

# On-Reserve Housing Immediate Needs Housing Management Subsidy - Ontario Region Work Plan - 2024/2025

## SAMPLE COMPLETED WORK PLAN

Investment Category	Project Goal	Activities to be undertaken by the housing professional (Check all that apply to your First Nation)	Check (X)	Timelines	Contact Person and Details	Final Outcome/deliverables Expected
Housing Management Subsidy	<b>Governance and Delivery</b> <ul style="list-style-type: none"> <li>Policy Development and Policy administration</li> <li>Develop and enforce construction standards, housing plans, and housing committee</li> <li>Coordinate housing delivery across all program areas including First Nation Child &amp; Family Services (FNCFS)</li> <li>Other activities to study, design-build, and maintain quality homes</li> </ul>	Develop or update the housing policy	X	April 1, 2024 To March 31, 2025	Sandy Stevenson  Housing Manager  (647) 323 – 1424  SS@FN.com	Updated housing policy
		Work with the Tribal Council to complete inspections	X			All new construction project inspections are completed as required
		Develop or update housing plans to building code	X			Stamped drawings ready for construction
		Develop and work with the First Nation housing committee	X			A housing committee established and meets regularly
		Collaborate with FNCFS and public works	X			Build and renovate homes to meet the needs of children with FNCFS funding
		Coordinate home maintenance checks	X			Homes are inspected annually and maintenance work is completed
		Work with the fire department to install or test smoke alarms	X			All homes have working smoke alarms
		Housing Inventory/conditions review	X			Accurate list of all homes and their conditions
		Others, (specify)				
	<b>Funding and Finance</b> <ul style="list-style-type: none"> <li>Accessing funds through various government funding programs</li> <li>Revenue generation through the rental collection, occupancy fees, and other means</li> <li>Leverage financing through financial institutions and/or private-public-partnerships and other mechanisms</li> <li>Homeownership, including subsidized housing options and rent-to-own programs</li> <li>Revolving loan funds</li> <li>Other mechanisms, such as partnerships with Habitat for Humanity and other organizations.</li> </ul>	Complete funding applications	X			Apply for Section 95 program and NRCAN grant
		Develop and implement a rental policy	X			Tenancy agreement with all members
		Collection of rental arrears	X			Increased rental revenue
		Work with banks and MLG program to access on-reserve mortgages	X			Relationship with two major banks for small housing loans
		Develop home ownership options or rent-to-own policies	X			Homeownership agreement with roles and responsibilities
		Implement renovation and construction loans for members	X			Members being able to borrow from the band for their home renovation
		Partnership with Habitat for Humanity	X			Minimum of one home every year through this partnership
		Others, (specify)				

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	<ul style="list-style-type: none"><li>•</li></ul> <b>Skills and Capacity</b> <ul style="list-style-type: none"><li>• Training and mentoring for housing personnel and leadership</li><li>• Project management training</li><li>• Obtaining and maintaining professional certifications for housing personnel</li><li>• Tenant training and homeowner orientation</li></ul>					
		Attend council meetings and provide updates	X			Council support for housing allocation, rental collection and evictions
		Train housing staff on the housing database	X			Accurate housing stock information
		Construction management training	X			Understand construction management documents
		Housing Manager training certification	X			Take courses towards housing manager certification
		Arrange training for tenants on basic home maintenance	X			Tenants able to maintain homes and complete minor repairs and tasks
		Others, (specify)				
	<b>Information Sessions</b> <ul style="list-style-type: none"><li>• Community engagement</li><li>• Information sessions</li><li>• Trade presentations on new technologies, products and services</li><li>• Information sharing from service organizations such as child and family services, fire departments, utility service providers, etc</li></ul>	Community meeting	X			Members aware of housing policies and their responsibilities
		Fire prevention information session and smoke alarm distribution	X			All homes and tenants are protected by smoke alarms
		Ontario hydro presentation and information session	X			Tenants understand billing and Ontario Hydro rules
		Annual housing meetings, tradeshow, and dinner	X			Members understand the housing department's responsibility, meet vendors and provide feedback