



# BANFF HOUSING CORPORATION

## AGENDA ORDER OF BUSINESS January 22, 2025

8:30-10:30

Ted Langridge (hybrid participation option)

### BHC VISION

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

### BHC MISSION

To provide a wide range of below-market 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
- 5.0 NEW BUSINESS
  - 5.1 RFD-Home Sales Relisting Fees
  - 5.2 RFD -2025 Edited Workplan
  - 5.3 ADMINISTRATIVE STAFF UPDATES BHC update
    - 5.3.1 RFD-Draft BHC Operating Surplus Policy
    - 5.3.2 Briefing - BHC 2024 Operations Summary
    - 5.3.3 Briefing -BHC Board 2024 motions
  - 5.4 TOB update
    - 5.4.1 Briefing -50 Wolf Street Update
    - 5.4.2 Briefing- Review BHC Barrier Free Eligibility Policy Accessible units
    - 5.4.3 Ron Wickman- UD and Accessible presentation-  
February 5<sup>th</sup> –10:00 -11 a.m. Council Chambers.
- 7.0 CONFIDENTIAL ITEMS
  - 7.1 Confidential Verbal briefing- compliance.
- 8.0 FINANCIAL
  - 8.1 2024 Q2
- 8.0 Next meeting - February
- 9.0 MOTION TO ADJOURN

### Agenda Distribution

1 Administration, 4 Public Members, 2 Town  
Council Members



# BANFF HOUSING CORPORATION

## MINUTES OF THE BANFF HOUSING CORPORATION In-person / Zoom December 5, 2024

### BOARD MEMBERS PRESENT

Jeffrey Carpenter	Public Member Director
Pam Traut	Public Member Director
Melanie Petelle	Public Member Director (Left at 9:30)
Mark Walker	Public Member Director
Lauren Aebig	Town of Banff Senior Administration
Kaylee Ram	Council Representative
Barb Pelham	Council Representative

### ADMINISTRATION

Heather Bolt	BHC Operations Supervisor
Sharon Oakley	Manager, Housing Sustainability, TOB
Emma Wilkins	BHC Housing Coordinator

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### **BHC VISION**

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### **BHC MISSION**

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**1.0** Land Acknowledgment: M. Walker

### **2.0 CALL TO ORDER**

**BHC24-71** M. Walker called the December 5<sup>th</sup>, 2024, meeting of the Banff Housing Corporation to order at 8:36 a.m.

### **3.0 APPROVAL OF AGENDA**

**BHC24-72** Moved by M. Petelle to approve agenda

**CARRIED**

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

**BHC24-73** Moved by J. Carpenter to approve the November 20, 2024, minutes.

**CARRIED**

## 5.0 NEW BUSINESS

### 5.1 Board meeting day and time

Board meetings will be moved to the 4<sup>th</sup> Wednesday of the month starting at 8:30 am.

**5.2 2025 Workplan** - Additions of fire smart support to homeowners, buyer income, and eligibility and board member conflict of interest policy.

## 6.0 ADMINISTRATIVE STAFF UPDATES

### 6.1 Homeowner Compliance policy

BHC administration to research contracting a property management /security company for services related to compliance issues (Ensuring occupancy/primary residency etc.). Admin to bring report back to board for consideration in February 2025.

### 6.2 Rental Income Qualification

**BHC24-74** M. Walker motioned to change the rental studio qualifying minimum income to reflect 40 hours at minimum wage **CARRIED**

### 6.3 First Time Homebuyer Policy

**BHC24-75** P. Traut moved that First time Home Buyers priority be applied to ALL sales within the BHC homeownership portfolio. Priority will be given to those who don't own a home anywhere or have not owned a home within the last five years. **CARRIED**

## 7.0 FINANCIAL UPDATE

## 8.0 NEXT MEETING DATE

Wednesday January 22, 2025, Ted Langridge Room

## 9.0 MOTION TO ADJOURN

**BHC24-76** Moved by B. Pelham to adjourn at 10.31 am **CARRIED**

Sharon Oakley

Recording Secretary

## 2025 BHC Board Workplan

**BHC Vision:** To provide a range of below market housing options that ensure Banff residents can find a place to call home

**BHC Mission:** Provide and manage a diverse range of quality rental units, equity share and price restricted homes for residents and retirees of Banff National Park

### Housing Strategy

Recognizing housing as a predominant theme, the BHC and the Town of Banff aim to address the housing deficit through policy development, government support, and strategic partnerships. The Community Housing Strategy outlines four key pillars to guide these efforts:

- Partnerships and collaborations
- Education and advocacy
- Policy framework
- Affordability and housing development

### Key Goals and Tactics

#### Goal 1: Create Sustainable and Attainable Housing

BHC is committed to providing a diverse range of housing options, in partnership with the town of Banff, for eligible residents, ensuring they can live in Banff if they choose.

##### Tactics:

- Oversee and manage price-restricted, for-purchase opportunities.
- Offer below-market rental housing.
- Lead and innovate housing solutions.

#### Goal 2: Pursue Organizational Excellence

BHC focuses on maintaining and enhancing its structure and credibility through strong governance and decision-making.

##### Tactics:

- Continuously improve administrative and organizational structures.
- Seek strong community leadership at the governance level.
- Ensure governance excellence through detailed orientation and engagement.
- Maintain awareness of housing issues through education, accountability, and advocacy.

#### Goal 3: Ensure Financial Health and Management

The financial strength of BHC depends on the excellent management of its rental and for-purchase portfolios and a robust rental housing inventory.

##### Tactics:

## 2025 BHC Board Workplan

- Develop and implement capital reserve policies for rental properties.
- Identify and expand funding sources.
- Innovate housing delivery methods.

### Goal 4: Community Development

BHC aims to foster a transparent operational model that makes residents feel welcome, valued, and safe, contributing to Banff's social fabric.

#### **Tactics:**

- Engage residents to foster strong community connections.
- Create socially vibrant and connected neighborhoods.
- Ensure integrity in social development to achieve BHC's mission and vision.
- Clarify eligibility, residency requirements, and tenant/owner rights.

### Goal 5: Communication

Effective communication is essential for BHC to support housing stability and community engagement.

#### **Tactics:**

- Identify opportunities to enhance program participation.
- Improve the effectiveness of public outreach.
- Apply housing expertise to build community and address evolving needs.
- Seek partnerships and collaborations with other housing providers.

By following these strategic priorities and goals, the Banff Housing Corporation strives to create a sustainable, attainable, and vibrant community for all residents of Banff.

## 2025 BHC Board Workplan

Month	Draft monthly deliverables	ACTIVITIES/Resources
<b>January</b>	Approval of draft 2025 workplan Review of 2024 motions Policy Development- First Time Home Buyer re-listing fees for home sales.	
<b>February</b>	Review of 2024 Budget (Including Q4) Review of Land economist report Compliance review for homeownership. Homeowner certificate for compliance?	
<b>March</b>	Review of RRL point system/lottery for both portfolios. Adding PR's to RRL waitlist (policy development)	
<b>April</b>	Bookends for Home Sales AGM Planning documents	
<b>May</b>	Financial qualification to purchase BHC- for both ES/PR (multiple property ownership, ceiling on income) AGM- Equity share/Price Restricted update Board highlights/successes Review/approval of audited financial statements	Ensure AGM report complete. Chair to write a letter to accompany the AGM report on behalf of board- sharing board voice
<b>June</b>	Fees and Services review	
<b>July</b>	Summary of policies approved, up for review and to be developed.	
<b>August</b>	Q2 financial update and operations update	
<b>September</b>	New board member recruitment and board member orientation review	
<b>October</b>	Conflict of interest policy Communication and Website review	
<b>November</b>	- Q3 financial update and operations report Year-end review of performance to strategic priorities Draft Budget 2026- Onboarding new board members. -Review Signing authority.	
<b>December</b>	-Review Board member terms of reference and sign off -Election of 2025/26 slate of officers	Holiday breakfast and Board member recognition/thank you

# Administrative Policy

Banff Housing Corporation Operating Surplus

Policy BHC-A-TBA



<b>Approved:</b>		<b>Administrative Responsibility:</b>	BHC Administration
<b>Replaces:</b>	NA	<b>Last Review Date:</b>	
<b>Modified:</b>		<b>Next Review Date:</b>	

## 1.0 POLICY

The purpose of this policy is to establish the parameters for the BHC Budget Surplus Reserve Fund, dedicated for the BHC use of any net revenues generated from the annual BHC operating budget.

## 2.0 INFLOW DESCRIPTION

Surplus funds allocated to the reserve will come from net revenues generated through the overall BHC Operating Budget, less any direct expenses related to the overall operations of the BHC, and after fulfilling all mandatory transfers and payments, including:

- Mortgage principal payments
- Mortgage debt payments
- Transfers to the rental capital reserve fund
- Transfers to the second mortgage reserve fund
- Transfers to the community housing reserve fund (CHRF)

## 3.0 COMMUNITY HOUSING RESERVE FUND TRANSFER TARGETS

Community Housing Reserve Fund (CHRF) budget targets will be indexed annually and align with inflationary rental increases applied to the rental rates established during the budgeting process. CHRF budget target amounts are to be reviewed on an annual basis.

## 4.0 OUTFLOW DESCRIPTION

Transfers from the BHC Budget Surplus Reserve Fund require approval by the BHC Board and may be used to fund the following types of projects or initiatives:

- Covering operational budget deficits.
- Funding future increased staffing level requests.
- Completing future non-capital items/projects that require a funding source over multiple budgeting cycles. This surplus can be earmarked in future operating budgets as these projects move ahead.
- Additional transfers to the Community Housing Reserve Fund.

## **5.0 POLICY REVIEW**

BHC administration will provide the BHC Board with an annual update during the budgeting process, detailing the current reserve balance and funds that have been dedicated to any future projects or initiatives.

The policy will be reviewed by the BHC Board on an annual basis.

This policy shall be in effective on the date it is approved by the Banff Housing Corporation Board.



Banff Housing Corporation  
Operations Report  
2024 Summary

	January	YTD	February	YTD	March	YTD	April	YTD	May	YTD	June	YTD	July	YTD	August	YTD	September	YTD	October	YTD	November	YTD	December	YTD
QUERIES																								
BHC Rental Query	62	62	60	122	70	192	55	247	61	308	38	346	29	375	45	420	46	466	56	522	45	567	75	642
General Housing Query	16	16	6	22	18	40	8	48	14	62	9	71	10	10	15	25	13	38	26	64	12	76	9	85
Home Purchase Query	22	22	14	36	14	50	8	58	2	60	2	62	5	5	0	5	8	13	14	27	8	35	19	54
APPLICATIONS																								
Rental applications received	15	15	20	35	17	52	22	74	26	100	17	117	9	126	14	140	22	162	26	188	12	200	26	226
Ownership applications received	0	0	0	0	1	1	1	2	2	4	3	7	1	8	1	9	7	16	12	28	4	32	4	36

WAITLIST TOTALS		
Rental	275	
Registered Reasle List	391	

RENTAL OCCUPANCY												
	January	February	March	April	May	June	July	August	September	October	November	December
Studio	26	26	26	26	26	26	26	25.5	26	24	24.5	25
1BD	68	69	68	69	69	69	69	69	67.5	67	69	68
2BD	35	35	35	35	35	35	35	34	34	34	35	34
Moffat Manor (2x 2BD)	2	2	2	2	2	2	2	2	2	2	2	2
Total Units	131	132	131	132	132	132	132	130.5	129.5	127	130.5	129
Occupancy Rate	99%	100%	99%	100%	100%	100%	100%	99%	98%	96%	99%	98%
YTD Overall Occupancy	99.02%											

2024 HOME SALES Summary					
1 Sundance Court	PRICE HISTORY				
	Listing Price (or appraised value)		Equity Share	Price to Buyer	% Above/Below Avg Appraisal
	Original purchase price (2001)	\$ 284,750.00	80.20%	\$ 228,369.50	
	Average appraisal - BMV	\$ 937,500.00	80.20%	\$ 751,875.00	
	Listing price	\$ 993,750.00		\$ 796,987.50	6%
	Price to buyer - closing date	\$ 993,750.00		\$ 796,987.50	6%
	Days on market - 44				
	SALES STATISTICS				
	Open House and Showings	Attendance	Interest	Offers	Comments
Open House - March 6, 2024	8	7	4		

# Banff Rental Statistics for 2024

		Jan.	Feb.	Mar.	Q1 Average	Apr.	May	June	Q2 Average	July	Aug.	Sept.	Q3 Average	Oct.	Nov.	Dec.	Q4 Average	Annual Average	Total by unit type
*Shared Bedroom	Average		\$ 825.00		\$ -	\$700.00			\$700.00		\$913	\$900	\$ 906		\$950	\$800	\$ 875.00	\$ 848	9
	Median		\$ 850.00			\$700.00					\$913	\$900			\$950	\$800			
	Available	0	2	0	1	1	0	0	0	0	2	1	1	0	1	2	1	1	
**Room	Average	\$1,118.33	\$ 1,214.55	\$1,195.77	\$ 1,176.22	\$1,258	\$1,364	\$1,308	\$ 1,310.28	\$1,275	\$1,299	\$1,300	\$ 1,291	\$1,347	\$1,216	\$1,208	\$ 1,256.99	\$ 1,259	129
	Median	\$1,127.50	\$ 950.00	\$1,185.00		\$1,300	\$1,400	\$1,325		\$1,200	\$1,225	\$1,216		\$1,375	\$1,125	\$1,175			
	Available	6	11	13	10	6	11	12	10	12	10	16	13	18	4	10	11	11	
Studio Unit	Average		\$1,100.00	\$1,050.00	\$ 1,075.00		\$1,500	\$1,288	\$ 1,393.75	\$1,300			\$ 1,300	\$1,200			\$ 1,200.00	\$ 1,240	8
	Median		\$1,100.00	\$1,050.00			\$1,500	\$1,288		\$1,300				\$1,200					
	Available	0	1	2	1	0	1	2	1	1	0	0	0	1	0	0	0	1	
1 BD Unit	Average	\$1,453.80	\$ 1,523.00	\$1,730.00	\$ 1,568.93	\$ 1,689	\$1,722	\$1,406	\$ 1,605.64	\$1,700	\$1,699	\$1,900	\$ 1,766	\$1,816	\$1,971	\$1,808	\$ 1,865.32	\$ 1,702	42
	Median	\$1,400.00	\$ 1,600.00	\$1,730.00		\$ 1,700	\$1,690	\$1,413		\$1,700	\$1,699	\$1,900		\$1,699	\$1,950	\$ 2,000			
	Available	5	3	1	3	5	6	4	5	2	1	2	2	3	7	3	4	4	
2 BD Unit	Average	\$2,321.40	\$ 2,116.67	\$1,816.67	\$ 2,084.91	\$2,150	\$2,600	\$2,780	\$2,510	\$2,600	\$2,286	\$2,959	\$ 2,615	\$2,066	\$2,525	\$2,280	\$ 2,290.24	\$ 2,375	38
	Median	\$2,250.00	\$ 1,875.00	\$1,800.00		\$2,150	\$2,600	\$2,950		\$2,600	\$2,159	\$2,693		\$2,049	\$2,513	\$ 2,280			
	Available	5	3	3	4	2	1	3	2	1	3	4	3	3	8	2	4	3	
3 BD Unit	Average				\$ -				\$ -			\$3,125	\$ 3,125	\$3,500	\$3,600		\$3,550.00	\$ 3,408	6
	Median											\$3,050		\$3,500	\$3,600				
	Available	0	0	0	0	0	0	0	0	0	0	4	1	1	1	0	1	1	
4+ BD Unit	Average				\$ -		\$3,600		\$3,600.00		\$3,800		\$ -				\$ -	\$ 3,700	2
	Median						\$3,600				\$3,800								
	Available	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	
Total By Month		16	20	19	55	14	20	21	55	16	17	27	60	26	21	17	64	234	
Total to date		234																	

\*available bed in a room with two or more beds

\*\*available room in a unit with two or more rooms

Sources: Asset West, PEKA, ReMax, Engle Volkers, Rocky Mountain Outlook, Bow Valley Crag and Canyon, Rent Faster, Kijiji, Boardwalk Rentals, Elk Valley Estates, Townhouse, Cascade Plaza, Facebook (Bow Valley Home Finder, Bow Valley Home Finder 2.0, Banff Home Finder, Banff and Canmore Rentals, Banff Rental, Bow Valley Property Rentals, Bow Valley Pet Friendly Home Finder, Bow Valley Nest Finders, Canmore/Banff Real Estate for Rent by Owner)

Above stats include both furnished, unfurnished, with and without utilities. An average of all that have been advertised.

## January 17, 2024

**BHC24-01** Moved by J. Carpenter to approve agenda **CARRIED**

**BHC24-02** Moved by P/Traut to approve December minutes. **CARRIED**

**BHC24-03** P. Traut moved to approve the updated Terms of Reference for BHC board members. **CARRIED**

**BHC24-04** Moved by R. Roberts to adjourn at 10: 21 am **CARRIED**

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## February 21, 2024

**BHC24-05** Moved by J. Carpenter to approve agenda **CARRIED**

**BHC24-06** Moved by P. Traut to approve January minutes. **CARRIED**

**BHC24-07** P. Traut moved to amend the Terms of Reference to include board participation by zoom must include participants cameras be turned on. **CARRIED**

**BHC24-08** R. Roberts moved to approve the 2024 BHC Budget. **CARRIED**

**BHC24-09** Moved by R. Roberts to adjourn at 9:51am **CARRIED**

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## April 2, 2024

**BHC24-10** C. Olver called the April 17<sup>th</sup>, 2024, meeting of the Banff Housing Corporation to order at 8:33 a.m.

**BHC24-11** Moved by M. Walker to approve agenda **CARRIED**

**BHC24-12** Moved by P. Traut to approve January minutes. **CARRIED**

**BHC24-12** C. Olver nominated Mark Walker as Chair and Melanie Petelle as Vice Chair.  
**ACCLAIMED**

**BHC24-13** M. Walker motioned to approve the 2022 Tinu surplus transfer to the Community Housing Reserve Fund in the amount of \$253, 900.87. **CARRIED**

**BHC24-14** J. Carpenter moved to amend the sublease assignment to include the following wording *“The BHC must consent to any sublease assignment when a title change has been requested for a property that reflects new, a change to, or additional owners. All owners listed on title must meet the Banff National Park Need to reside eligibility requirements and must be currently occupying the BHC property as their primary residence. These changes to title can include but are not limited to, the sale of a home, marital status, changes to related or unrelated adults cohabitating.*

**CARRIED**

**BHC24-15** Moved by M. Walker to adjourn at 10.04 am **CARRIED**

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## **May 25, 2024**

**BHC24-16** M. Walker called the May 22, 2024, meeting of the Banff Housing Corporation to order at 8:34 a.m.

**BHC24-17** Moved by P. Traut to approve agenda **CARRIED**

**BHC24-18** Moved by C. Olver to approve April minutes. **CARRIED**

**BHC24-19** M. Walker motioned to approve the 2023 BHC financial audit presented by KPMG **CARRIED**

**BHC24-20** P. Traut motioned to approve the 2024 work plan and strategic priorities as amended. **CARRIED**

**BHC24-21** M. Walker motioned to approve BHC bylaws as amended for final approval by shareholders at the AGM. **CARRIED**

**BHC24-22** P. Traut moved to increase the fees for home sales to 1% on the price to the buyer, applicable to both the equity share and price-restricted portfolios, commencing on January 1, 2025. These fees will be reviewed annually in conjunction with the budget process

to ensure full cost recovery of all administrative costs. These fees will be in addition to other legally required documents and consent forms.

**CARRIED**

**BHC24-23** Moved by M. Walker to adjourn at 10.37 am

**CARRIED**

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## **June 19, 2024**

**BHC24-24** M. Walker called the June 19, 2024, meeting of the Banff Housing Corporation to order at 8:30 a.m.

**BHC24-25** Moved by C. Olver to approve agenda

**CARRIED**

**BHC24-26** Moved by C. Olver to approve May minutes.

**CARRIED**

**BHC24-27** M. Walker moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the Freedom of Information and Protection of Privacy Act, recess at 9:00 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room and a confidential virtual Zoom meeting, to consider confidential matters with respect to Item 6.1 homeowner feedback on sales process.

**CARRIED**

**BHC24-28** Moved by Mark Walker that BHC board rise and report. BHC board reconvened in closed meeting at 9:46 a.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-29** Moved by P Traut to adjourn at 10.4.7 am

**CARRIED**

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## **July 3, 2024**

**BHC24-30** M. Walker called the July 3, 2024, special meeting of the Banff Housing Corporation to order at 7:05 p.m.

**BHC24-31** Motion by P. Traut to approve agenda

**CARRIED**

**BHC24-32** M. Walker moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act,

recess at 7:06 p.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room, to consider confidential matters with respect to a confidential request for decision on legal matter.

**CARRIED**

**BHC24-33** Moved by Mark Walker that BHC board rise and report. BHC board reconvened in closed meeting at 8:37 p.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-29** Moved by P Traut to adjourn at 8:39 p.m.

**CARRIED**

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## July 24, 2024

**BHC24-30** M. Walker called the July 24, 2024, meeting of the Banff Housing Corporation to order at 8:31 a.m.

**BHC24-31** Moved by P. Traut to approve agenda

**CARRIED**

**BHC24-32** Moved by C. Olver to approve July 3, 2024 minutes.

**BHC24-33** Moved by P. Traut to approve June 19, 2024, minutes

**CARRIED**

**BHC24-34** C. Olver moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the Freedom of Information and Protection of Privacy Act, recess at 8:32 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room to consider confidential matters with respect to Item 5.1 Confidential RFD Update. **CARRIED**

**BHC24-35** Moved by M. Walker that the BHC board rise and report. BHC board reconvened in regular meeting at 9:46 a.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-36** Moved by M. Walker That the BHC board:

1. Approve Confidential Recommendation 1 as contained in the Confidential Addendum to the Minutes of the July 24, 2024 Regular Meeting of the BHC board; and
2. Direct that the confidential report, attachments, distribution, and closed meeting discussions, remain confidential pursuant to Sections 17 (Disclosure to personal privacy) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

**BHC24-37** Moved by P Traut to adjourn at 10.46 am

**CARRIED**

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## **August 21, 2024**

**BHC24-38** M. Walker called the August 21, 2024, meeting of the Banff Housing Corporation to order at 8:34 a.m.

**BHC24-39** Moved by P. Traut to approve agenda

**CARRIED**

**BHC24-40** Moved by M. Walker to approve July 24, 2024 minutes.

**CARRIED**

**BHC24-41** L. Aebig moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the Freedom of Information and Protection of Privacy Act, recess at 8:47 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room to consider confidential matters with respect to Item 5.1 Confidential RFD Update.

**CARRIED**

**BHC24-42** Moved by M. Walker that the BHC board rise and report. BHC board reconvened in regular meeting at 9:23 a.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-43** Moved by M. Walker That the BHC board:

1. Approve Confidential Recommendation 1 as contained in the Confidential Addendum to the Minutes of the August 21, 2024, Regular Meeting of the BHC board; and
2. Direct that the confidential report, attachments, distribution, and closed meeting discussions, remain confidential pursuant to Sections 17 (Disclosure to personal privacy) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

**BHC24-44** P. Traut motioned to seek an updated quote from NBLC consulting on a BHC portfolio review and return to the board with update.

**BHC24-45** Moved by P Traut to adjourn at 10.45 am

**CARRIED**

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## **September 18, 2024**

**BHC24-47** Moved by L. Aebig to approve agenda

**CARRIED**

**BHC24-48** Moved by J. Carpenter to approve the August 21, 2024, minutes.

**CARRIED**

**BHC24-49** Moved by L. Aebig to approved to scope of work proposed by N. Barry Lyon Consultants Ltd. at the proposed cost of \$60,000 plus tax to be funded through the 2<sup>nd</sup> mortgage reserve fund with the following amendments:

- Clarification on the number of meetings required and
- Clarification on the definition of ‘stakeholder’ and will this include homeowner engagement.

**CARRIED**

**BHC24-50** Moved by J. Carpenter to strike a sub committee dedicated to Board Orientation chaired by Pam Traut in conjunction Sharon Oakley and BHC administrative staff.

**CARRIED**

**BHC24-51** M. Walker moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the Freedom of Information and Protection of Privacy Act, recess at 9:38 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room to consider confidential matters.

**CARRIED**

**BHC24-52** Moved by Mark Walker that BHC board rise and report. BHC board reconvened in a meeting at 9:40 a.m. with Mark Walker in the Chair.

**BHC24-43** Moved by P Traut to adjourn at 9:45 am

**CARRIED**

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## **October 15, 2024**

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

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**

**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**



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

**CARRIED**

## **November 2024**

**BHC24-60** M. Walker called the November 20, 2024, meeting of the Banff Housing Corporation to order at 8:32 a.m.

**BHC24-61** Moved by P. Traut to approve agenda

**CARRIED**

**BHC24-62** Moved by J. Carpenter to approve the October 15, 2024, minutes. **CARRIED**

**BHC24-63** **Elected** Mark Walker (Chair) and Melanie Petelle (vice Chair)

**ACCLAIMED**

**BHC24-64** M. Walker moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act, recess at 9:55 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room, to consider confidential matters with respect to a confidential request for decision on legal matter. BHC Administration requested to leave meeting.

**CARRIED**

**BHC24-65** Moved by M. Walker that BHC board rise and report. BHC board reconvened in a public meeting at 10: 25 a.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-66** P. Traut moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act, recess at 10:25 a.m. to the call of the chair, to reconvene in a closed meeting, to be conducted in the Ted Langridge room, to consider confidential matters with respect to a confidential request for decision on legal matter. Town of Banff Administrative staff requested to leave the meeting.

**CARRIED**

**BHC24-67** Moved by M. Walker that BHC board rise and report. BHC board reconvened in a public meeting at 10:39 a.m. with Mark Walker in the Chair.

**CARRIED**

**BHC24-68** M Walker moved that the 2025 operating budget be approved as presented.  
In Favor: L. Aebig, M. Walker, M. Petelle, K. Ram, B. Pelham, P. Traut. Opposed: J. Carpenter

**CARRIED**

**BHC24-69** L. Aebig moved that administration develop a general operating reserve fund to address the budget surplus. **CARRIED**

**BHC24-70** Moved by M. Walker to adjourn at 10.50 am **CARRIED**

## **December 2024**

**BHC24-71** M. Walker called the December 5<sup>th</sup>, 2024, meeting of the Banff Housing Corporation to order at 8:36 a.m.

**BHC24-72** Moved by M. Petelle to approve agenda **CARRIED**

**BHC24-73** Moved by J. Carpenter to approve the November 20, 2024, minutes. **CARRIED**

**BHC24-74** M. Walker motioned to change the rental studio qualifying minimum income to reflect 40 hours at minimum wage **CARRIED**

**BHC24-75** P. Traut moved that First time Home Buyers priority be applied to ALL sales within the BHC homeownership portfolio. Priority will be given to those who don't own a home anywhere or have not owned a home within the last five years. **CARRIED**

**BHC24-76** Moved by B. Pelham to adjourn at 10.31 am **CARRIED**

# 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.

# Administrative Policy

## Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



### Policy BHC-A-1000

2. An individual(s) who have not owned in the last four-year period either personally, jointly, or indirectly through a trust or business, any residential real estate anywhere.

#### 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)).

# Administrative Policy

## Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



Policy BHC-A-1000

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

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.

## **Administrative Policy**

### Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



Policy BHC-A-1000

- 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.

## Banff Housing Corporation - Budget vs. Actuals: 2024 Budget - FY24 P&L Classes

January 1 - June 30, 2024

	BHC			Moffat Manor			The Aster			Ti'nu			TOTAL		
	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget
<b>INCOME</b>															
Grants Received				2,500	2,500					0	0	0	2,500	2,500	0
Aster Unit Sales							348,485	348,485		0	0	0	348,485	348,485	0
Aster Modifications							3,700	3,700		0	0	0	3,700	3,700	0
Total Fee Revenue	14,160	89,310	74,950	-	-	-	6,786	8,250	8,250	1,401	1,401	-	22,347	98,961	83,200
Total Interest Revenue	27,124	48,739	5,000	-	-	-	-	-	-	30,115	60,230	57,500	57,239	108,969	62,500
<b>TOTAL INCOME</b>	<b>\$ 41,284</b>	<b>\$ 138,049</b>	<b>\$ 79,950</b>	<b>\$ 19,384</b>	<b>\$ 36,268</b>	<b>\$ 33,469</b>	<b>\$ 358,971</b>	<b>\$ 360,435</b>	<b>\$ 8,250</b>	<b>\$ 985,778</b>	<b>\$ 1,970,155</b>	<b>\$ 1,966,449</b>	<b>\$ 1,405,417</b>	<b>\$ 2,504,907</b>	<b>\$ 2,088,118</b>
<b>EXPENSES</b>															
Cost of Properties Sold							352,185	352,185					352,185	352,185	-
Total Advertising/Promotional	908	1,816	1,000	-	-	-	-	-	-	876	1,376	500	1,784	3,192	1,500
Total Appraisals	485	970	2,500	-	-	-	-	-	-	-	-	-	485	970	2,500
Total Banking fees, Office Supplies, Postage & Other	1,245	2,490	4,000	-	-	-	-	-	-	4,330	8,952	10,400	5,575	11,442	14,400
Total Insurance	1,795	1,795	1,350	359	718	500	-	-	7,025	5,025	5,025	5,550	7,179	7,538	14,425
Total Interest on Due to Town of Banff	-	-	-	-	-	-	-	-	-	169,809	349,380	349,380	169,809	349,380	349,380
Total Professional Fees	10,603	21,206	43,000	-	-	-	8,025	8,025	-	32,692	65,384	38,000	51,320	94,615	81,000
Total Operating Expenses	-	200	200	5,402	12,504	12,900	-	1,594	1,594	186,141	350,129	421,400	191,543	364,427	436,094
Total Telephone	501	1,002	1,020	-	-	-	-	-	-	1,597	3,194	3,570	2,098	4,196	4,590
Total Wages, Benefits & Training	10,451	20,902	37,351	-	-	-	-	-	-	165,712	331,424	325,464	176,163	352,326	362,815
<b>TOTAL EXPENSES</b>	<b>\$ 25,988</b>	<b>\$ 50,381</b>	<b>\$ 90,421</b>	<b>\$ 8,272</b>	<b>\$ 18,244</b>	<b>\$ 18,800</b>	<b>\$ 372,212</b>	<b>\$ 385,808</b>	<b>\$ 8,619</b>	<b>\$ 622,708</b>	<b>\$ 1,227,916</b>	<b>\$ 1,276,664</b>	<b>\$ 1,029,180</b>	<b>\$ 1,682,349</b>	<b>\$ 1,394,504</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 15,296</b>	<b>\$ 87,668</b>	<b>-\$ 10,471</b>	<b>\$ 11,112</b>	<b>\$ 18,024</b>	<b>\$ 14,669</b>	<b>-\$ 13,241</b>	<b>-\$ 25,373</b>	<b>-\$ 369</b>	<b>\$ 363,070</b>	<b>\$ 742,239</b>	<b>\$ 689,785</b>	<b>\$ 376,237</b>	<b>\$ 822,558</b>	<b>\$ 693,614</b>

Operating Surplus Transfers	BHC			Moffat Manor			The Aster			Ti'nu			TOTAL		
	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget	6 Month Actuals (Jan to Jun 2024)	2024 Annual Forecast	2024 Annual Budget
<b>Restricted Surplus</b>															
Restricted Reserve - Ti'nu Surplus										151,589	329,039	276,585	151,589	329,039	276,585
Restricted Reserve - Ti'nu Debt Principal										152,392	295,022	295,022	152,392	295,022	295,022
Restricted Reserve - Ti'nu Capital Replacement										59,089	118,178	118,178	59,089	118,178	118,178
Restricted Reserve - BHC 2nd Mortgage	30,500	-	30,500										30,500	-	30,500
	15,296	87,668	(10,471)	11,112	18,024	14,669	(13,241)	(25,373)	(369)	363,070	742,239	689,785	376,237	822,558	693,614

1, Total Fee Revenue - includes consents, subordination agreements, home sale, and annual homeowner admin fee.; RRL fees are trending lower

2, Total Rental Property Revenue - includes monthly rent, storage lockers revenue, laundry revenue, and admin fees

3, Total Banking fees, Office Supplies, Postage & other - includes computer reserve transfer to the Town of Banff for equipment replacement