

**MINUTES OF THE
BANFF HOUSING CORPORATION
In-person / Zoom
December 20, 2023**

BOARD MEMBERS PRESENT

Rae Roberts	Public Member Director
Mark Walker	Public Member Director
Jeffrey Carpenter	Public Member Director
Melanie Petelle	Public Member Director
Pam Traut	Public Member Director

BOARD MEMBERS/OTHERS ABSENT

Chip Olver	Chair/Town Councillor
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ADMINISTRATION, OTHERS PRESENT

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

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 Nation Park.

1.0 Land Acknowledgment: Rae Roberts

-We acknowledge that we live, work, and play on the traditional and ancestral territories of the Blackfoot Confederacy, Stoney Nakoda Nation, and Tsuut'ina Nation. We also recognize this land is traditionally, spiritually, and culturally shared with other Indigenous peoples including the Métis, Ktunaxa, and Secwépemc Nations-

2.0 CALL TO ORDER/APPROVAL OF AGENDA

R. Roberts called the December 20, 2023, meeting of the Banff Housing Corporation to order at 8:07 a.m.

BHC23-34 Moved by P. Traut to approve agenda **CARRIED**

2.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC23-35 Moved by J. Carpenter to approve November minutes. There are no October minutes as meeting was cancelled **CARRIED**

3.0 BUSINESS ARISING FROM MINUTES

4.0 DELEGATIONS

None

5.0 NEW BUSINESS

5.1 Board elections

Rae Roberts – BHC Chair.

Mark Walker- Vice Chair

BHC23-36 P. Traut moved to approve R Robert’s and M. Walker to board executive positions. **CARRIED**

5.2 Fees and Services.

BHC23-37 R. Roberts moved to increase legal fees, including subordination agreement and Discharge fees to \$650.00 and:

BHC23-38 J. Carpenter moved to increase mortgage and rental consents, postponements, and sublease agreements to \$350.00. All fees and services are to be reviewed on an annual basis and reflect administrative costs. **CARRIED**

6.0 ADMINISTRATIVE UPDATE

Updates received as information on BHC operations, Aster development, and TOB housing.

7. 0 FINACIAL UPDATE

BHC23-39 R. Roberts moved to add P. Traut and J. Carpenter for legal signing authority for duration of their term. **CARRIED**

8.0 NEXT MEETING DATE

Regular BHC Board Meeting – January 17, 2024

- Equity Share sales fees.
- Prices restricted sales fees.

9.0 MOTION TO ADJOURN

BHC23-40 Moved by R. Roberts to adjourn at 10:10 am **CARRIED**

Sharon Oakley

Recording Secretary