

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
February 22, 2024

The Regular Meeting for Vermilion & District Housing Foundation was held on February 22, 2024.

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 Thronndson	Director	Present	Town of Vermilion
Kimberly Thompson	Director	Present	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

Two Community Members in attendance

1. Call to Order

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

1.1. Additions to the Agenda

7.3 Discussion on DSL4

8.5 Paper copies of Board package

8.6 Emergency Operations Training Discussion - Wainwright

2. Acceptance of Agenda

Motion: 2024-02-001

Director Barbara Sjoquist moved to accept the February 22, 2024 Board Meeting Agenda with additions.

CARRIED

3. Adoption of Minutes

3.1 Minutes of January 25, 2024 Regular Board Meeting

Motion: 2024-01-002

Vice-Chair Robert Snow moved to approve the January 25, 2024 Regular Board Meetings minutes as presented.

CARRIED

4. Disbursement Listing

4.1 January, 2024 Disbursements

Motion: 2024-02-003

Director Marty Baker moved to accept the Disbursement Listing as presented.

CARRIED

5. Financial Statements

5.1. Financial Statements for January, 2024

Motion: 2024-02-004

Vice-Chair Robert Snow moved to accept the January, 2024 Financial Statements as presented.

CARRIED

Richard Gnyra left meeting at 4:06 pm

6. Correspondence

6.1. Tenant Correspondence

Discussion was held regarding the correspondence. CAO will reach out to tenant to thank them for reaching out with concerns and advocating for their building.

7. Old Business

7.1 Preparation of Press Release on Modernization Grant

Directors to prepare statement to be issued on behalf of VDHF – committee will stay after Board Meeting to complete the statement

7.2 Ministerial Order

Motion: 2024-02-005

Discussion held regarding the appropriate split between municipalities for the requisition.

Director Gregory Thronson moved that the Ministerial Order regarding requisitions be changed to include:

“...the management body may requisition the following municipalities based on the published equalized assessment value:

- Town of Vermilion 100% of the equalized assessment
- County of Vermilion River 50% of the equalized assessment”

and CAO will forward approved motion to Lloydminster Regional Housing Group for their information.

CARRIED

7.3 Discussion on DSL4

Discussion with the group on the future plans for DSL4

8. New Business

8.1. Admin Report AR-33-2024 Policy HR-053 Performance Management

Motion: 2024-01-006

Director Kimberly Thompson moved to approve Policy HR-053 Performance Management as presented.

CARRIED

8.2. Admin Report AR-34-2024 Policy HR-004 Respectful Workplace & Living Environment

Motion: 2024-01-007

Vice-Chair Robert Snow moved to approve Policy HR-004 Respectful Workplace & Living Environment as presented.

CARRIED

8.3. Admin Report AR-35-2024 Policy HR-054 Visitor Conduct

Motion: 2024-01-008

Vice-Chair Robert Snow moved to approve Policy HR-054 Visitor Conduct as presented.

CARRIED

8.4. Strategic Plan

CAO discussed the process VDHF Management went through to address the goals and assign responsibilities. Presented the format that will be used to provide updates to the Board. An update presentation will be provided at the June, 2024 Board meeting.

8.5. Paper Copies of Board Package

Discussion on Board Meeting attendees receiving paper copies of the Board Package. Future meetings will be held using electronic means and only a printed agenda will be provided.

8.6. Emergency Operations Training Discussion - Wainwright

Director Barbara Sjoquist attended an emergency training session in Wainwright. Barbara will provide a contact to CAO for further information on education of the topic.

9. Incident Reports

N/A

10. CAO Report

Motion: 2024-01-009

Director Barbara Sjoquist moved to accept the CAO Report as information.

CARRIED

11. Date of Next Meeting

Date of Next Meeting March 28, 2024, at 4:00 pm in the Rotary Room

12. Closed Session

Motion: 2024-001-010

Vice-Chair Robert Snow moved to go in Closed Session at 6:05 pm.

Privileged Information (Section 17, FOIP)

CARRIED

Motion: 2024-001-011

Vice-Chair Robert Snow moved to go out of Closed Session at 6:40 pm.

CARRIED

13. Adjournment

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

Meeting was adjourned at 6:41 pm.

Stacey Hryciuk
Board Chairman

Carrie Kohlruss
Chief Administrative Officer