



# BANFF HOUSING CORPORATION

**MINUTES OF THE  
BANFF HOUSING CORPORATION  
Council Chambers  
April 16, 2026  
8:30-10:30**

<b>BHC Vision</b>	<b>BHC Mission</b>	<b>BHC Purpose</b>
To provide eligible residents of Banff National Park a place to call home while fostering engaged and connected communities.	To provide a wide range of below-market housing options to eligible residents of Banff National Park that support the needs of our community within our built environment.	To manage the current and future homeownership and rental portfolios.

### **BOARD MEMBERS PRESENT**

Kaylee Ram	Council Representative / Chair
Barb Pelham	Council Representative / Vice Chair
Pam Traut	Public Member Director
Melanie Petelle	Public Member Director
Jeffrey Carpenter	Public Member Director ( <i>virtual</i> )
Mark Walker	Public Member Director
Lauren Aebig	Town of Banff Senior Administration

### **ADMINISTRATION PRESENT**

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

**1.0** Land Acknowledgment: K. Ram

### **2.0 CALL TO ORDER**

**BHC26-26** K. Ram called the April 16, 2026, meeting of the Banff Housing Corporation to order at 8:33 a.m.

### **3.0 APPROVAL OF AGENDA**

**BHC26-27** Moved by L. Aebig to approve agenda as **amended**. **CARRIED**

### **4.0 ADOPTION OF PREVIOUS MEETING MINUTES & PUBLIC ATTACHMENTS**

**BHC26-28** Moved by B. Pelham to approve the March 19, 2026, minutes as **amended**. **CARRIED**

### **5.0 NEW BUSINESS**

### **6.0 ADMINISTRATIVE STAFF UPDATES**

6.1 Briefing: FINAL BHC Board Governance Guide

**BHC26-29** Moved by L. Aebig to adopt the final edits of the BHC Governance Guide **CARRIED**

6.2 Briefing: DRAFT Strategic Priority #1 options

**BHC26-31** Moved by M. Walker to title section 1, Sustainable Housing Portfolio **CARRIED**

**BHC26-32** Moved by M. Petelle to adopt the options under #1 as presented **CARRIED**

6.3 Briefing: Q1 Operations Reporting

**BHC26-33** Moved by P. Traut to accept the Q1 report as information **CARRIED**

6.4 Verbal Briefing: Wolf St.

**BHC26-34** Moved by L. Aebig to accept the briefing as information **CARRIED**

### **7.0 FINANCIAL / 9am start time**

7.1 RFD: Approve the 2025 Audited Financial Statements

**BHC26-35** Moved by M. Walker to approve the 2025 Audited Financial Statements as presented by Metrix. **CARRIED**

**Jeffrey Carpenter left the meeting at 9:30am.**

7.2 RFD: Approve the 2025 Community Housing Reserve Fund transfer

**BHC26-36** Moved by M. Petelle to approve a transfer of \$300,000 to the Town of Banff Community Housing Reserve Fund as per the 2025 approved budget. **CARRIED**

7.3 RFD: Approve the 2025 Operating Surplus transfer

**BHC26-37** Moved by P. Traut to approve a transfer of \$83,064 to the restricted Operating Reserve Fund as per the 2025 approved budget. **CARRIED**

### **8.0 CONFIDENTIAL ITEMS**

8.1 Motion to move in camera

**BHC26-38** Moved by K. Ram that BHC board members, pursuant to Section 17 (Disclosure to personal privacy), Section 24 (advice from officials), and Section 27 (privileged information) of the Freedom of Information and Protection Privacy Act, recess at 9:33am to the call of the chair, to reconvene in a closed meeting, to be conducted in council chambers, to consider confidential matters related to 7.1 and 7.2 of this agenda **CARRIED**

8.1.2 Confidential item: Outstanding item of March 6, 2026 – to be continued to next month's meeting

8.1.2 Confidential item: Managing Director recruitment

**M. Petelle left the meeting at 10:36am**

**BHC26-39** Moved by K. Ram that BHC board members rise and report at 10:37 am. The board reconvened in their regularly scheduled meeting with Kaylee Ram in the Chair. **CARRIED**

**9.0 NEXT MEETING DATES**

- ~~May 21, 2026~~ / moved to May 28, 2026
- June 18, 2026
- June 23, 2026 – Annual General Meeting

**10.0 MOTION TO ADJOURN**

**BHC26-40** Moved by B. Pelham to adjourn at 10:39am

**CARRIED**

**Heather Bolt**

**Recording Secretary**