



BANFF HOUSING CORPORATION

MINUTES OF THE BANFF HOUSING CORPORATION

In-person / Zoom

April 23, 2025

BOARD MEMBERS PRESENT

Jeffrey Carpenter	Public Member Director
Pam Traut	Public Member Director
Mark Walker	Public Member Director - Chair
Lauren Aebig	Town of Banff Senior Administration (remote)
Kaylee Ram	Council Representative (remote)
Melanie Petelle	Public Member Director -Vice Chair

BOARD MEMBERS ABSENT

Barb Pelham	Council Representative
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ADMINISTRATION PRESENT

Heather Bolt	BHC Operations Supervisor
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ADMINISTRATION ABSENT

Sharon Oakley	Manger of Housing Sustainability, Town of Banff
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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 below-market housing options for residents of Banff National Park that support the needs of our community within our built environment.

1.0 Land Acknowledgment: M. Walker

2.0 CALL TO ORDER

BHC25-24 M. Walker called the April 23, 2025, meeting of the Banff Housing Corporation to order at 8:30 a.m.

3.0 APPROVAL OF AGENDA

BHC25-25 Moved by M. Petelle to approve agenda

CARRIED

4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC25-26 Moved by M. Petelle to approve the March 26, 2025, minutes as amended. **CARRIED**

5.0 DELEGATIONS – NBLC – Nick Michael

BHC25-27 M. Walker moved the BHC Board members, under Sections 23 (Local Public Body Confidence) and section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act, recess at 8:33 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 confidential information on the NBLC Land economist report. **CARRIED**

BHC25-28 M. Walker moved that the BHC board rise and report. BHC board reconvened in a public meeting at 9:21 a.m. with Mark Walker in the Chair. **CARRIED**

6.0 NEW BUSINESS

6.1 RFD - Formal motion E-vote results

BHC25-29 M. Petelle moved to approve Leader Quote for service to commence specified renovation work to Unit 2, Moffat Manor.

In favour: L. Aebig, K. Ram, P. Traut, M. Walker, M. Petelle.

Opposed: J. Carpenter.

CARRIED

6.2 RFD – Media and Relations Policy

BHC25-30 L. Aebig moved to approve the Media and Relations Policy as presented. **CARRIED**

6.3 RFD – Sublease Enforcement and Homeowner Compliance Policy

BHC25-31 M. Walker moved to approve the Sublease Enforcement and Homeowner Policy as presented effective 2026. **CARRIED**

6.4 2024 Strategic Framework Review

BHC Administration directed to compile 2024 highlights and success to present at the May 15, 2025, board meeting.

6.5 Written Submission

BHC25-32 M. Walker moved the BHC Board members, under Sections 23 (Local Public Body Confidence) and section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act, recess at 9:53 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 a written submission. **CARRIED**

BHC25-33 P. Traut moved that the BHC board rise and report. BHC board reconvened in a public meeting at 10:19 a.m. with Mark Walker in the Chair. **CARRIED**

7.0 ADMINISTRATIVE STAFF UPDATES

7.1 BHC

7.1.1 Verbal Briefing AMG preparation

7.1.2 Verbal Briefing Newsletter update

8.0 CONFIDENTIAL ITEMS

None.

9.0 FINANCIAL

None.

10.0 NEXT MEETING DATE

Thursday, May 15, 2025

11.0 MOTION TO ADJOURN

BHC25-34 M. Walker moved to adjourn at 10:29 a.m.

CARRIED

Heather Bolt

Recording Secretary