



# BANFF HOUSING CORPORATION

## MINUTES OF THE BANFF HOUSING CORPORATION

In-person / Zoom

May 15, 2025

### BOARD MEMBERS PRESENT

Jeffrey Carpenter	Public Member Director
Mark Walker	Public Member Director - Chair
Lauren Aebig	Town of Banff Senior Administration
Barb Pelham	Council Representative

### BOARD MEMBERS ABSENT

Pam Traut	Public Member Director
Kaylee Ram	Council Representative
Melanie Petelle	Public Member Director -Vice Chair

### ADMINISTRATION PRESENT

Sharon Oakley	Manager, Housing Sustainability, Town of Banff
Heather Bolt	BHC Operations Supervisor

### ADMINISTRATION ABSENT

### 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.*

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**1.0** Land Acknowledgment: M. Walker

### **2.0 CALL TO ORDER**

**BHC25-35** M. Walker called the May 15, 2025, meeting of the Banff Housing Corporation to order at 8:30 a.m.

### **3.0 APPROVAL OF AGENDA**

**BHC25-36** Moved by B. Pelham to approve agenda

**CARRIED**

#### **4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS**

**BHC25-37** Moved by L. Aebig to approve the April 15, 2025, minutes as amended. **CARRIED**

#### **5.0 NEW BUSINESS /DELEGATIONS – KPMG – Colin Mitchell / Taylor Thompson**

**BHC25-38** 5.1 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 8:35 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 KPMG 2024 BHC Audited Financial report.  
**CARRIED**

**BHC25-39** M. Walker moved that the BHC board rise and report. BHC board reconvened in a public meeting at 9:10 a.m. with Mark Walker in the Chair. **CARRIED**

##### **5.3 RFD- KPMG Financial Statements**

**BHC25-40** L. Aebig motion to approve BHC 2024 audited financial statements **CARRIED**

5.4 NBLC Future Planning- Administration is directed to secure possible dates for the board workshop addressing action areas from the land economist report.

Administration will return with options for the workshop based on NBLC availability

5.5 Briefing on Strategic Framework- Board and administration are asked to return any new updates/edits and additions to the document by June 1, 2025.

#### **6.0 STAFF UPDATES**

6.1 Verbal briefing on geotechnical and architectural progress for the 50 Wolf Street project provided as information.

#### **7.0 CONFIDENTIAL ITEMS**

#### **8.0 FINACIAL**

##### **8.1 RFD-Approval of the 2024 Community Housing Reserve Fund transfer**

**BHC25-41** B. Pelham moved that a transfer of \$276,584 be made to the Town of Banff Community Housing Reserve, as per the 2024 approved budget. **CARRIED**

##### **8.2 RFD – Transfer to Operating Surplus Reserve Fund**

**BHC25-42** L. Aebig moved to transfer \$21,470 to the Operating Surplus Reserve Fund following the board's policy and commitment to long-term sustainability **CARRIED**

**9.0 NEXT MEETING DATE**

Thursday, June 19, 2025

**10.0 MOTION TO ADJOURN**

**BHC25-43** J. Carpenter moved to adjourn at 10:29 a.m.

**CARRIED**

**Sharon Oakley**

**Recording Secretary**

UNCONFIRMED