



# 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.*

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**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 B. 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 18<sup>th</sup>, 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**