

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
January 25, 2024

The Organizational Meeting for Vermilion & District Housing Foundation was held on November 30, 2023

Board Representatives:

Councillor Stacey Hryciuk	Chair	Present	County of Vermilion River
Councillor Robert Snow	Vice-Chair	Present	Town of Vermilion
Reeve Marty Baker	Director	Present	County of Vermilion River
Mayor Gregory Thronson	Director	Present	Town of Vermilion
Kimberly Thompson	Director	Absent	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Marcel Berard	Director	Present	Public Member

Administration:

Carrie Kohlruss	CAO	Present
Richard Gnyra	CFO	Present

1. Call to Order

Chair Stacey Hryciuk called the meeting to order at 4:00 pm

1.1. Additions to the Agenda

8.1.2. Board Composition

2. Acceptance of Agenda

Motion: 2024-01-001

Director Barbara Sjoquist moved to accept the January 25, 2024 Board Meeting Agenda.

CARRIED

3. Adoption of Minutes

3.1 Minutes of November 30, 2023 Organization Meeting

Motion: 2024-01-002

Director Vice-Chair moved to approve the November 30, 2023 Organization Meeting minutes as presented.

CARRIED

3.2 Minutes of November 30, 2023 Regular Board Meeting

Motion: 2024-01-003

Director Marty Baker moved to approve the November 30, 2023 Regular Board Meetings minutes as presented.

CARRIED

4. Disbursement Listing

4.1 November 2023 Disbursements

Motion: 2024-01-004

Vice-Chair Robert Snow moved to accept the Disbursement Listing as presented.

CARRIED

4.2 December 2023 Disbursements

Motion: 2024-01-005

Director Barbara Sjoquist moved to accept the Disbursement Listing as presented.

CARRIED

5. Financial Statements

Motion: 2024-01-006

Vice-Chair Robert Snow moved to approve the November & December, 2023 Financial Statements as presented.

CARRIED

6. Correspondence

6.1. ADM Letter – Notice of End of Covid Funding – Information Only

7. Old Business

7.1 Preparation of Press Release on Modernization Grant

Directors to prepare statement to be issued on behalf of VDHF – Deadline February 2024

7.2 Hours of Work Policy HR-050 with Preamble – Information Only with Changes

7.3 Smart Phone and Cellular Device Policy HR-049 – Information Only with Changes

8. New Business

8.1. Ministerial Order

8.1.1. Ministerial Order

Discussion was held regarding the boundary of the requisition for the County of Vermilion River and how that will affect the Town of Vermilion. Housing Advisor will be planning a meeting with the Board Chairs and CAO's of the LRHG and VDHF

8.1.2 Board Composition

Discussion was held regarding the Board Composition of VDHF

8.2. GIC Renewals – Information Only

CFO Richard Gnyra provided the renewals and rates for the GICs held by VDHF

Richard Gnyra left meeting at 5:29 pm

8.3. Executive Coaching Proposal

Motion: 2024-01-007

Vice-Chair Robert Snow moved to accept the proposal for Executive Coaching for the CAO by Unstoppable Conversations and look for grants to assist with funding.

CARRIED

8.4. Admin Report AR-29-2024 Policy GOV-002 The Management Body Board

Motion: 2024-01-008

Directory Marty Baker moved to approve Policy GOV-002 The Management Body Board as presented.

CARRIED

8.5. Admin Report AR-30-2024 Policy HR-019-1 COVID-19 Prevention

Motion: 2024-01-009

Vice-Chair Robert Snow moved to approve the COVID-19 Prevention Policy HR-019 as presented.

CARRIED

8.6. Admin Report AR-31-2024 Policy HR-051 On-Call Policy

Motion: 2024-01-010

Director Barbara Sjoquist moved to approve Policy HR-051 as presented.

CARRIED

8.7. Admin Report AR-32-2024 Policy HR-102 Employee Code of Conduct

Motion: 2024-01-011

Director Marcel Berard moved to approve Policy HR-102 as presented.

CARRIED

9. Incident Reports

9.1 Fire Sprinkler Pipe Burst – January 15, 2024 – Powerpoint presentation provided

10. CAO Report

Information Only

11. Date of Next Meeting

Motion: 2024-001-012

Director Barbara Sjoquist moved to alter the regular schedule and move the meeting to February 22, 2024 at 4:00 pm Rotary Room.

CARRIED

12. Closed Session

Motion: 2024-001-013

Director Marty Baker moved to go in Closed Session at 6:14 pm.

Board – Privileged Information (Section 17, FOIP)

Motion: 2024-001-014

Vice-Chair Robert Snow moved CAO receive an additional 10 days vacation (2 weeks) effective January 1, 2024

Motion: 2024-001-015

Chair Stacey Hryciuk moved to go out of Closed Session at 7:18 pm.

13. Adjournment

Chair Stacey Hryciuk adjourned the meeting of the Vermilion & District Housing Foundation Board of Directors.

Meeting was adjourned at 7:19 pm.

Stacey Hryciuk
Board Chairman

Carrie Kohlruss
Chief Administrative Officer