BANFF HOUSING CORPORATION

MINUTES OF THE
BANFF HOUSING CORPORATION
Jim Bennett
July 16, 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
Melanie Petelle	Public Member Director
Mark Walker	Public Member Director ***(virtual – joined meeting at 8:55am)***

BOARD MEMBERS ABSENT

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: B. Pelham

2.0 CALL TO ORDER

BHC26-61 K. Ram called the July 17, 2026, meeting of the Banff Housing Corporation to order at 8:36 a.m.

3.0 APPROVAL OF AGENDA

BHC26-62 Moved by M. Petelle to approve agenda as presented. **CARRIED**

4.0 ADOPTION OF PREVIOUS MEETING MINUTES & PUBLIC ATTACHMENTS

BHC26-63 Moved by B. Pelham to approve the June 18, 2026, minutes as amended. **CARRIED**

5.0 NEW BUSINESS

5.1 Verbal briefing: NBLC and Public Engagement budget

BHC26-64 Moved by K. Ram to approve up to $50,000 for securing the services of a third-party contractor for public engagement to be funded through the Second Mortgage Reserve Fund.

CARRIED

6.0 ADMINISTRATIVE STAFF UPDATES

6.1 Ratification of electronic vote

BHC26-65 Moved by K. Ram to approve the proposed changes to Barrier Free Dwelling Allocation Policy BHC-A1000 as *amended*. **RESULT: CARRIED**

BHC26-66 Moved by K. Ram approve the proposed changes to Conflict-of-Interest Board members Policy BHC-B-2000 as presented. **RESULT: CARRIED**

BHC26-67 Moved by K. Ram to approve the proposed changes to Electronic Voting Policy BHC-B-2001 as *amended*. **RESULT: CARRIED**

BHC26-68 Moved by K. Ram to approve the proposed changes to Eligible Resident Policy BHC-A-1008 as amended. **RESULT: CARRIED**

BHC26-69 Moved by M. Petelle for BHC administration to come back to the November board meeting with a report

6.2 RFD policy review: Fees and Charges

BHC26-70 Moved by K. Ram to approve the proposed changes to the Fees and Charges policy as presented. **CARRIED**

6.3 RFD policy review: Operating Surplus

BHC26-71 Moved by M. Walker to approve the proposed changes to the Operating Surplus policy as *amended*. **CARRIED**

6.4 RFD policy review: Travel Expenses

BHC26-72 Moved by B. Pelham to approve the proposed changes to the Travel Expenses policy as *amended*. **CARRIED**

6.5 Q2 Operations Reporting

BHC26-73 Moved by K. Ram to accept the Q2 Operations Report as information. **CARRIED**

6.6 Verbal briefing: 50 Wolf St. received as information

7.0 CONFIDENTIAL ITEMS

8.0 FINANCIAL

9.0 NEXT MEETING DATES

- August 20, 2026
- September 17, 2026
- October 15, 2026

10.0 MOTION TO ADJOURN

BHC26-74 Moved by K. Ram to adjourn at 10:21am. **CARRIED**

Heather Bolt **Recording Secretary**