



# BANFF HOUSING CORPORATION

## AGENDA

ORDER OF BUSINESS

November 20, 2024

8:30-10:30

Ted Langridge (hybrid participation option)

### BHC VISION

To provide Banff residents a place to call home while fostering engaged and connected communities.

### BHC MISSION

To provide a wide range of housing options for residents of Banff National Park that support the needs of our community within our built environment.

- 1.0 LAND ACKNOWLEDGEMENT
- 2.0 CALL TO ORDER
- 3.0 APPROVAL OF AGENDA
- 4.0 ADOPTION OF PREVIOUS MINUTES & PUBLIC ATTACHMENTS
  - 4.1 2024 Bow Valley Regional Housing Needs Assessment.
  - 4.2 Property Tax Exemption report
- 5.0 NEW BUSINESS
  - 5.1 Welcome to the new board members
  - 5.2 Nomination and election of Chair and Vice-chair
  - 5.3 First Time Homebuyer priority -discussion
- 6.0 ADMINISTRATIVE STAFF UPDATES
  - 6.1 BHC update
    - 6.1.1 Confidential update- homeowner 1
    - 6.1.2 Confidential update- homeowner 2
    - 6.1.3 Review of GOA agreement for Tinu
    - 6.1.4 Briefing: Income qualifications for rental properties
  - 6.2 TOB update
    - 6.2.1 Next steps 50 Wolf
      - 6.2.1.1.1 Universal design
      - 6.2.1.1.2 Accessible units-Mobility, disability, and Age in place qualifiers
- 7.0 FINANCIAL
  - 7.1 Draft 2025 Budget revision
  - 7.2 Next meeting -December 18<sup>th</sup> Breakfast meeting
- 8.0 MOTION TO ADJOURN

### Agenda Distribution

1 Administration, 4 Public Members, 2 Town Council Members



**BANFF HOUSING CORPORATION**



# BANFF HOUSING CORPORATION

**MINUTES OF THE  
BANFF HOUSING CORPORATION  
In-person / Zoom  
October 15, 2024**

## **BOARD MEMBERS PRESENT**

Jeffrey Carpenter	Public Member Director
Pam Traut	Public Member Director
Melanie Petelle	Public Member Director (Remote)
Mark Walker	Public Member Director
Lauren Aebig	Town of Banff Senior Administration

## **BOARD MEMBERS/OTHERS ABSENT**

Chip Olver	Council Representative
Sharon Oakley	Manager, Housing Sustainability, TOB

## **ADMINISTRATION**

Heather Bolt	BHC Operations Supervisor
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**1.0** Land Acknowledgment: Chip Olver

## **2.0 CALL TO ORDER**

**BHC24-54** M. Walker called the October 16, 2024 meeting of the Banff Housing Corporation to order at 8:34 a.m.

## **3.0 APPROVAL OF AGENDA**

**BHC24-55** Moved by C. Olver to approve agenda

**CARRIED**

## **4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS**

**BHC24-56** Moved by P. Traut to approve the September 18, 2024, minutes.

**CARRIED**

## 5.0 NEW BUSINESS

### 5.1 2023 Community Housing Reserve Fund transfer

**BHC24-57** Moved by M. Walker moved to transfer \$272,978 from the 2023 Tinu Surplus to the Community Housing Reserve Fund **CARRIED**

### 5.2 First time Home Buyer Discussion

Direction to return to next meeting with additional information on *Right Sizing housing programs*

### 5.3 Request to remove minimum income requirements from Tinu eligibility requirements

**BHC24-58** Motion by J. Carpenter to remove minimum income requirements for Tinu eligibility. Opposed: M. Walker, C. Olver, L. Aebig, P. Traut. In Favor: J. Carpenter. **FAILED**

## 6.0 ADMINSTRATIVE STAFF UPDATES

### 6.1 BHC UPDATE

Operational update Info received

### 6.2 TOB UPDATE

**6.2.1 50 Wolf.** Request for Decision is scheduled for the October 15, 2024, council meeting

## 7.0 FINANCIAL UPDATE

Draft 2025 Budget presented.  
Administration was directed to return to November meeting with budget comparable for 2024/25

## 8.0 NEXT MEETING DATE

Wednesday, November 18, 2024, Ted Langridge Room

## 10.0 MOTION TO ADJOURN

**BHC24-59** Moved by L. Aebig to adjourn at 10.33 am **CARRIED**

**Sharon Oakley**

**Recording Secretary**



## BRIEFING

### Subject: Affordable Housing Property Tax Exemption – Ministerial Order 2024-11

Presented to: Governance and Finance Committee

Date: November 12, 2024

Item #: 7.1

Submitted by: Alison Gerrits,  
Director Community Services

This Briefing is submitted for acceptance into the Corporate Record.

## BACKGROUND

### Reason for Report

On October 3, 2024, the Town of Banff was contacted via letter by the Assistant Deputy Minister of Seniors, Community and Social Services (Housing Division) to communicate a Ministerial Order related to affordable housing and property tax exemptions. This briefing is intended to inform the Governance and Finance Committee about Ministerial Order 2024-11, that will come into force on January 1, 2025.

### Summary of Issue

The Province of Alberta recently communicated amendments to the Municipal Government Act that deal with property tax exemptions for affordable housing accommodations. The Municipal Affairs Statutes Amendment Act came into effect in May of 2024, and it amended the Municipal Government Act (MGA) by providing a property tax exemption for affordable housing accommodations as defined by the Affordable Housing Act.

As a result of these MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment 1). This Order provides a definition of affordable housing accommodation under the Affordable Housing Act. To be designated affordable housing, it must:

- Be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality
- Have rental rates which are below market rates, pursuant to the agreement with an order of government
- Be owned or operated by a not-for-profit organization, incorporated under the Societies Act, Companies Act, or Business Corporations Act, a management body established under the AHA, or similar organization as determined under the Ministerial Order that has a stated mission or mandate to serve those in core housing need.

Seniors' lodges are already exempt from property taxes through section 362 (1) of the MGA and do not require designation in the process.

In Banff, there are currently two providers of below market housing that fit the criteria laid out through the Ministerial order:

- The YWCA Banff
- The Banff Housing Corporation

Currently, the YWCA of Banff is already exempt from municipal property taxes through the COPTER (Community Organization Property Tax Exemption Regulation). Typically, administration presents a list of community organizations for council’s consideration in applying a property tax exemption once every term of council (or once every four years). As a result, there will be no budgetary impact related to the exemption of property taxes related to the YWCA Banff housing project.

There would however be an impact for the rental properties managed by the Banff Housing Corporation. Currently, the BHC owns two properties that provide a combined total of 133 below market rental housing units in Banff: 131 at Ti’Nu on 547 Coyote Lane, and 2 at Moffat Manor on 401 Marten Street.

The table below depicts the municipal portion of property taxes collected from these two properties in 2024:

**Municipal Property Tax Collected by the Town of Banff**

Year	Ti’Nu	Moffat Manor	Total Property Tax (municipal portion)
2024	\$58,029.55	\$2690.13	\$60,719.68

As depicted, the Town of Banff collected a total of \$60,719.68 in property tax (municipal portion only) from the Banff Housing Corporation in 2024. The new ministerial order, which takes effect January 1, 2025 would exempt the BHC from the requirement to pay property taxes to the municipality.

The order has provided an option for municipalities who wish to apply property taxes to these providers to do so, but it must be done through the passing of a municipal bylaw. In the event council chooses to apply municipal property taxes to BHC rental properties through the passing of a bylaw, the province has indicated that these properties would remain exempt from provincial education property tax.

**ATTACHMENTS**

Attachment: Ministerial Order 2024-011

Circulation date: October 30, 2024

Submitted By: Alison Gerrits  
Director Community Services

Reviewed By: Kelly Gibson  
Town Manager

# Administrative Policy

## Banff Housing Corporation Barrier Free Dwelling Eligibility Policy

Policy BHC-A-1000



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<b>Approved:</b>	March 15, 2023	<b>Administrative Responsibility:</b>	BHC Administration
<b>Replaces:</b>	NA	<b>Last Review Date:</b>	
<b>Modified:</b>		<b>Next Review Date:</b>	March 2025

### 1.0 POLICY

The Banff Housing Corporation (BHC) is committed to providing affordable housing to ensure a healthy and balanced community as identified in the Community Housing Strategy. This includes providing housing solutions for residents experiencing a range of mobility challenges or residents in need of opportunities for aging in place. The purpose of this policy is to formalize practices that are fair, consistent, and equitable in the prioritized access to the barrier free dwellings to residents who meet the eligibility criteria during the application process.

### 2.0 SCOPE

This policy will apply to all barrier free dwellings in the rental (9) and home ownership (2) portfolios under the Banff Housing Corporation.

### 3.0 DEFINITIONS

**3.1 BHC Barrier Free dwelling:** An accessible dwelling that creates a built environment for those experiencing mobility challenges. These features can include but are not limited to, wide door frames, interiors with wheelchair turning radius, accessible showers, and lever door handles.

**3.2 Disability:** A physical or mental condition that is permanent, ongoing, episodic or of some persistence, and is a substantial or significant limit on an individual's ability to carry out some of life's important functions or activities. (*Canadian Human Rights Act*)

**3.3 Age in Place:** Having access to health, social support, and service needed to live safely and independently in your residence for as long as you wish or are able. (*aginginplaceplan.ca*)

#### 3.4 First-time Home Buyer (FTHB):

1. An individual(s) who does not own either personally, jointly, or indirectly through a trust or business, any residential real estate anywhere.
2. An individual(s) who have not owned in the last five years either personally, jointly, or indirectly through a trust or business, any residential real estate anywhere. (*Banff Housing Corporation*)

# Administrative Policy

## Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



Policy BHC-A-1000

### 4.0 RESPONSIBILITIES

**4.1** The BHC Board is responsible for approval of this policy while BHC administration is responsible for the research and annual review.

**4.2** The BHC Housing Administrator is responsible for the waitlist management and tenant administration procedures including all application review, approval, lease assignments, and residential tenancy compliance.

**4.3** The BHC Housing Administrator is responsible for the sale of the barrier free dwellings under the home ownership portfolio.

### 5.0 PROCEDURE

#### 5.1 Home ownership Portfolio

Sales priority of the barrier free dwellings in the Aster will be given to eligible applicants who have identified a need for a Barrier Free unit on their application, in the below sequential order:

- (1) FTHB *AND* a resident(s) who requires the use of a wheelchair, mobility scooter, or other mobility assistive device that would otherwise causes accessibility and functional challenges in unmodified dwellings.
- (2) A resident(s) who requires the use of a wheelchair, mobility scooter, or other mobility assistive device that would otherwise causes accessibility and functional challenges in unmodified dwellings.
- (3) FTHB *AND* a resident(s) with disability, mobility limitations, or experiences other health conditions that may otherwise causes accessibility and functional challenges in unmodified dwellings.
- (4) A resident(s) with disability, mobility limitations, or experiences other health conditions that may otherwise causes accessibility and functional challenges in unmodified dwellings.
- (5) FTHB *AND* a resident(s) 60+ years of age (includes resident(s) with immediate family member(s) over the age of 60 who live with the applicants).
- (6) A resident(s) over the age of 60 (includes resident(s)s with immediate family member(s) over the age of 60 who live with the applicant(s)).

Applications must be supported by one of the following:

- Proof of disability tax credit on the most recent Notice of Assessment from the Canada Revenue Agency
- Statement of need from medical professional (*medical information on condition is not being requested, should not be provided, and will not be accepted*)
- Proof of age for those over the age of 60 years



# Administrative Policy

## Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



### Policy BHC-A-1000

Should there be no priority applicants for a barrier free dwelling, the dwelling will be available for purchase to all registered Banff Housing Corporation Registered Resale List applicants.

#### **5.2 Rental Portfolio**

Rental priority of the barrier free rentals will be given to eligible applicants who have identified a need for a Barrier Free unit on the application, in the below sequential order:

- (1) A resident(s) who requires the use of a wheelchair, mobility scooter, or other mobility assistive device that would otherwise causes accessibility and functional challenges in unmodified dwellings.
- (2) A resident(s) with disability, mobility limitations, or other health conditions that may otherwise causes accessibility and functional challenges in unmodified dwellings.
- (3) Residents over the age of 60 (includes residents with immediate family member(s) over the age of 60 who live with the applicant(s)).

Applications must be supported by the following:

- Statement of need from medical professional (*medical information on condition is not being requested, should not be provided, and will not be accepted*)

Should any designated barrier free units be undersubscribed based on the eligibility outlined by the Banff Housing Corporation, units may be rented to those without a designated need based on the following terms to ensure future availability of these units:

- Lease terms will run for a maximum of 6-month fixed term.
- The landlord reserves the right to offer an additional 6-month extension to the current tenants, three months into the lease term in the event there are no waitlisted applicants for that specific unit type.

This policy shall be in effective on the date it is approved by the Banff Housing Corporation Board and reviewed annually, thereafter.

**BRIEFING**  
**Subject: BHC Rental Unit Qualification**



Presented to: BHC Board of Directors  
Submitted by: Sharon Oakley, Manager  
Housing Sustainability, and Heather Bolt,  
BHC Operations Supervisor

Date: November 20,  
2024  
Agenda #:

This report is submitted for the BHC board’s information.

**BACKGROUND**

**Reason for Report**

In April 2023, the Banff Housing Corporation (BHC) held a board workshop to review fees and services to ensure cost recovery within its operations. As a part-nine nonprofit corporation, the BHC is mandated to maintain a balanced budget. Over the past 18 months, the board has diligently reviewed the budget, including cost centers, expenses, and revenues, to align operations with cost recovery goals.

During the 2025 budget review in October 2024, the BHC board discussed increasing rental rates by 5%. The funding agreement with the Government of Alberta for the Tinu Affordable Rental Housing development, has some requirements for reporting and operation. This agreement stipulates that rental rates must remain at least 10% below market rates, excess funds after reasonable operating expenses be directed into a managed reserve fund for affordable housing initiatives, and separate financial records for Tinu be maintained with an annual report submitted to the province.

Additionally, the board deliberated on removing the lower-income qualifier for BHC rental eligibility, noting concerns about the current minimum income requirement excluding some residents. However, the motion to remove this qualifier was defeated.

**BHC24-58** Motion by J. Carpenter to remove minimum income requirements for Tinu eligibility.  
Opposed: M. Walker, C. Olver, L. Aebig, P. Traut. In Favor: J. Carpenter. **DEFEATED**

The BHC operates as a *affordable rental housing* provider and is committed to providing below market options to qualified residents (see housing continuum). Bow Valley regional Housing and the YWCA operate social, and transitional housing as well as provide emergency shelter.

**THE HOUSING CONTINUUM**



**CMHC Housing Continuum**

### Summary of Issue

Below is the table showing the income qualifiers required for individuals applying to live in a BHC property.

Min/Max Income Structure					
	2024 Rate	*Market Rate	Minimum	Maximum	
Studio	\$ 904.00	\$ 1,168.00	\$ 33,900.00	\$ 57,094.74	
1 BD	\$ 1,178.00	\$ 1,658.00	\$ 44,175.00	\$ 74,400.00	one income
				\$ 91,512.00	two incomes
2BD	\$ 1,728.00	\$ 2,108.00	\$ 64,800.00	\$109,136.84	one/two incomes
				\$134,238.32	three incomes

*\*Market rate = average of Banff Job Resource rental rates and the Alberta Vacancy Survey data as per the GoA agreement with the BHC. Our agreement states our rents must be a minimum of 10% below market.*

In a review of the minimum income and minimum wage calculation, the below calculates annual salary and hours base:

Minimum Wage	Hours base / wk	Annual Hours Base	Annual Income
\$15	30	1560	\$23,400
\$15	40	2080	\$31,200

*\*30 hours per week is outlined on the rental application for consideration of hospitality staff who may work fluctuating hours based on the season.*

The current calculation on the minimum income ensures that the BHC supports the nationally accepted CMHC model of 30% of gross income allocated towards housing costs. This current model captures a large percentage of Banff residents however, the model will not work for everyone and there will always be those who will find themselves below the min or above the maximum threshold. The below table provides the percentage of gross income allocated to housing costs by unit based on a 30hrs/week at minimum wage.

	Rental Rate	Minimum Income	% of Gross Income
Studio	\$904	\$23,400	45%
1BD	\$1,178	\$23,400	57%
2BD	\$1,728	\$46,000 (min 2 occupants)	45%

### History of Rental Rate Calculations:

In 2018, Rental rates for Tinu affordable rental housing development were based on household affordability factors, as well as council's direction to ensure a non-tax supported, cost-recovery housing project. The rental rates were developed with a calculation based on Banff's median employment income as per the Banff tax filer data (the most recent available dataset), with rent not above 32% of average income. The rental rates are changed annually, based on a review of median incomes in Banff.

Ti'nu affordable housing project offers safe, appropriate, affordably priced rental housing for residents of Banff. The project follows the Canada Mortgage and Housing Corporation guidelines for affordability, which were used to determine the minimum and maximum income rates. In Canada, housing is considered affordable if costs account for *less* than 30% of before-tax household income. The Town has allocated a maximum income threshold of 32%, as utilities are included in the rent.

Below is a table showcasing current rental rates, 2025 rental rates at a 5% increase, Banff market rent based on unit type, and the min/max incomes based on the 32% (rent includes utilities in BHC rental) of gross income allocated to housing costs.

	Current rate	Increase %	5%	Increase Amount	New rate - Rounded
Studio	\$ 861.00	5.00%	\$ 904.05	\$ 43.05	\$ 904.00
1 BD	\$ 1,122.00	5.00%	\$ 1,178.10	\$ 56.10	\$ 1,178.00
2BD	\$ 1,646.00	5.00%	\$ 1,728.30	\$ 82.30	\$ 1,728.00

### Policy Ti'nu Rental Increases-Historical

This policy is in place to ensure rental rates at the Ti'nu apartment complex, and future developments stay competitive and fall within the CMHC's guidelines for affordable housing when shelter costs account for less than 30% of gross household income. Rental rates will be structured to be between 19% to 32% of gross household incomes.

Data is based on the previous year's Stats Canada nonfamily person and family median incomes compared to the previous year. Currently, this data is sourced through the Director of Community Services from Statistics Canada / Banff incomes. Annual increases along with minimum and maximum income thresholds can be ready to be implemented annually on January 1.

- Formula/average of the previous five-year change percentages for NFP and Families
- Average of the percent

The formula used to determine the annual rental increase

- The average percent is next year's rental change percentage
- Capped at 2% (if the average is 3.2% use 2%)
- If the average is negative or zero, rents will stay stagnant for that year and no change will apply.

Rental Increase using a cap of 2%

Updating income structure based on new rental rate

	Rental rate	Minimum	Maximum	
<b>Studio</b>	<b>814</b>	<b>*30,525</b>	<b>**51,410</b>	
<b>1 BD</b>	<b>1061</b>	<b>39,787.50</b>	<b>67,010</b> <b>***86,169</b>	<b>1 income</b> <b>2 incomes</b>
<b>2BD</b>	<b>1556</b>	<b>58,162.50</b>	<b>98,273</b> <b>***120,875</b>	<b>1-2 incomes</b> <b>3 incomes</b>

\*Formula (rental rate\*12) / 32%

\*\*Formula (rental rate\*12) / 19%

\*\*\* Formula (rental rate \*12) /

### Summary

Attainable housing conforms to the standard definition of affordable housing. This definition, which was developed by Canada Mortgage & Housing Corporation, holds that housing is affordable (attainable) when it consumes no more than 30% of a household's gross, pre-tax income. In Canada, housing is considered "affordable" if it costs less than 30% of a household's before-tax income. Many people think the term "affordable housing" refers only to rental housing that is subsidized by the government. It's a very broad term that can include housing provided by the private, public and non-profit sectors. It also

includes all forms of housing tenure: rental, ownership and cooperative ownership, as well as temporary and permanent housing (CMHC).

Note: CMHC uses 30% as their base for affordability. BHC uses 32% as our rental rates include utilities.

Recommendation:

1. To present a balanced budget across all areas, the BHC Administration recommends the increase of rental rates to 5% for 2025
2. The BHC continue to support CMHC's recommendation for 32% of income for rent.

## Appendix 1

### BHC Rental Application:

### Guidelines

This checklist is to help guide you through the steps of completing your rental application.

#### SUPPORTING DOCUMENTS

Gather the below supporting documents for all applicants over the age of 18 who will be listed on the lease agreement.

- ✓ Proof of legal status in Canada - Canadian passport or birth certificate; permanent resident card, or valid work permit
- ✓ Photo ID – Passport or driver’s license (if the above document(s) do not include a photo)
- ✓ Copy of Notice of Assessment (NOA) - confirmation of gross household income from the most recent tax year (line 15000 of the NOA)
- ✓ Proof of current Banff employment - 3 months of pay statements or employment letter showing hours and salary **OR**
- ✓ Proof of Self-employment - Banff Business License and Proof of Business Ownership **OR**
- ✓ Statement of disability income or pension income

#### FINANCIAL QUALIFYING CRITERIA

The below table outlines unit types available, minimum/maximum household incomes, and occupancy limits.

Unit Type	Minimum Household Income	Maximum Household Income	Rental Rates	Max Occupancy
<b>Studio</b>	\$32,287.50	\$54,378.95	\$861	2
<b>1-bedroom</b>	\$42,075.00	\$70,863.16 (one income) \$87,161.68 (two incomes)	\$1122	2
<b>2-bedroom</b>	\$61,725.00	\$103,957.89 (one/two incomes) \$127,868.21 (three incomes)	\$1646	3-4 **

*\*Rental rates are reflective of 2024 and are updated annually. New rental rates come into effect every January 1.*

*\*\*Up to 3 non-related adults permitted. If applying with 4 residents, all must be immediate family members.*