



BANFF HOUSING CORPORATION

MINUTES OF THE BANFF HOUSING CORPORATION

In-person / Zoom

October 16, 2025

BOARD MEMBERS PRESENT

Barb Pelham	Council Representative
Pam Traut	Public Member Director
Kaylee Ram	Council Representative
Mark Walker	Public Member Director – Chair (remote)
Melanie Petelle	Public Member Director - Vice Chair (remote)

BOARD MEMBERS ABSENT

Jeffrey Carpenter	Public Member Director
Lauren Aebig	Town of Banff Senior Administration

ADMINISTRATION PRESENT

Heather Bolt	BHC Operations Supervisor
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ADMINISTRATION ABSENT

Sharon Oakley	Manager, 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

BHC25-64 M. Walker called the October 16, 2025, meeting of the Banff Housing Corporation to order at 8:33 a.m.

3.0 APPROVAL OF AGENDA

BHC25-65 Moved by B. Pelham to approve agenda.

CARRIED

4.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS

BHC25-66 Moved by M. Pelham to approve the August 21, 2025, minutes.

CARRIED

5.0 NEW BUSINESS

5.1 Verbal briefing NBCL review received as information.

5.2 Verbal briefing BHC Board orientation and update received as information.

5.3 Verbal briefing – DRAFT 2026 Board Workplan received as information; this is a living document to be included in each board meeting agenda.

6.0 STAFF UPDATES

6.1 Verbal briefing - 50 Wolf St. update – financial budget is scheduled to be presented to G&F on Tuesday, November 18th, 2025.

6.2 Verbal briefing; BHC Administration update received as information.

7.0 CONFIDENTIAL ITEMS

8.0 FINANCIAL

8.2 DRAFT 2026 Budget

K. Ram moved to approve 2026 BHC budget as presented.

BHC25-67 M. Walker moved to amend the motion to adjust the budget from a 5% rental increase to 4% increase

For: M. Walker, B. Pelham, K. Ram, P. Traut **Opposed:** M. Petelle

CARRIED

BHC25-68 M. Walker moved to approve the 2026 BHC budget as amended

CARRIED

BHC25-69 **Motion arising** moved by K. Ram directing BHC administration to return to a future board meeting with a report proposing strategic budgetary options surrounding the annual Community Housing Reserve Fund transfer amounts.

CARRIED

9.0 NEXT MEETING DATE

Thursday, November 20, 2025

10.0 MOTION TO ADJOURN

BHC25-70 M. Walker moved to adjourn at 10:06 a.m.

CARRIED

Heather Bolt

Recording Secretary