyer funding within the past 12 months will not qualify for this home maintenance assistance program.

B) Program Process

1. Application

- Submit a completed application with all required documentation
- A copy of a quote for the maintenance work that is required
- A copy of your mortgage and land title documents

2. Review & Pre-Approval

- Applications are assessed for completeness and eligibility
- Approved applications are processed based on urgency criteria, as per prioritization requirements.

3. Maintenance work required must have:

- An estimate completed by a contractor for the work needed.
- Contractors must require the following:



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- Business license;
- Liability insurance \$2,000,000 - \$5,000,000 depending on the risk of work to be completed;
- Work safe BC clearance where applicable;
- Permits were required.

4. Final Approval

HFN will confirm funding of:

- Up to **\$10,000.00 CAD**

5. Funding Disbursement

- Funds are sent directly to the contractor
- Or, if HFN is doing the work, HFN will be responsible for the payment

C) Terms of Funding

- Financial assistance is provided if:
 - The home remains are the applicants primary residence
 - The house is solely owned by the applicant, or the applicant is on title as a joint tenant or tenants in common. (applies to free hold and Stata ownership)
 - The owner must continue to own the residence for 24 months following the receipt of funds from this program, or they will have to pay the funds back to HFN. Funds are not to be used for the purpose of improving property with the goal of selling it.

6. Restrictions

- Program funding is limited; applications close once annual funding is fully allocated
- Maintenance funding cannot be applied retroactively (must apply for funding before maintenance is done)
- Contractors must be licensed and insured
- Funds are disbursed in trust to the contractor directly
- Applications do not carry over year-to-year
- Limited to one grant per household per fiscal year

7. Authority – Lands, Planning & Infrastructure

The Lands Planning Committee (LPC) is responsible for overseeing the implementation of this policy and ensuring that implementation of the policy is implemented. The LPC will:

- Approve this policy and any related procedures;
- Ensuing monitoring of the policies and procedures is occurring yearly to ensure that the safety and well-being of citizens are being met;
- Keep the policy up to date; and
- Identify any amendments that are required.



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The Executive Director is responsible for ensuring the appropriate department is implementing, monitoring, and evaluating the policy.

The Infrastructure & Capital Department is responsible for the full implementation of the policy, including the monitoring and evaluation of the policy.

8. Exceptions/ Appeals

Exceptions can be made in extreme circumstances where a person's health & safety or living conditions will be severely compromised without the maintenance work being completed.

For appeals, the final decision resides with the Executive Director in consultation with the Director of Infrastructure & Capital and the Housing Maintenance Manager.



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**Huu-ay-aht First Nations
Homeowner Maintenance Assistance Program (HMAP)
Application Form**

Program Overview

The Homeowner Maintenance Assistance Program (HMAP) provides financial support to eligible Huu-ay-aht First Nations (HFN) Citizens for major home maintenance. The program aims to ensure homes remain safe, secure, and livable by assisting with necessary repairs and maintenance.

APPLICANT INFORMATION

Full Legal Name

Date of Birth (YYYY/MM/DD)

Age

HFN Citizenship Number

Phone Number

Email Address

Current Address

ELIGIBILITY CONFIRMATION

Please check all that apply:

- ☐ I am a registered Huu-ay-aht First Nations Citizen
- ☐ I am the sole owner or on title as a joint tenant or tenants in common
(applies to free hold and Stata ownership)
- ☐ I am 19 years old or older
- ☐ I do not reside on Huu-ay-aht Treaty Settlement Lands
- ☐ I have resided in Canada for at least one (1) year
- ☐ My household income before taxes is \$100,000 or less
- ☐ OR I have at least one dependent child and my before tax household income is less than \$150,000

DEPENDENT INFORMATION (IF APPLICABLE)

Name	Age	Relationship	Status (Student/Disability)



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HOUSEHOLD FINANCIAL INFORMATION

Total Annual Household Income (before tax): \$_____

Number of Household Members: _____

PROPERTY INFORMATION

Property Address: _____

- ☐ I confirm this property is my primary residence
- ☐ I confirm I am listed as the sole owner or in title as a joint tenant or tenants in common
(applies to free hold and Stata ownership)

MORTGAGE INFORMATION

Mortgage Provider: _____

Mortgage Account Number: _____

(Attach a copy of your mortgage and land title documentation)

MAINTENANCE PROJECT DETAILS

Description of Required Maintenance Work:

Reason for Maintenance (check one or both):

- ☐ Health concern
- ☐ Safety concern

Estimated Cost of Work: \$_____

(Attach contractor estimate)



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DECLARATION AND CONSENT

I, _____, declare that:

- The information provided in this application is true and complete to the best of my knowledge.
- I understand that providing false or misleading information may result in denial of my application.
- I understand that funding is subject to availability and program eligibility requirements.
- I confirm that I have not received HFN First Time Home Buyer funding within the past 12 months.
- I agree that, if approved, funds will be paid directly to the contractor or administered by HFN.
- I confirm I will not sell the residence within 2 years of application approval or will be subject to re-imbursement to HFN.
- I authorize Huu-ay-aht First Nations to verify any information provided in this application for the purpose of determining my eligibility for the program.

Applicant Signature: _____

Date(DD/MM/YYYY): _____



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PROGRAM REQUIREMENTS CHECKLIST

Please ensure the following documents are attached:

- ☐ Completed application form
- ☐ Copy of mortgage & land title documentation
- ☐ Description of maintenance work required
- ☐ Contractor estimates or supporting documentation, Insurance and business license

SUBMISSION INFORMATION

Please submit your completed application and supporting documents to:

Huu-ay-aht First Nations Port Alberni Government Office
4644 Adelaide St. Port Alberni, BC V9Y 6N4

FOR OFFICE USE ONLY

Application Received Date: _____

Application Complete: ☐ Yes ☐ No

Eligibility Verified: ☐ Yes ☐ No

Approval Status: ☐ Approved ☐ Denied

Approved Amount: \$ _____

Processed By: _____

Date Processed: _____

Notes: