



BANFF HOUSING CORPORATION

MINUTES OF THE BANFF HOUSING CORPORATION

In-person / Zoom

August 21, 2025

BOARD MEMBERS PRESENT

Jeffrey Carpenter	Public Member Director (remote)
Lauren Aebig	Town of Banff Senior Administration
Barb Pelham	Council Representative
Pam Traut	Public Member Director
Kaylee Ram	Council Representative

Board Members Absent

Melanie Petelle	Public Member Director - Vice Chair
Mark Walker	Public Member Director - Chair

ADMINISTRATION PRESENT

Sharon Oakley	Manager, Housing Sustainability, Town of Banff
Emma Wilkins	BHC Housing Coordinator

ADMINISTRATION ABSENT

Heather Bolt	BHC Operations Supervisor
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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: K. Ram

2.0 CALL TO ORDER

BHC25-56 K. Ram called the August 21, 2025, meeting of the Banff Housing Corporation to order at 8:30 a.m.

3.0 APPROVAL OF AGENDA

BHC25-57 Moved by B. Pelham to approve agenda.

CARRIED

4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC25-58 Moved by K. Ram to approve the July 17, 2025, minutes as amended. **CARRIED**

5.0 NEW BUSINESS

5.1 Briefing RRL Point Criteria

BHC25-59 K. Ram motioned to accept briefing on BHC RRL points criteria. **CARRIED**

5.2 RFD Fees and Charges

BHC25-60 L. Aebig motioned to approve the amended Fees and Services policy. **CARRIED**

5.3 RFD- Inheritance policy

BHC25-61 B. Pelham motioned to approve the amended Inheritance policy. **CARRIED**

6.0 STAFF UPDATES

6.1 TOB Administration: 50 Wolf open House and information session: 220 in attendance. Overall, positive response to development.

7.0 CONFIDENTIAL ITEMS

8.0 FINANCIAL

BHC25-62 L. Aebig motioned to receive the briefing as information. **CARRIED**

9.0 NEXT MEETING DATE

Thursday, September 18, 2025, at the **FENLANDS 9-4p.m.**
Agenda Items: NBLC report

10.0 MOTION TO ADJOURN

BHC25-63 K. Ram moved to adjourn at 10:04 a.m. **CARRIED**

Sharon Oakley

Recording Secretary