



# 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**

*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.*

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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**