



# BANFF HOUSING CORPORATION

## MINUTES OF THE BANFF HOUSING CORPORATION

Ted Langridge  
December 18, 2025  
8:30-10:30

### BOARD MEMBERS PRESENT

Barb Pelham	Chair- Council Representative / Vice Chair
Pam Traut	Public Member Director
Mark Walker	Public Member Director
Melanie Petelle	Public Member Director
Jeffrey Carpenter	Public Member Director
Lauren Aebig	Town of Banff Senior Administration

*(left the meeting at 9am)*

### BOARD MEMBERS ABSENT

Kaylee Ram	Council Representative / Chair
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### ADMINISTRATION PRESENT

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

### 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: B. Pelham

### **2.0 CALL TO ORDER**

**BHC25-78** B. Pelham called the December 18, 2025, meeting of the Banff Housing Corporation to order at 8:35 a.m.

### **3.0 APPROVAL OF AGENDA**

**BHC25-79** Moved by B. Pelham to approve agenda.

**CARRIED**

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

**BHC25-80** Moved by B. Pelham to approve the November 20, 2025, minutes as amended.  
**CARRIED**

## **5.0 NEW BUSINESS**

### **6.0 ADMINISTRATIVE STAFF UPDATES**

#### **6.1 Briefing 3-Year Board Governance Strat Plan 2026-2028**

Briefing received as information. Admin to send out document in a track changes word doc and board calendar to be reviewed at next meeting.  
Deadline for comments January 6th. To be reviewed on January 15, 2026, meeting.

#### **6.2 Verbal briefing - 50 Wolf St. update**

Briefing received as information.

### **7.0 CONFIDENTIAL ITEMS**

**BHC25-80** B. Pelham moved the BHC Board members, pursuant to Sections 17 (Disclosure to personal privacy) section 24 (advice from officials) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act, recess at 9:16 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 a confidential information pertaining to homeowner compliance. **CARRIED**

**7.1** NBLC timeline and mapping -Admin to book a review meeting for Friday, March 6<sup>th</sup>, 2026. 9 a.m.-12 p.m. 3 Hours.

**7.2** Enforcement – updates on enforcement to be included on the agenda quarterly

**7.3** Confidential correspondence- received for the corporate record.

**BHC25-81** Moved by M. Walker that BHC board rise and report. BHC board reconvened in public meeting at 9:58 a.m. with B. Pelham in the Chair. **CARRIED**

### **8.0 FINANCIAL**

**8.1** Metrics Group LLP new auditor

**BHC25-82** B. Pelham moved to appoint Metrix Group LLP as BHC's financial auditors for fiscal year ending December 31, 2025, 2026, 2027 and with a possibility of extension for another two years (2028 and 2029). **CARRIED**

### **9.0 NEXT MEETING DATE**

Thursday, January 15, 2026.

**10.0 MOTION TO ADJOURN**

**BHC25-83** P. Traut **moved** to adjourn at 10.:011a.m.

**CARRIED**

**Sharon Oakley**

**Recording Secretary**

UNCONFIRMED