



Banff Housing Corporation

AGENDA

ORDER OF BUSINESS

March 15, 2023

8:30-10:00

Zoom/Ted Langridge

PLEASE NOTE: Due to the extraordinary circumstances and measures being taken to slow the spread of COVID-19, this meeting will be held virtually using Zoom; all members of the Banff Housing Corporation will be participating remotely.

BHC VISION

To provide a range of affordable housing options that ensure Banff residents can find a place to call home.

BHC MISSION

BHC provides and manages a diverse range of quality rental units & equity share & price restricted homes for residents and retirees of Banff National Park.

- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 ADOPTION OF PREVIOUS MINUTES & PUBLIC ATTACHMENTS
- 4.0 NEW BUSINESS
 - 4.1 Barrier Free Policy
 - 4.2 Fees and Services workshop outline- April 19, 2023
- 5.0 ADMINISTRATIVE STAFF UPDATES
 - 5.1 BHC -
 - 5.2 TOB-Aster
- 6.0 FINANCIAL UPDATE – quarterly
- 7.0 Board Member Roundtable/QUESTIONS
- 8.0 MOTION TO ADJOURN

Distribution

- 7 BHC Board members (1 Administration, 6 Public Members)
- 1 Town Council Member

**MINUTES OF THE
BANFF HOUSING CORPORATION
In person
February 15, 2023**

BOARD MEMBERS PRESENT

Lauren Brierley	Public Member Director
Jennifer Osinga	Public Member Director
Rae Roberts	Public Member Director
Mark Walker	Public Member Director

BOARD MEMBERS/OTHERS ABSENT

Chip Olver	Town Councillor
Melanie Petelle	Public Member Director

ADMINISTRATION, OTHERS PRESENT

Sharon Oakley	Manager Housing Sustainability, Town of Banff
Dana McCaffrey	BHC Homes Sales Administrator

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1.0 CALL TO ORDER/APPROVAL OF AGENDA

M. Walker called the January 18, 2023, meeting of the Banff Housing Corporation to order at 8:28 am.

BHC23-05 Moved by R. Roberts to approve agenda

CARRIED

2.0 DELEGATIONS

None

3.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC23-06 Moved by J. Osinga to approve meeting minutes from January 18, 2023.

CARRIED

4.0 BUSINESS ARISING FROM MINUTES

4.1 Home sales listing term

BHC23-07 Motion by M. Walker to approve a 90-day listing term for future BHC home sales, commencing January 1, 2024. **CARRIED**

4.2 Schedule for review of BHC fees and services changed from regular meeting dates to one day workshop. Dates and time to be explored for March and April

4.3 E-vote motion for sales of 14 Sulphur Court outside of bookends

BHC23-08 Moved by J. Osinga to approve sale of 14 Sulphur court outside of bookends. **CARRIED**

5.0 NEW BUSINESS

None

6.0 BHC OPERATIONAL UPDATES/HOUSING SUSTAINABILITY UPDATE

Updates received as information on Ti'nu and Aster developments.

7.0 FINANCIAL

8.0 NEXT MEETING DATE / ITEMS FOR NEXT MEETING:

Board workshop planning date to be scheduled.

Regular BHC board meeting- March 15, 2023

9.0 MOTION TO ADJOURN

BHC23-09 Moved by: L. Brierley (Trenton) to adjourn at 10.04 a.m. **CARRIED**

Marl Walker, Acting Chair

Sharon Oakley
Recording Secretary

Administrative Policy

Banff Housing Corporation Barrier Free Dwelling Eligibility Policy



BHC-Policy-A01

Approved:		Administrative Responsibility:	BHC Administrative Team
Replaces:	NA	Last Review Date:	
Modified:		Next Review Date:	March 2024

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. This includes, 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 supports, 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



BHC-Policy-A01

4.0 RESPONSIBILITIES

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

4.2 The BHC Property Management Coordinator 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 re-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

Should there be no priority applicants for a barrier free dwelling, the dwelling will be available for purchase to all registered Banff Housing Corporation resale list buyers.

BHC-Policy-A01

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 one of 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.

Banff Rental Statistics for 2023

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average	Total by unit type
*Shared Bedroom	Average				#DIV/0!				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	0
	Median																		
	Available	0	0		0				#DIV/0!				#DIV/0!				#DIV/0!	0	
**Room	Average	\$1,120.00	\$1,160.00		\$ 1,140.00				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	14
	Median	\$1,025.00	\$1,150.00																
	Available	4	10		7				#DIV/0!				#DIV/0!				#DIV/0!	7	
Studio Unit	Average	\$850.00	\$1,200.00		\$ 1,025.00				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	2
	Median	\$850.00	\$1,200.00																
	Available	1	1		1				#DIV/0!				#DIV/0!				#DIV/0!	1	
1 BD Unit	Average	\$1,644.50	\$1,670.00		\$ 1,657.25				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	5
	Median	\$1,644.50	\$1,510.00																
	Available	2	3		3				#DIV/0!				#DIV/0!				#DIV/0!	3	
2 BD Unit	Average	\$1,900.00	\$2,376.67		\$ 2,138.33				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	4
	Median	\$1,900.00	\$2,230.00																
	Available	1	3		2				#DIV/0!				#DIV/0!				#DIV/0!	2	
3 BD Unit	Average		\$1,929.00		\$ 1,929.00				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	1
	Median		\$1,929.00																
	Available	0	1		1				#DIV/0!				#DIV/0!				#DIV/0!	1	
4+ BD Unit	Average				#DIV/0!				#DIV/0!				#DIV/0!				#DIV/0!	#DIV/0!	0
	Median																		
	Available	0	0		0				#DIV/0!				#DIV/0!				#DIV/0!	0	
Total By Month		4	8	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12	
Total to date		12																	

*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 Funder, 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 available.

BHC Board meeting – March 2023

TINU Occupancy update

2023

Occupied/ Lease signed						
TINU Occupancy	Total Units	January	February	March	April	May
Studio	26	26	26	26	26	26
1 Bedroom	69	69	69	68.5	68.5	68.5
2 Bedroom	27	27	26	27	27	27
A Frame	9	9	9	9	9	9
Total Occupied	131	131	130	130.5	130.5	130.5
% Occupied		100%	99%	100%	100%	100%
Total Vacant	0	0	1	0.5	0.5	0.5
Studio	0	0	0	0	0	0
1 Bedroom	0	0	0	0.5	0.5	0.5
2 Bedroom	0	0	1	0	0	0
A Frame	0	0	0	0	0	0

Current wait list

Studio	53
1 Bedroom	93
2 Bedroom	45
A Frame	33

Legend

Actual	
Forecast	

Ti'nu fun facts:

- Housing rental inquires:
 - o March to date - 29
 - o February – 70+
 - o January – 40+
- Environmental
 - o We have added TruEarth dryer balls for our tenants to purchase at cost to help reduce the use of dryer sheets.