

BANFF COMMUNITY PLAN STEERING COMMITTEE 2023

MEETING AGENDA

Town of Banff Ted Langridge Room
Thursday, September 7, 2023, at 1:00pm

1.0 CALL TO ORDER

The September 7, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in-person in the Ted Langridge Room located at Banff Town Hall.

2.0 APPROVAL OF THE AGENDA

2.1 Approval of the agenda for September 7, 2023

3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES

3.1 Approval of the April 13, 2023 meeting minutes

3.2 Approval of the May 26, 2023, meeting minutes

4.0 UNFINISHED BUSINESS

5.0 REPORTS

5.1 Verbal Update - Public Input Engagement Overview

5.2 Verbal Update - Stakeholder Engagement Overview

6.0 CORRESPONDENCE

7.0 NEW BUSINESS

7.1 2024 Planning & Environment New Service Level Request
(a) Banff Community Plan Stage 2 & 3 Public Consultation
(b) Banff Community Plan Strategic Environmental Assessment (SEA)

7.2 CMHC Housing Accelerator Fund

- Housing Accelerator Fund Fact Sheet

- Housing Accelerator Fund Town of Banff RFD

8.0 INQUIRIES

9.0 DATE OF NEXT MEETING(S)/ADJOURNMENT

CC

Allan Buckingham

Stavros Karlos

Wanda Bogdane

Sheila Luey

Corrie DiManno

Darren Enns

Vamini Selvanandan

Leslie Taylor

Jess Harding

Kendra VanDyk

Grant Canning

Randall McKay

BANFF COMMUNITY PLAN STEERING COMMITTEE

MEETING MINUTES

**Town of Banff Jim Bennett Room
Thursday, April 13, 2023, at 1:00p.m.**

COMMITTEE MEMBERS PRESENT

Allan Buckingham – Member at Large
Jess Harding - Representative of Environment NGO
Wanda Bogdane - Representative of Business/Tourism NGO
Sheila Luey- Representative of Banff Field Unit assigned by Parks Canada
Coun. Grant Canning - Member of Banff Town Council
Mayor Corrie DiManno - Member of Banff Town Council (joined meeting at 3:33pm)

COMMITTEE MEMBERS ABSENT

Leslie Taylor - Member at Large
Dr. Vamini Selvanandan - Member at Large
Stavros Karlos - Member at Large

ADMINISTRATION PRESENT

Darren Enns	Director of Planning and Development
Randall McKay	Special Project Manager
Kerry MacInnis	Admin, Planning and Development

1.0 CALL TO ORDER

The April 13, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in person at Jim Bennett Room located at Banff Town Hall.

BCP23-25 Moved by Buckingham to call the meeting to order 1:05pm.

CARRIED

2.0 APPROVAL OF THE AGENDA

2.1 Approval of the agenda for April 13, 2023.

BCP23-26 Moved by Councillor Canning to approve the April 13, 2023, agenda.

CARRIED

3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES

3.1 Approval of March 31, 2023, meeting minutes.

BCP23-27 Moved by Buckingham to approve the March 31, 2023, meeting minutes.

CARRIED

4.0 UNFINISHED BUSINESS

4.1 Confirmation of Public Input Approach – Jason Darrah, Director, Communications & Marketing Town of Banff

Topic #5: Identify what has been pre-determined, what is not “on the table” for public input.

- *Cap* on visitation for the park – there is no cap from a Parks Cdn Management perspective. There are solutions that can be explored to help manage visitation in areas within the park; including the town of Banff.
- *Total Area* wording should be changed to *boundaries* for the town of Banff.
- Is this a town issue or a community issue (boundaries, visitation, caps)?
- Perhaps providing clarity to the community as to some of these issues and background information on such topics as visitation, would be important.
- Living within Limits, it would be good to test that. What does that mean? Challenge and an Opportunity.
- What are the values and goals that the community is talking about?
- What the community plan can do and can't do, perhaps that's a good reminder upfront in this process and a reminder to the community. Messaging needs to be clear to this point.

Process and Structure

Values Opportunities and Challenges Goals

Topic #1 – what is the community plan and how do you frame that up to the community.

- Fixed area for the town needs to be changed to fixed *boundary* for the town.
- Community wide piece on environment

Topic #2 – draft of who we want to talk to in our community, public outreach

- Who to engage and how to communicate and reach them.

Topic #3 – three phase approach to moving through this process

- This is our tool to “plan”.
- A – asking people for comments on the topics (community values to guide us, opportunities and challenges). Do we want this to be an educational phase as well? Yes and no, we want meaningful informed input but we also have predetermined certainties. A lot of people will give their input to these topics but not want to read

the deep information on each topic.

- B – good questions here.
- The Steering Committee will work on values – topic areas. What is the goal about xxx?

Community Social Assessment statement is needed in our processes and documents.

How you speak about and how you show your process is very important. Social agitation, be mindful of.

How to frame the conversation is very important.

4.2 Email from Leslie A. Taylor – Saturday, April 1, 2023

4.3 Book Report: Grant Thornton Tourism Economic Impact Study (Wanda)
Book Report: Banff taxation (Wanda)

5.0 REPORTS

No reports received.

6.0 CORRESPONDENCE

No correspondence was received.

7.0 NEW BUSINESS

No new business currently.

8.0 INQUIRIES

No inquiries were received.

9.0 DATE OF NEXT MEETING(s)/ADJOURNMENT

BCP23-28 Moved by Harding to adjourn at 3:55PM

CARRIED

BANFF COMMUNITY PLAN STEERING COMMITTEE

MEETING MINUTES

**Town of Banff Ted Langridge Room
Friday, May 26, 2023, at 10:00a.m.**

COMMITTEE MEMBERS PRESENT

Allan Buckingham – Member at Large
Leslie Taylor - Member at Large
Dr. Vamini Selvanandan - Member at Large
Jess Harding - Representative of Environment NGO
Wanda Bogdane - Representative of Business/Tourism NGO
Sheila Luey- Representative of Banff Field Unit assigned by Parks Canada
Coun. Grant Canning - Member of Banff Town Council (via zoom)
Mayor Corrie DiManno - Member of Banff Town Council (via zoom)

COMMITTEE MEMBERS ABSENT

Stavros Karlos - Member at Large

ADMINISTRATION PRESENT

Randall McKay Special Project Manager

1.0 CALL TO ORDER

The May 26, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in person at Ted Langridge Room located at Banff Town Hall.

BCP23-29 Moved by Buckingham to call the meeting to order 10:00a.m.

CARRIED

2.0 APPROVAL OF THE AGENDA

2.1 Approval of the agenda for May 26, 2023.

BCP23-30 Moved by Buckingham to approve the May 26, 2023, agenda.

CARRIED

3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES

3.1 Approval of April 13, 2023, meeting minutes.

BCP23-31 Moved by Harding to approve the April 13, 2023, meeting minutes as amended:

Letter from L. Taylor April 03, 2023 – nothing in minutes re proposal to structure community plan around the purposes of the Town. Would be a good way to educate residents as to the purposes of the ToB. No decision made by committee – left to administration to determine.

Managing visitation in the Town of Banff. Clarification sought as to discussion / decision. Many tools are available to the town – demand management by the town needs more investigation as to

tools and authorities. Conclusion was that demand management for the town is still on the “table” to be discussed (i.e. it is not “off the table” for discussion) during the community plan. Minutes to be amended for clarity.

CARRIED

4.0 UNFINISHED BUSINESS

There was no unfinished business.

5.0 REPORTS

5.1 Verbal Update on Request for Proposal for Public Input Consulting Services

McKay - Steering Committee comments on public engagement approach were rolled into RFP for the provision of Public Engagement Services. The deadline for submissions is today.

Action: the RFP to the Steering Committee members for information Randall McKay

5.2 Verbal Update Targeted Stakeholder Engagement

McKay - Commenced with representatives from Council Committees (e.g. Public Art Committee, Banff Housing Committee, Heritage Committee) and some others from the community (e.g. operations rep at YWCA). Purpose of the meetings was to: inform others about the community planning process, planning for the engagement process, their respective engagement preferences, and comfort with moving forward. Overall response was a request for more information as to the process and themes. Multiple suggestions as to others who should be included in discussion.

Action: Steering committee members will be sent the social assessment “What’s Changed Since 2018” and the questions being asked.

5.3 What We Heard: “How Age Friendly is Our Community” – Public Input: Phase 1 Workshops

Presented to council on Monday. Useful in understanding what’s lacking for different stages of aging in multiple spheres (infrastructure, lighting, transportation, housing, etc.). Comments: reminder of conflicting demands that must be balanced (e.g. sloping driveways needed for accessibility yet are slippery in winter). Clarification regarding next steps: Action Plan to be developed and brought back to Council for decision and possible application as age-friendly community. This information will be considered as part of the Community Social Assessment underway. Question: What was the feedback on the report from the broader community?

5.4 Tourism & Community Results of the Tourism Together Resident Survey – November 2022

“Useful information” to guide thinking about the future of tourism in Banff. Committee Comments: most important aspect of the piece was the section on Tourism impact on residents – very important to incorporate this into our thinking. Discussion regarding development restrictions and potential for economic diversification.

6.0 CORRESPONDENCE

No correspondence was received.

7.0 NEW BUSINESS

McKay - Interesting Article Magazine: Future of the Mountain Town – Build it Better. Notes similarities with what Banff already has in place.

8.0 INQUIRIES

No inquiries were received.

9.0 DATE OF NEXT MEETING(s)/ADJOURNMENT

Committee Comments The Steering Committee does want to meet at the end of phase 1 to hear / debrief the results of that engagement program (early September at the latest) and only needs to meet before then if there is a decision to make. In the interim, the committee would like to receive email updates on progress.

BCP23-32

Moved by Harding to adjourn at 11:15a.m.

CARRIED



Housing Accelerator Fund — Highlight Sheet

The **Housing Accelerator Fund (HAF)** will provide incentive funding (contributions) to local governments to encourage local initiatives that remove barriers to housing supply, accelerate the growth of supply and support the development of complete, low-carbon and climate-resilient communities which are affordable, inclusive, equitable and diverse.

The HAF is expected to result in permits being issued for 100,000 more housing units across Canada.

ELIGIBILITY

Local governments within Canada, including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals are eligible to apply to the HAF. In the absence of a municipal-level authority, a regional district or province or territory that has authority for land use planning and development approvals may also apply to the HAF.

FUNDING

There are two application streams:

- **Large/Urban:** A jurisdiction located anywhere in Canada with a population¹ equal to or greater than 10,000, excluding those within a territory or an Indigenous community.
- **Small/Rural/North/Indigenous:** A jurisdiction located anywhere in Canada with a population¹ less than 10,000 or within one of the territories or an Indigenous community.

¹ Population based on 2021 census data.

Housing Accelerator Fund | HIGHLIGHT SHEET

The HAF is about driving transformational change and creating the conditions for more housing supply over the short and longer term. The HAF is intended to incent applicants to commit to change, show progress and be provided with funding in return. If approved to participate in the HAF program, proponents can use HAF funding towards permitted uses of funds. There are prescribed uses, which fall under the following four categories:

- Investments in Housing Accelerator Fund Action Plans
- Investments in Affordable Housing
- Investments in Housing-related Infrastructure
- Investments in Community-related Infrastructure that supports housing.

There will be mandatory reporting on the use of HAF funding.

MINIMUM REQUIREMENTS

To be eligible for incentive funding, the applicant must:

- Develop an action plan as part of their HAF application. The purpose of the action plan is to outline supply growth targets and specific initiatives to grow housing supply and speed up housing approvals.
- Commit to a housing supply growth target within the action plan that increases the average annual rate of growth by at least 10%. The growth rate must also exceed 1.1%.
- Complete or update a housing needs assessment report. This requirement may be waived if the applicant recently completed or updated a housing needs assessment.

The applicant must also agree to adhere to the reporting requirements of the program.

Action Plans

The action plan will include: (1) a housing supply growth target, which reflects the total number of permitted housing units projected with the support afforded by the HAF (2) additional targets related to the type of housing projected, as well as affordable housing and (3) proposed initiatives such as measures to increase density, revise parking requirements, enhance processes or systems, etc. that will help the applicant achieve their committed targets

and support the objectives of the program. The minimum number of initiatives that must be included in the action plan depends on the stream.

- **Large/Urban:** A minimum of seven initiatives.
- **Small/Rural/North/Indigenous:** A minimum of five initiatives.

Applicants are encouraged to select from a list of initiatives that will be provided by CMHC. There is flexibility for CMHC to consider alternative initiatives proposed by applicants. Actions that do not support the objectives of the program will not be considered.

EVALUATION CRITERIA

CMHC will review all applications to determine if they meet program requirements of the HAF. The following criteria will be used to evaluate an application:

- The commitment to increase housing supply (exceeding minimum growth expectations)
- The relevance of proposed initiatives to the objectives of the HAF
- The effectiveness of proposed initiatives on increasing the supply of housing
- The presence of a current housing needs assessment report is considered an asset.

FUNDING METHODOLOGY

A framework (see funding example) will be used to determine the amount of incentive funding per successful applicant. There are three components of the framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. For the base funding, the per unit amount will be higher for applications pertaining to the territories or Indigenous communities. Committed targets would be included in the action plan and reflected in the contribution agreement.

1. **Base funding** is designed to incent all types of supply across the housing spectrum. The per unit amount will be multiplied by the number of HAF incented units.

Housing Accelerator Fund | HIGHLIGHT SHEET

- 2. Top up funding** is designed to incent certain types of housing supply. Top up funding will depend on the type of housing and the associated projected increase in the number of permitted units. There is no top up funding available for single detached homes. The value ascribed to each category will be multiplied by the associated projected increase in the number of permitted units.
- 3. Affordable housing bonus** is designed to reward an applicant that can increase its share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF. The percentage growth will be multiplied by the ascribed value and then by the total projected permitted units with the support afforded by the HAF.

FUNDING EXAMPLE

Table 1: Base Funding

	Total projected permitted units without HAF	Total projected permitted units with HAF	HAF incented units	Per unit amount	Base funding amount
Base funding	5,500	6,000	500	\$20,000*	\$10,000,000

A total of 500 HAF incented units * \$20K per unit = \$10M.

* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

Table 2: Top-up Funding

	Total projected permitted units without HAF by type of housing	Total projected permitted units with HAF by type of housing	Increase in housing type (#)	Per unit amount	Top-up funding amount
Single detached homes	2,000	2,100	100	\$0	\$0
Multi-unit housing (in close proximity to rapid transit)	400	450	50	\$15,000*	\$750,000
Multi-unit housing (missing middle)	1,000	1,250	250	\$12,000*	\$3,000,000
Multi-unit housing (other)	2,100	2,200	100	\$7,000*	\$700,000
Total units	5,500	6,000	500		
Top up funding					\$4,450,000

For example, an increase of 250 missing middle housing units * \$12K per unit = \$3M.

* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

Table 3: Affordable Housing Bonus

	Total projected affordable units permitted without HAF (%)	Total projected affordable units permitted with HAF (%)	Increase in the share of affordable housing units (%)	Per unit amount	Affordable housing bonus amount
Affordable housing bonus	2.00%	3.50%	1.50%	\$19,000*	\$1,710,000

An increase in the share of affordable housing units of 1.50% * 6000 total projected permitted units with HAF

* \$19K per unit = \$1.71M.

* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

**Total Incentive Funding:
\$16,160,000**

Base funding (\$10M) + top up funding (\$4.45M) + affordable housing bonus (\$1.71M) = \$16.16M

The average amount for each HAF incented unit is: \$32,320

Total incentive funding of \$16.16M / the number of HAF incented units of 500 = \$32,320

MINIMUM DOCUMENTATION REQUIREMENTS

Minimum documentation to support an application under the HAF:

- Completed application form, including action plan
- Signed integrity declaration
- Most recent audited financial statements (if not available publicly)
- Current housing needs assessment report (if available at time of application)
- Attestation letter signed by the applicant’s Chief Financial Officer (or equivalent) using the prescribed form on viability of the action plan.

ADVANCING SCHEDULE

There will be a total of four advances to successful applicants, with one advance planned for each year of the program. An upfront advance will be provided in the first year to assist proponents with implementing action plans. Subsequent payments will be subject to conditions, including satisfactory progress reviews.

REPORTING REQUIREMENTS

There are three main reporting obligations under the HAF that relate to progress on the initiatives and commitments outlined in the action plan, supporting data on housing units permitted during the reporting period and reporting that confirms that HAF funding was used for a permitted purpose.

APPLICATION PROCESS

The following provides a high-level overview of the application process for HAF:

1. HAF program details announced

- CMHC publishes program parameters and pre-application reference material, including an action plan template on its [website](#)²

2. Potential applicants consider the HAF

- Applicants assess their own local context, including housing challenges and opportunities

3. Applicants develop action plans

- Applicants develop an action plan unique to their needs in support of HAF, aligned with the prescribed template
- Applicants obtain necessary approvals³

4. CMHC is ready to accept applications

- CMHC invites applicants to apply⁴
- CMHC's intake portal opens for application submissions
- Applicants submit application, including the action plan⁵

5. Evaluation and selection

- CMHC will evaluate and prioritize applications and obtain final approvals⁶
- Once approvals and final funding decisions are made, CMHC will advise applicants of the outcome

6. Contribution agreement

- If approved, CMHC will confirm the total amount of funding
- The proponent signs the contribution agreement⁷
- First advance processed following signing of the agreement

This material is provided for informational purposes and provides program highlights only. This information is subject to change at any time. CMHC does not guarantee or warrant that the program highlights are complete, adequate, or up-to-date. Additional information on the program can be found within the pre-application reference material made available on CMHC's [website](#)². The contribution agreement shall include the terms and conditions of the program and govern the obligations of the recipient and CMHC.

² <https://www.cmhc-schl.gc.ca/en/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/housing-accelerator-fund>

³ All action plans must be approved by elected Council (or equivalent, including delegated authority) and include an attestation of the applicant's Chief Financial Officer (or equivalent) on the viability of the plan. The attestation must be obtained by the applicant before applying to the HAF. The approval may be obtained by the applicant before applying to the HAF and is required before the contribution agreement is signed.

⁴ CMHC will encourage several anticipated growth leaders within the large/urban stream to apply to the HAF in advance of the intake portal opening. These are cities that are expected to contribute significantly towards the 100K unit target for the HAF. Considering these cities earlier in the process will assist CMHC in managing the overall funding envelope.

⁵ There is only one planned intake window. All applicants interested in applying to the HAF must meet the submission deadline.

⁶ CMHC will consider take-up across jurisdictions and may adjust application rankings to support a national distribution. CMHC will make formal recommendations to the Minister of Housing and Diversity and Inclusion.

⁷ If not already obtained, Council approval (or equivalent) of the action plan is required before the proponent enters into the contribution agreement.

REQUEST FOR DECISION

Subject: Housing Accelerator Fund Submission

Presented to: Council

Date: June 26, 2023

Submitted by: Alison Gerrits,
Director, Community Services

Item #: 7.1



ADMINISTRATIVE RECOMMENDATION

That Council:

1. Approve the Housing Accelerator Fund Action Plan (Attachment 1) and direct administration to submit an application for funding to the Canada Mortgage and Housing Corporation on behalf of the Town of Banff, and;
2. Approve up to \$100,000 to be directed toward activities related to community consultation preparation, materials creation, and housing policy development, to be funded through the Cash in Lieu of Housing Reserve.

BACKGROUND

Reason for Report

As part of the Government of Canada's National Housing Strategy, the Housing Accelerator Fund (HAF), a 4-billion-dollar nationwide initiative has been announced to incentivize the implementation of local actions that will ultimately accelerate the growth in supply of housing in communities across the country. The program is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development approvals. The application portal is set to open in late June of 2023, and upon opening, local governments will have 45 days to apply. Part of the requirement for submission is the inclusion of a mandatory action plan that must be approved by elected officials. Communities of less than 10,000 people can submit 5 initiatives within their action plan that would be eligible for funding. Given the timing of the application process, Administration is seeking approval of the HAF Action Plan (Attachment 1) in advance of the portal opening so that the municipality is prepared to submit. Similar reports have just recently been presented by neighbouring municipalities for approvals to their respective councils in Canmore and the City of Calgary. It should be noted that the development of the housing action plan to satisfy the application requirements of this program would complement, but not replace, any future development of a more comprehensive housing strategy for the town.

Summary of Issue

Council has consistently identified lack of housing as one of its most pressing community issues. As such, Council has implemented several tactics and strategies over the last 10 years, many of which were recommended from the 2014 Community Housing Strategy. Council received an information memo report on the progress made on this strategy at the November 14, 2022, meeting. However even with all the activities and progress made, it is clear that more needs to be done to address the issue of lack of housing in the community. Council undertook a strategic planning session on housing earlier this year to discuss this issue in more depth, and indicated an interest in having more discussions about the issue and to explore further policy solutions that could help move the needle in this regard. These discussions have begun in chambers through some review of policy (i.e. parking requirements, direction to explore town owned lands for potential zoning changes to residential etc.). As such, the

announcement of this fund is very timely given that its focus is quite different from other types of affordable housing funding models. The program aims to incent policy decisions that will translate into the acceleration of housing within a community, for both market and nonmarket dwelling types. There are also top up funds available for housing policy initiatives that support affordability, walkable and diverse communities, and low carbon/climate resilient communities, all of which are part of council's current strategic plan. The goals surrounding this funding opportunity are very much aligned with where council is in its housing policy planning discussion.

The funds are awarded four times over a three-year implementation period and are based upon various milestones that are achieved throughout that time. Once received, funds can be spent on a variety of permitted uses including any initiative included in the proponent's action plan and approved by CMHC. In addition to this, permitted uses of HAF funding also include items within the following three categories:

1. Investments in affordable housing

- construction of affordable housing
- repair or modernization of affordable housing
- land or building acquisition for affordable housing

2. Investments in housing-related infrastructure that support housing

- drinking water infrastructure
- wastewater infrastructure
- solid waste management
- community energy systems
- public transit
- disaster mitigation
- brownfield redevelopment
- broadband and connectivity
- capacity building
- site preparation for housing developments

3. Investments in community-related infrastructure that support housing

- local roads and bridges
- sidewalks, lighting, bicycle lanes
- firehalls
- landscaping and green space

A Housing Accelerator Fund highlight sheet produced by the Canada Mortgage and Housing Corporation is included as Attachment 2 in this report to provide some more detail specific to the program overall.

All funds received must be spent by the municipality within 90 days after the 4-year anniversary of the agreement being signed. The program has been designed in such a way to incent focused activity and effort for the purpose of accelerating housing development. Some of the proposed initiatives in the action plan also include financial incentives that (if approved by CMHC), could be passed on to potential residents for the purpose of incenting the development of secondary suites.

Although CMHC has included formula estimates and calculators in the application guide, the materials also highlight that these are estimated amounts and that CMHC may adjust them to support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding. There is also no guarantee that the Town of Banff's funding submission will be successful – it will be evaluated on a point system along with all others received. The turnaround time for notification of successful applications will be relatively short. Successful applicants will be notified in the fall, and signed agreements would be initiated shortly afterward.

Due to the fact that CMHC has shared that the precise funding formulas have not been finalized or may change depending on the uptake of the program, it is very difficult to share a dollar amount that could be received by the municipality at this time. Examples of funding amounts per category are provided in Attachment 2, however it is acknowledged that these may change and that all individual agreements are negotiated between CMHC and the municipality. It is for this reason that administration is reluctant at this time to provide an estimate of the potential fund amount possible through this opportunity.

Response Options

That Council:

1. Approve the Housing Accelerator Fund action plan (Attachment 1) and direct Administration to submit an application for funding on behalf of the Town of Banff (recommended).
2. Propose amendments to the attached action plan prior to approving.
3. Direct Administration to return to the July meeting with updated information and further amendments to consider.
4. Approve up to \$100,000 in spending on planning and expenditures related to community consultation preparation, materials creation, and housing policy development (recommended).
5. Receive the report as information. (take no further action)

OTHER INFORMATION

Budget

Along with the Housing Accelerator Fund Action plan, which is a requirement for submission to the program, Administration is also recommending an approved budget spend of up to \$100,000 to be funded through the Cash in Lieu of Housing reserve. The balance in this fund is \$211,000 as of June 16, 2023. This is not a requirement of the HAF submission, however, the rationale behind this non tax funded request of funds is to fast track some of the pre development work that will be needed to draft policy options and position the municipality to be ready to engage in anticipated community conversations this fall. This will help to ensure the housing team is ready to go with a series of public consultation activities on the topic of housing as various decisions are furthered by council specific to housing policy.

Should the Housing Accelerator Fund submission be approved, all of these expenditures would be eligible expenses and Council could decide at that time if they wish to apply the HAF funds to this initial \$100,000 investment, or use the funds for something else (i.e. capital project investment). Should the HAF application be successful, the municipality can expect an advance of its first funding amount upon signing the agreement with CMHC and this is anticipated to occur in fall of 2023. Given the design of the HAF program, which is aimed to accelerate activity of housing development over the three-year period after signing the agreement, any advanced work that can be accomplished over the summer would benefit the municipality's ability to further the action plan objectives in a timelier

fashion, thereby potentially unlocking more funds in the final year of the HAF agreement. For council's information, the Town of Canmore recently approved a \$200,000 expenditure when it adopted its Housing Accelerator Fund action plan.

Internal Resources

The Housing Team (comprised of Community Services, Planning and Environment, Corporate Services, and Engineering) has worked closely together to establish the tactics in the action plan for submission. Various members of the team will be responsible for supplying information on the progress made toward the unit targets as a result of any policy changes implemented over the term of the agreement. A considerable amount of staff resources will be required to action the initiatives in the plan and follow through with the application submission. Should the Town be successful in achieving funding under the program, the implementation of specific initiatives and subsequent financial reporting will require staff resources from across the Housing Team, and two of the initiatives (if approved) would require dedicated additional resources (both human and technological) to assist in the fast tracking of permits and supporting private sector housing development. However, this function would only be actioned if the HAF application is approved and would be entirely funded through the grant dollars for a term period in order to assist the municipality best obtain the targets it sets out in the action plan.

Council Strategic Priorities

The program rewards action taken that address all three of these Council strategic priorities:

- Better Banff for Residents - Addressing Affordability and Livability in Banff.
- Lead Climate Action - Nurturing a Model Environmental Community.
- Moving Into the Future - Improving Sustainable Transportation

ATTACHMENTS

Attachment 1: Housing Accelerator Fund Action Plan

Attachment 2: Housing Accelerator Fund – Highlight Sheet

Circulation date: June 9, 2023

Submitted By: On Original
Alison Gerrits,
Director, Community Services

Reviewed By: On Original
Kelly Gibson, Town Manager