



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

	AUTHORIZED BY	Allotment Commission ilmix ^w əm nał səx ^w k ^w ina?mam Council
	EFFECTIVE DATE	2016-09-07
	DEPARTMENT	Development Services
	REVIEW DUE DATE	2019-09-07

Table of Content

1.	Policy	3
2.	Purpose	3
3.	Scope	3
4.	Definitions	4
5.	Responsibilities	5
	a) Council	5
	b) Commission Members	5
	c) Administrator	6
	d) Applicant	6
6.	Monitoring and Reporting	6
	a) Application Process Initiation	6
	b) Notice of Allotment to Members	8
	c) Optional Information Meeting	8
	d) Application Submission Period	9
	e) Individual Allotment Factors	9
	f) Application Assessment	10
	g) Applicant's Circumstance Change(s)	12
	h) Allotment Notifications	12
	i) Successful Notification	12
	j) Unsuccessful Notification	12
	k) Terms and Conditions of Allotment	13
	l) Withdrawal of Application	14
	m) Retention and Confidentiality	14
	n) Policy Distribution and Availability	14
7.	Approval	15
8.	References and Related Authorities	16
9.	Attachments	16



Community. Leadership. Pride.

Allotment Commission

Policy
2015-42

Revision History		
Entry ID	Revision	Changes
303109		Total Number of Pages 18
2015-07-28	01	Conversion of Allotment Commission Policy 20141201 policy to new format.
2016-09-07	01	Motion carried to approve by the Westbank First Nation Allotment Commission 2016-09-07.



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

1. Policy

In accordance with the Westbank First Nation/stqa?txw?n'íwt sqilxw Community Plan, Council/yi səxwkwina?məm, Chief Saskatoon Berry/ilmixwəm siya?, and Chief Bitterroot/ilmixwəm sp'íł əm are committed to supporting the Allotment Commission (the "Commission") in meeting their priorities and goals, while updating policies to encourage responsible and culturally aware development of Westbank First Nation lands. This includes continuing to provide opportunities for Certificate of Possession ownership through the Allotment Process, and ensuring all Westbank First Nation Members are afforded housing opportunities in a manner that meets both their current needs and their long-term housing goals.

2. Purpose

The purpose of this policy is to support the Commission in carrying out its duties in providing opportunities to Members to obtain Certificate of Possession ownership and affordable housing, utilizing a fair application process and transparent selection method.

3. Scope

- a) This policy applies to Council, the Commission, Council Committees, departments, managers, employees and Members in connection with the administration of allotment land and housing under the *Westbank First Nation Allotment Law No. 2006-03*. This policy does not apply to Westbank First Nation-owned rental housing or subsidized housing that is covered by other Westbank First Nation policies. This policy does not apply to Westbank First Nation-owned rental housing or subsidize housing that is covered by other Westbank First Nation policies.
- b) This policy is a review; update and revision to "Allotment Commission Policy 141126" approved by the Commission on November 26, 2014 and supersedes that policy.
- c) This policy is made pursuant to Section 13.1 (c) of the *Law* and as such is not subject to the requisite approvals noted in the Westbank First Nation Policy 2015-01 Policy Instrument Structure, Format, Passage and Review.
- d) The Commission will strive to ensure that evaluations and decisions made on applications for housing allotments use transparent methods while adhering to the *Allotment Law*.
- e) Allotment prioritization will be based on the Westbank First Nation Housing Strategy, and any individual Allotment factors defined by the



Allotment Commission

Commission Section 6 e) of this policy, to provide adequate housing options to Members by allotting community lands set aside by Council for the purpose of homeownership.

4. Definitions

"Administrator" is the Westbank First Nation Director of Development Services or designate.

"Allotment" is defined in the Westbank First Nation Constitution as an interest in Westbank First Nation lands granting a member lawful possession of a part of Westbank First Nation lands under Part XI of this Constitution or, prior to the date this Constitution came into force, granted pursuant to Section 20 of the *Indian Act*.

"Allotment Commission" means the group of people responsible for the allotment of Westbank First Nation Lands to Westbank First Nation Members in accordance with the *Allotment Law*.

"Allotment Officer" is a temporary support position hired by and reporting to the Allotment Commission.

"Allotment Process" means the series of steps or actions taken from initial application to potential allotment.

"Applicant" means a Member who makes a formal application to the Commission.

"Application" means an application for an Allotment in the form and having the content determined by the Commission.

"Certificate of Possession" means documentary evidence of a Member's Allotment of Westbank First Nation Lands.

"Closing Date" refers to completion of the thirty (30) calendar day period (or lesser period as determined by the Commission) from the Open Date, at which time the application period closes and applications will not be accepted.

"Deliver" means to deliver in person, by regular mail, by electronic mail or registered mail. Any correspondence delivered by regular or registered mail is deemed received five (5) business days after mailing.

"Electors" means a person who is eligible to vote in elections or by-elections under Part VI of the Westbank First Nation Constitution.

"in camera Meeting" refers to a meeting, or portion of a meeting, that is open only to a defined group of people only, for purposes of discussing matters of a confidential or sensitive nature where disclosure to non-participants might be prejudicial to an individual or the organization.

Allotment Commission

“Information Meeting” means an informal meeting hosted by the Commission or Westbank First Nation staff to provide information about on the current allotment and the Allotment Process.

“Lease-to-Purchase” means a written contract setting out the terms and conditions of an Allotment of a dwelling and/or land package.

“the Law” means the Allotment Law No. 2006-03.

“Member” means a person registered on the Membership Roll under Part III of the Westbank First Nation Constitution.

“Open Date” means the date the application period under the Allotment Process opens.

5. Responsibilities

- a) Council is responsible for;
 - i. appointing the Members of the Commission in accordance with the *Allotment Law*,
 - ii. supporting the Commission in the delivery of the Allotment Process,
 - iii. determining and communicating the terms and conditions of each initiated Allotment Process, including determining if the Allotment is to be for private housing or a housing program,
 - iv. allocating community lands based on suitability and the needs of the community; and
 - v. allocating community lands as result of a referendum vote to initiate the raising of revenue.
- b) Commission Members are responsible for;
 - i. developing an application form for each Allotment Process,
 - ii. evaluating and making decisions on applications for housing allotments using *in camera* Meeting sessions within thirty (30) days after the Closing Date,
 - iii. administering the Allotment of community lands that have been authorized in accordance with Part IV of the *Allotment Law*,
 - iv. establishing procedures to enable the Commission to carry out its duties, consistent with the *Allotment Law* and Westbank First Nation Constitution,
 - v. hiring as may be required an Allotment Officer independent from Westbank First Nation,

Allotment Commission

- vi. developing and conducting programs of public information and **education relating to the Commission's roles and responsibilities with respect to the granting of Allotments**,
 - vii. posting and publishing notice of Allotments to all Members,
 - viii. arranging and holding Information Meetings for Members when deemed necessary by the Commission,
 - ix. within three (3) days after the assessment has been completed, verbally reporting to each Applicant the Commission decision,
 - x. annually reviewing and updating this policy; and
 - xi. carrying out such other duties and responsibilities as may be assigned to the Commission under Westbank First Nation Law.
- c) The Administrator is responsible for;
- i. accepting Allotment application submissions and withdrawals,
 - ii. reviewing Allotment applications and preparing them for the Commission's evaluation,
 - iii. supporting the Commission in the preparation and delivery of correspondence,
 - iv. retaining Allotment applications for at least one (1) year from the date of Allotment approval; and
 - v. providing assistance and guidance to the Commission when required.
- d) The Applicant is responsible for;
- i. submitting a completed application respecting each Allotment for which the Applicant would like to be considered for,
 - ii. submitting all completed Allotment applications within the time specified on each published Allotment notice; and
 - iii. providing all information required by the Allotment application, on or before the Closing Date and responding to any other reasonable request for information from the Commission.

6. Monitoring and Reporting

- a) Application Process Initiation
- i. Not more than thirty (30) days after;
 - 1) Council passes a resolution, under Section 11 of the *Allotment Law* making community lands available for housing Allotments; or;

Allotment Commission

- 2) a referendum vote, in accordance with Section 29 of the *Allotment Law*, in which Council approves the Allotment of community lands for raising revenue,

the Commission must meet to establish the form and content of the Application for each Allotment.
- ii. In determining the form and content of the Application, the Commission must consider;
 - 1) any terms and conditions attached to the Allotment by Council,
 - 2) the nature of the Allotment, including whether the Allotment is for private housing or for some other purpose,
 - 3) the factors to be considered by the Commission in granting the Allotment as set out in Section 6. e) of this policy together with the relative weighting of those factors,
 - 4) the questions that will be asked of Applicants in respect of those factors,
 - 5) whether a fee should be paid by the Applicant; and
 - 6) the timing for the Allotment Process, including;
 - (a) the delivery of the written notices under Section 6. b) of this policy,
 - (b) the date of any Information Meeting under Section 6. c) of this policy,
 - (c) if applicable, the Closing Date for the receipt of Applications, which must not be less than sixty (60) days after the date of the delivery of the first written notice under paragraph (c); and
 - (d) the date the Commission will meet to assess Applications under Section 6. f).
- iii. Despite any other provision in this Policy, the Commission may change a timeline or deadline established by this Policy, provided that;
 - 1) it does so at the meeting held under Section 6. a) of this policy,
 - 2) there is a majority vote at the meeting to make the change,
 - 3) the minutes of the meeting contain the rationale for the change,
 - 4) the Application clearly states the change in bold lettering; and
 - 5) the change does not prejudice any particular Applicant or class of Applicants.



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

- b) Notice of Allotment to Members
 - i. Notice of the Allotment must be provided to the Membership by;
 - 1) publication in the Westbank First Nation newsletter mailed to Electors, and
 - 2) by separate written notice delivered or mailed to Electors,
 - 3) publication on the Westbank First Nation website and all Westbank First Nation social media outlets; and
 - 4) posting of the notice in a public area of the Westbank First Nation administration building(s).
 - ii. The Administrator must arrange for notice of the Allotment to be provided to every Member on at least two different occasions as follows:
 - 1) The first not more than fifteen (15) days after the meeting of the Commission held under Section 6 a) of this policy; and
 - 2) not less than thirty (30) days before, or more than forty five (45) days after, the date of the delivery of the notice.
 - iii. In addition to any information or instructions that the Commission deems appropriate, each notice must contain;
 - 1) a description of the lands available for Allotment,
 - 2) a summary of any conditions attached to the Allotment,
 - 3) where the lands are being made available for the purposes of raising revenue, the cost of the Allotment,
 - 4) a statement that persons wishing to obtain an Allotment must complete and deliver to the Commission a copy of the Application,
 - 5) the Closing Date, if any, for the receipt of the Application; and
 - 6) the amount of the fee, if any, that is payable by an Applicant on submitting an Application.
- c) Optional Information Meeting
 - i. The Commission may determine to hold an Information Meeting to provide information to the Membership on the current Allotment and Allotment process.
 - ii. If the Commission determines to hold an Information Meeting, it must;
 - 1) request that Council schedule the Information Meeting, and



Allotment Commission

- 2) hold the Information Meeting at least fourteen (14) days prior to the Closing Date for receipt of the Application in respect of which the meeting is held.
- d) Application Submission Period
- i. In order to be eligible to receive an Allotment, an Applicant must complete and deliver to the Administrator a separate Application for each Allotment in accordance with the *Allotment Law*, this policy and the terms contained in the Application.
 - ii. If the Administrator receives an incomplete Application before the Closing Date, the Administrator must:
 - 1) notify the Applicant that their Application is incomplete, and
 - 2) provide the Applicant with a description of the information that is required to complete the Application.
 - iii. The deadline for submitting the information required under Section 6. d) ii. is the later of:
 - 1) the Closing Date for that Application; or
 - 2) if the Administrator delivers to the Applicant a notification under Section 6. d) ii., 4:30 PM (Pacific Standard Time) on the day following delivery of that notification.
- e) Individual Allotment Factors
- i. Depending on the suitability of the land Allotted by Council and the needs of the community and in consideration of the Westbank First Nation Housing Strategy, the Commission will consider which Applicants should be given priority in the Application process, based on factors to be established for each Allotment.
 - ii. To qualify for an Allotment, Applicants must:
 - 1) be a Member of Westbank First Nation,
 - 2) be nineteen (19) years of age,
 - 3) possess good character, credibility and reputation; and
 - 4) be in good financial standing with Westbank First Nation.
 - iii. With respect to housing Allotments, in considering whether to grant an Allotment and to give priority to Applicants, the Commission may take into consideration the following:
 - 1) whether the Applicant already owns property on Westbank First Nation lands and,
 - 2) whether the Applicant has, or currently is, pursuing post-secondary education,



Allotment Commission

- 3) whether the Applicant currently resides on Westbank First Nation lands and participates in community life,
 - 4) whether the Applicant lives off Westbank First Nation land and is desirous returning to the community and to participate in community life,
 - 5) the number of family Members living with the Applicant and, in particular, the number of children supported by the Applicant; and
 - 6) any other factors as the Commission may deem appropriate in the circumstances of the particular Allotment.
- iv. In order to apply the factors to be taken into consideration for a particular Allotment, the Application will include questions for Applicants that the Commission deems appropriate in order to determine the most suitable Applicant or Applicants for an Allotment.
- f) Application Assessment
- i. Not more than thirty (30) days after the Closing Date, the Commission must convene an *in camera* Meeting at which it will assess each of the Applications on their merits.
 - ii. The Applications provided to the Commission for review will have the **Applicant's identifying information redacted**.
 - iii. In considering an Application for an Allotment, the Commission must be satisfied that the Applicant;
 - 1) has met the conditions, if any, attached by Council to the Allotment,
 - 2) has the financial means to comply with any financial conditions placed on the Allotment; and
 - 3) does not have an overdue account, greater than sixty (60) days, owed to Westbank First Nation, unless the Applicant has arranged a satisfactory repayment plan authorized by the Westbank First Nation Financial Services Department.
 - iv. In considering whether the Applicant has the financial means to comply with any financial conditions placed on the Allotment, the Commission may take into consideration;
 - 1) whether the Applicant has a stable and proven income,
 - 2) a credit report and the credit history of the Applicant,
 - 3) an offer of financing (or existing credit facilities provided) to the Applicant from a financial institution,



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

- 4) whether the Applicant is currently renting from Westbank First Nation, and whether the Applicant's rent has consistently been paid on time; and
 - 5) housing references sought and received.
- v. In determining the order in which applicants shall be considered for an Allotment, the Commission shall assign a score to each Application, including those Applicants who have satisfied the requirements under Section 6. f) iii.
 - vi. Prior to reviewing any applications, the Commission will assign score values to each question on the Application based on factors established by the Commission for that particular Application period.
 - vii. The Commission will assess each Application by assigning a score to each question on the Application, which score shall be assigned based on the consensus of the Commissioners.
 - viii. Applicants will be eligible for an Allotment based upon and in the order of those with the highest overall score.
 - ix. If, at the meeting of the Commission held under Section 6. f) of this policy, the Commission determines that there are fewer Applications than Allotments, the Commission may:
 - 1) proceed with the assessment of Applications and, at a later date,
 - 2) commence a new Application process for lands that were not allotted; or
 - 3) not proceed with the assessment and change the Closing Date for the receipt of Applications, in which case notice of the change in Closing Date will be provided to Electors no later than fifteen (15) days after the date of the meeting.
 - x. If there is a tie between one (1) or more Applicants for an Allotment, and the Commission cannot agree on which applicant should receive the Allotment must, the Commission must, within fifteen (15) days from the date of the assessment:
 - 1) hold an in camera Meeting at which a second Application form will be created for the tied Applicants to complete; and
 - 2) upon receipt of completed Applications, convene another in camera Meeting to assess the Applications and determine which Applicant will receive the Allotment.

Allotment Commission

- g) **Applicant's Circumstance Change(s)**
- i. If there is a significant change in an Applicant's circumstances at any time during the Allotment Process, including but not limited to, changes in number of Members of the household and/or changes in financial situation, such as change of job, the Applicant must immediately notify the Commission of the change in writing and deliver the notification to the Administrator.
 - ii. If the Commission believes, acting reasonably, that an Applicant has deliberately provided false information to the Commission, the Commission may make a recommendation to Council that the Allotment be rescinded.
- h) Allotment Notifications
- i. Not more than thirty (30) days after the Commission completes its assessment and recommendation, the Administrator must deliver to each Applicant a written notification of the Commission's decision in respecting the Applicant's Application (the "Notification").
 - ii. The Commission's decision is final and not subject to appeal, unless there has been an alleged breach of Law or this policy that prejudiced the outcome of the Commission's decision.
 - iii. An appeal brought based on Section 6 h) ii. lies to the Council.
- i) Successful Notification
- i. Notification to Successful Applicants must require that the Applicant confirm their acceptance of the Allotment by signing and delivering to the Administrator a copy of the Notification within thirty (30) days of receiving the Notification.
 - ii. In returning the signed Notification, the successful Applicant(s) agree to comply with all terms and conditions of the Allotment, including those contained in the resolution of Council making the lands available for Allotment or the proposal for Allotment of community lands for raising revenue and their Lease-to-Purchase agreement.
- j) Unsuccessful Notification
- i. Notification to Unsuccessful Applicants will set out the reasons why the Application was unsuccessful.



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

k) Terms and Conditions of Allotment

- i. Where the land to be allotted is for private housing or for the raising of revenue and the Administrator receives the signed Notification in accordance with Section 6 i) ii. of this policy, the Administrator shall;
 - 1) provide notice to the Council and the Commission that a Notification of acceptance has been received from the Applicant and must request that Council allot the lands described in the Notification to the Applicant conditional upon all terms and conditions for the Allotment being met, including any payment to be made in respect to the Allotment; and
 - 2) report to the Commission upon completion of the transfer of Allotment.
- ii. Postponement for Meeting Terms and Conditions of Allotment
 - 1) Where the land to be allotted is through a housing program, including but not limited to, Canada Mortgage and Housing Corporation or other lease or rent-to-own programs, and where the Allotment will not take place until the Applicant has satisfied all of the terms and conditions of the housing program, including the discharge of any mortgage on the property, the Administrator shall;
 - (a) keep on file a copy of the Application, Notification and other record pertaining to the Allotment; and
 - (b) when satisfied that all terms and conditions for the Allotment have been met, provide notice to Council and the Commission that all the terms and condition for the Allotment have been met and request that Council allot the lands described in the Notification to the Applicant and report to the Commission upon completion of the Allotment.
- iii. Private Member Housing or Raising of Revenue Allotment
 - 1) Where an Application is in respect of private member housing or for the raising of revenues and the Applicant fails to comply with any terms and conditions that must be met prior to the Allotment of the lands by Council, the Applicant will be deemed to have abandoned their Application and the Administrator must;
 - (a) deliver to the Applicant a notice stating that because they have failed to comply with the terms and

conditions of the Allotment, they are deemed to have abandoned their Application; and

- (b) immediately or concurrently deliver a Notification to the Applicant(s), if any, for an Allotment whose Application received the next-highest score.

iv. Housing Program

1) Where the land to be allotted is through a housing program and an Applicant fails to comply with any of the terms and conditions for the Allotment which must be met in order to remain entitled to the Allotment, the Administrator must;

- (a) hold an in camera Meeting at which time the Applicant may be provided with the opportunity to speak to the reasons they have not complied with the requirements; and
- (b) determine how to proceed, including making a recommendation to Council whether or not the Allotment should be rescinded.

l) Withdrawal of Application

An Applicant may withdraw their Application at any time prior to confirming their acceptance of the Allotment under Section 6 i) ii. of this policy by delivering written notice of the withdrawal to the Administrator.

m) Retention and Confidentiality

- i. All information collected under this policy is considered personal and therefore protected and may only be used for the purposes of the Commission and the Administrator in connection with administration of the *Law*.
- ii. Applications will be retained by the Administrator for not less than one (1) year after an Allotment has been granted.

n) Policy Distribution and Availability

This policy must be available for inspection by Members at the Westbank First Nation Lindley Administration Building. A copy of this policy must be available to Members. Westbank First Nation may charge a reasonable fee payment for provision of paper copies of this policy.



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

7. Approval

This policy was approved by the Westbank First Nation Allotment Commission by way of a carried motion at their meeting held on the 6th day of September, 2016.

Liana Teichroeb, Allotment Commission Chair

7 Sept 2016

Date



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

8. References and Related Authorities

[Westbank First Nation Self-Government Agreement](#)

[WFN Allotment Law No. 2006-03](#)

[WFN Residential Premises Law No. 2008-03](#)

[WFN Community Plan Law No. 2010-04](#)

[2011 Westbank First Nation Housing Strategy](#)

[2010 Westbank First Nation Community Plan](#)

2015-86 Westbank First Nation New Housing Construction Grant Policy

9. Attachments

Appendix A – Sample Application Form



Community. Leadership. Pride.

Policy
2015-42

Allotment Commission

Appendix A – Sample Application Form

WESTBANK FIRST NATION
301-515 Highway 97 South
Kelowna, BC Canada V1Z 3J2
Phone: (250) 769-4999 Fax: (250) 769-4377

APPLICATION FOR ALLOTMENT
WFN Lease to Purchase Units

ALLOTMENT SELECTION INFORMATION
Please indicate which allotment you are applying for.
(1 Allotment Per Applicant)

<input type="checkbox"/> Single Family Allotment 6 Units Available Note: Approx. 1800 sq. ft. finished space.	Minimum Annual Household Income Required to Qualify: \$33,600.00	Number of Bedrooms: 3	Monthly Lease Payment: \$700.00
--	--	--------------------------	---

Date this allotment was approved by Council: February 1, 2016

DO NOT SUBMIT AN INCOMPLETE APPLICATION
If you would like assistance in completing an application, please contact:
Adam Nerger, Legal Services Assistant, by email at anerger@wfn.ca or by telephone at 250-769-4999.

THE CLOSING DATE FOR THIS APPLICATION IS April 1st, 2016
Applicants should note the **April 1st, 2016** deadline and contact **Adam Nerger**, Legal Services Assistant, if they need assistance completing their application.

Adam Nerger, Legal Services Assistant.
Email: anerger@wfn.ca
Telephone: 250-769-4999.

NEW - APPLICATION REVIEW - NEW
Please note that an **Application Review** with the WFN Legal Services Assistant will be **required** for all applicants prior to final acceptance of an application for allotment. Please call **Adam Nerger**, Legal Services Assistant, at 250-769-4999, to arrange.

PERSONAL INFORMATION PROTECTION ACT (PIPA)
The personal information on this form is collected for the purpose of administering the Westbank First Nation Allotment Law No. 2006-03 under the authority of this law and section 6 of the PIPA.

Application Number: []
Admin Use Only

Westbank First Nation: Application for Allotment

NOTICE TO APPLICANT

- You are only eligible for one allotment every 25 years. Please decide carefully if this is the allotment you want.
- When the WFN Allotment Commission reviews this application all information identifying the applicant will be removed. Identifying information will be viewed by WFN staff only.
- If your application status changes substantially after you submit this application (i.e. change in household income, or change in number of household members), please advise Development Services staff immediately.
- Applications will be disqualified if:
 - Application forms are incomplete,
 - Minimum income requirements are not met,
 - The applicant does not attend the homeowners education program,
 - The applicant is not prepared to assume the responsibilities and costs associated with regular home maintenance ownership, or,
 - The applicant knowingly provides false information.

APPLICANT INFORMATION

Surname: _____ First Name: _____
Mailing Address: _____
Phone No.: _____ Cell Phone No.: _____
Email Address: _____

1. Are you a WFN Member? YES NO 2. Are you an elder? (55+ years of age) YES NO

3. What is your date of birth? (YYYY/MM/DD) _____

4. If you were to be the successful applicant, are you available to move into this residence upon completion of its construction and occupy the Allotment as your primary residence? YES NO

5. Have you ever violated a Westbank First Nation law? YES NO

5.1 If YES, please describe:
Please attach a separate letter if additional space is required.

Application Number: []
Admin Use Only

Application Revised: February 25, 2016

Westbank First Nation: Application for Allotment

6. Please choose from the following list why you are interested in obtaining an Allotment:
(Check all that apply)

- Overcrowding
- Lack of community / family support
- Lack of employment opportunities
- Current housing uninhabitable
- Lack of community connection
- Other (please provide additional information on a separate sheet)

INFORMATION ABOUT YOUR CURRENT HOUSING

7. What is your current monthly rent payment? \$ _____

8. Please describe your current housing situation (i.e. room & board or renting.)

- Rent / Lease
- Room and Board
- Living with family or friends
- Other (please provide additional information on a separate sheet)

8.1 How many bedrooms do you have in your current home?

- 0-1
- 2
- 3
- 4
- 5+

9. Do you currently own a house on WFN Lands? YES NO

9.1 If YES, the age of the home is _____

9.2 Is the home a mobile home? YES NO

9.3 If it is a mobile home, the age is _____

10. Do you currently own housing/land off reserve? YES NO

11. Do you currently own land on WFN Reserves? YES NO

11.1 If yes, is the land serviced? YES NO

12. Have you received an Allotment in the previous twenty-five (25) years?
 YES NO

Application Number: []
Admin Use Only

Application Revised: February 25, 2016

Westbank First Nation: Application for Allotment

INFORMATION ABOUT YOUR HOUSEHOLD

13. Do you or any members of the household have unique medical/mobility needs? (i.e. wheelchair access, single storey, etc.) YES NO

13.1. If YES, what are they?

14. Do you have a spouse, children, or others currently residing in your home?
 YES NO

14.1. If YES then please fill out this table:
Please attach a separate page if more space is required.

FULL NAME	RELATIONSHIP	DATE OF BIRTH YYYY/MM/DD	Can you verify dependent relationship? i.e. with a custody agreement

Application Number: []
Admin Use Only

Application Revised: February 25, 2016



Community. Leadership. Pride.

Allotment Commission

Policy
2015-42

Westbank First Nation: Application for Allotment

DO NOT OMIT THIS SECTION
The following section is essential to your application

15. For the Allotment Commission to better understand your needs, please attach a separate sheet addressing the following questions, providing as much detailed information as possible.

15.1 Why are you interested in receiving an allotment? What opportunities do you foresee for yourself and your household should you receive an allotment.

15.2 Please describe your household dynamics so we can better understand your housing needs.

15.3 Please describe your involvement / connection to WFN that is unrelated to your employment. If you live away from the community, please describe how you would involve yourself within the WFN (i.e. volunteering, sports, cultural events, committees, Membership meetings, attending programs etc.).

HOUSING REFERENCES

16. Please provide housing references for the past five (5) years below, and/or attach two letters of reference speaking to your past housing experience.

REFERENCE A	REFERENCE B
Full Name:	Full Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Describe their relationship to you (i.e. landlord, family member)	Describe their relationship to you (i.e. landlord, family member)

Application Revised: February 25, 2016

Westbank First Nation: Application for Allotment

EMPLOYMENT & INCOME INFORMATION

17. Please provide your most recent employment history:

Place of Employment: _____

Mailing Address: _____

Name of Manager: _____ Phone Number: _____

Length of Employment: _____ Total Annual Income: \$ _____

17.1 As an attachment to this application please provide **PROOF OF TOTAL INCOME** for the last 12 months (i.e. T4 or 12 months of pay slips) for yourself.

17.2 Please provide your spouse's recent employment history, if applicable:

Place of Employment: _____

Mailing Address: _____

Name of Manager: _____ Phone Number: _____

Length of Employment: _____ Total Annual Income: \$ _____

17.3 As an attachment to this application please provide **PROOF OF TOTAL INCOME** for the last 12 months (i.e. T4 or 12 months of pay slips) for your spouse.

17.4 Please provide recent employment history for other contributors to your household income, if applicable:

Place of Employment: _____

Mailing Address: _____

Name of Manager: _____ Phone Number: _____

17.5 As an attachment to this application please provide **PROOF OF TOTAL INCOME** for the last 12 months (i.e. T4 or 12 months of pay slips) for other contributors to your household income.

Application Revised: February 25, 2016

Westbank First Nation: Application for Allotment

17.6 Please indicate any other sources of income you receive. Check all that apply:

- Employment Insurance
- Income Assistance – Person with Persistent Multiple Barriers
- Income Assistance – Persons with Disability
- Income Assistance – Other. Please specify: _____
- Canada Pension Plan
- Canada Pension Plan – Disability
- Old Age Security
- Aboriginal Affairs and Northern Development Canada
- Workers Compensation
- Child / Spousal Support
- Other. Please specify: _____

18. Please provide a **CREDIT HISTORY** as an attachment to this application. A credit history may be obtained by contacting Equifax at: 1-800-465-7166

Council has directed the Allotment Commission to consider the financial ability of the applicant to maintain an allotment. A poor credit history will not disqualify your application.

It is **mandatory** to submit a credit history as part of this application. If you have applied for an allotment within the last 12 months, you may submit your previous credit history.

Note that credit histories can be checked once a year **without negatively affecting** your credit score.

19. Are you in arrears with Westbank First Nation? YES NO

19.1 If YES, Do you currently have a repayment plan in place with WFN?
 YES NO

19.2 If YES, has this repayment plan been in place for at least 6 months?
 YES NO

19.3 If YES, Are you up to date with your repayment plan?
 YES NO

19.3.1 If NO, please discuss this in your letter under question 15.

(Please refer to section 7.2(c) and 7.2(d) of the Allotment Commission Policy)

Application Revised: February 25, 2016

Westbank First Nation: Application for Allotment

Please check the following boxes to indicate that you understand and agree as follows:

- The information provided on this application is true and correct.
- The completion of this application expresses my interest in obtaining one of the lots.
- I agree that once construction is complete, the home will be used as my primary residence.
- I have read the Allotment Commission Policy (Available on the Members only section of the WFN website or upon request).
- I agree to attend a homeowner's education program (Failure to agree to this will result in your application being disqualified).
- I agree to assume the responsibility and financial costs associated with the regular maintenance of my home should I be the successful applicant (Failure to agree to this will result in application being disqualified).
- Data may be collected from applications for statistical purposes, though personal identifying information will be removed beforehand.

Signature _____ Date _____

CONSENT TO RELEASE INFORMATION

I understand the Administrator (or a designate) will use the information provided to establish my eligibility for the Allotment. This may include confirming this information with the appropriate Westbank First Nation staff member and others.

Signature _____

PERSONAL INFORMATION PROTECTION ACT (PIPA)

The personal information on this form is collected for the purpose of administering the Westbank First Nation Allotment Law No. 2006-03 under the authority of this law and section 6 of the PIPA.

Questions about the collection or use of this information can be directed to the Legal Department, 301-515 Highway 97 South, Kelowna, BC V1Z 3J2.
(Telephone: 250-769-4999)

Application Revised: February 25, 2016