



BANFF HOUSING CORPORATION

**MINUTES OF THE
BANFF HOUSING CORPORATION
Council Chambers
June 18, 2026
8:30-10:30**

BHC Vision	BHC Mission	BHC Purpose
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
Jeffrey Carpenter	Public Member Director (<i>virtual</i>)
Melanie Petelle	Public Member Director
Lauren Aebig	Town of Banff Senior Administration

BOARD MEMBERS ABSENT

Mark Walker	Public Member Director
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ADMINISTRATION PRESENT

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

1.0 Land Acknowledgment: B. Pelham

2.0 CALL TO ORDER

BHC26-50 K. Ram called the June 18, 2026, meeting of the Banff Housing Corporation to order at 8:37 a.m.

3.0 APPROVAL OF AGENDA

BHC26-51 Moved by L. Aebig to approve agenda as amended.

CARRIED

4.0 ADOPTION OF PREVIOUS MEETING MINUTES & PUBLIC ATTACHMENTS

BHC26-52 Moved by K. Ram to approve the May 28, 2026, minutes as amended.

CARRIED

5.0 NEW BUSINESS

5.1 Verbal briefing: MD recruitment

BHC26-53 Moved by K. Ram for the committee to appoint a hiring committee for the recruitment of the Managing Director position to be comprised of the Chair, Vice Chair, and Town of Banff Senior Administrator. **CARRIED**

6.0 ADMINISTRATIVE STAFF UPDATES

6.1 Ratification of electronic vote

BHC26-54 Moved by K. Ram that the BHC Board approve the revised board application questions, as amended to include an open text field for applicants to describe their experience and provide context to selected skills. **RESULT: CARRIED**

6.2 Briefing: Board compensation: ***Public Directors Pam Traut, Jeffrey Carpenter, and Melanie Petelle declared a conflict of interest on this agenda item.***

BHC26-55 Moved by K. Ram to implement an honorarium structure for public board members to begin November 2026. *For: L. Aebig, K. Ram, B. Pelham* **CARRIED**

BHC26-56 Moved by P. Pelham for BHC administration to come back to the next board meeting with options outlining honorarium amounts, budgetary considerations, and pay out terms. *For: L. Aebig, K. Ram, B. Pelham* **CARRIED**

6.3 RFD Policy review: Undertaking

BHC26-57 Moved by L. Aebig to approve the changes to Undertaking Policy BHC-A-1009 as presented. **CARRIED**

6.4 Verbal briefing: 50 Wolf St. received as information

6.5 Verbal briefing: BHC AGM received as information

7.0 CONFIDENTIAL ITEMS

7.1 Motion to move in camera

BHC26-58 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, to recess at 9:35 am to the call of the chair, to reconvene in a closed meeting, to consider confidential matters related to agenda items 7.1.1, 7.1.2, and 7.1.3. **CARRIED**

BHC26-59 Moved by K. Ram that BHC board members rise and report at 10:30 am. The board reconvened in their regularly scheduled meeting with Kaylee Ram in the Chair. **CARRIED**

8.0 FINANCIAL

8.1 Verbal Briefing: 2026 Q1 financial review – received as information

9.0 NEXT MEETING DATES

- June 23, 2026 – Annual General Meeting
- July 16, 2026
- August 20, 2026

10.0 MOTION TO ADJOURN

BHC26-60 Moved by K. Ram to adjourn at 10:36am

CARRIED

Heather Bolt

Recording Secretary