



BANFF HOUSING CORPORATION

MINUTES OF THE BANFF HOUSING CORPORATION

In-person / Zoom

July 17, 2025

BOARD MEMBERS PRESENT

Jeffrey Carpenter	Public Member Director
Lauren Aebig	Town of Banff Senior Administration
Barb Pelham	Council Representative
Pam Traut	Public Member Director
Kaylee Ram	Council Representative
Melanie Petelle	Public Member Director - Vice Chair (remote/left meeting at 9:50 am)
Mark Walker	Public Member Director - 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.

1.0 Land Acknowledgment: M. Walker

2.0 CALL TO ORDER

BHC25-51 M. Walker called the July 17, 2025, meeting of the Banff Housing Corporation to order at 8:34 a.m.

3.0 APPROVAL OF AGENDA

BHC25-52 Moved by M. Walker to approve agenda.

CARRIED

4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC25-53 Moved by M. Walker to approve the June 19, 2025, minutes as amended.

CARRIED

5.0 NEW BUSINESS

5.1 Draft Inheritance Policy - return with amendments for August meeting.

5.2 Roommate Policy Review

BHC25-54 M. Petelle moved that the Roommate Policy be replaced with BHC policy A-1005 in conjunction with adherence to Parks Canada's eligible residency criteria.

CARRIED

5.3 Draft Fees and Charges - return with amendments for August meeting.

6.0 STAFF UPDATES

6.1 TOB Administration: 50 Wolf open House and information session – August 12, 2025, from 2-7 p.m. at the Banff Scout Hall. Verbal briefing on the 50 Wolf Street project provided as information.

6.2 BHC Administration: Update on FTHB policy and recent listing. Direction received from BHC board to investigate a *right sizing program* for BHC ownership portfolio and return by Q2 2026 with an update/briefing.

7.0 CONFIDENTIAL ITEMS

8.0 FINANCIAL

9.0 NEXT MEETING DATE

Thursday, August 21, 2025

Agenda Items:

- RRL Points review with example summaries.
- RFD Inheritance policy
- RFD Fees and Charges 2026
- Q2 review

10.0 MOTION TO ADJOURN

BHC25-55 L. Aebig moved to adjourn at 10:15 a.m.

CARRIED

Sharon Oakley

Recording Secretary