

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
June 27, 2024

The Regular Meeting for Vermilion & District Housing Foundation was held on May 30, 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
Councillor Joshua Rayment	Director	Present	Town of Vermilion
Kimberly Thompson	Director	Absent	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Marcel Berard	Director	Absent	Public Member

Administration:

Carrie Kohlruss	CAO	Present
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1. Call to Order

Chair Stacey Hryciuk called the meeting to order at 4:01 pm

2. Acceptance of Agenda

Motion: 2024-06-003

Director Marty Baker moved to accept the June 27, 2024 Board Meeting Agenda.

CARRIED

3. Adoption of Minutes

3.1 Minutes of May 30, 2024 Regular Board Meeting

Motion: 2024-06-004

Vice-Chair Robert Snow moved to approve the May 30, 2024 Regular Board minutes as presented.

CARRIED

3.1 Minutes of June 5, 2024 Special Board Meeting

Motion: 2024-06-005

Director Marty Baker moved to approve the June 5, 2024 Special Board minutes as presented.

CARRIED

4. Disbursement Listing

4.1 May, 2024 Disbursements

Motion: 2024-06-006

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

CARRIED

5. Financial Statements

5.1. Financial Statements for May, 2024

Motion: 2024-06-007

Director Marty Baker moved to accept the May, 2024 Financial Statements as presented.

CARRIED

6. Correspondence

6.1. Accreditation Letter to Minister LaGrange

Motion: 2024-06-008

Vice-Chair Robert Snow moved to draft a letter to the MLA with communication regarding accreditation and support of the letter presented through advocacy.

CARRIED

N/A

7. Old Business

7.1. Restricted Net Assets – Additional Reserves

Reevaluate after Temporary Capacity CCH Type B is completed and reconciliation of accounts completed.

7.2. Approval for Underage Resident - Lodge

Not needed at this time as more information became available. Applicant was denied Lodge and DSL3 approval as not suitable based on needs.

8. New Business

8.1. Strategic Planning Update – For Information

The Leadership Team reviewed the Strategic Plan along with the assistance of the Human Resources Manager. The Board was asked to remove point 3.3. To be reviewed again in September, 2024 for a status update.

8.2. Covid Funding Recovery – For Information

CAO explained the additional recovery (surplus) of Covid Funding Provided to VDHF through the period of April, 2022 – June, 2023. The amount to be repaid is \$190,524 and will be deducted off our AHS Monthly Funding until fully recovered in April, 2025

8.3. Rental Assistance Benefit (RAB) – For Information

Discussions with LRHG about the recipients of RAB in the County of Vermilion River and Town of Vermilion. Currently serving 2 individuals in Vermilion, 1 in Dewberry and 3 are on the waitlist in the Town of Vermilion.

8.4. HMB Plan Update

Motion: 2024-06-009

Director Barbara Sjoquist moved to approve and submit as presented.

CARRIED

8.5. Admin Report AR-36-2024

Motion: 2024-06-010

Director Marty Baker moved to approve the expenditure of \$53,428.75 for the new flooring in House 1 of the DSL3.

CARRIED

8.6. Insurance Liability Coverage – For Information

Information presented on what coverage VDHF has in the event of a liability claim from a managed property.

8.7. Policy Monitoring Directive – For Information

A new directive to all VDHF Staff regarding Policies:

- OH&S-048 – Drug and Alcohol Policy
- HR-102 – Employee Code of Conduct

- HR-003 – Respectful Workplace and Living Environment
to ensure that they are reporting in good faith any perceived violations and ensuring that VDHF is committed to protecting anyone who comes forward to report conduct in violation of our policies.

8.8. Ministerial Order

Motion: 2024-06-011

Chair Stacey Hryciuk moved to remove clause 5 of the Draft Ministerial order and revert to the originally presented Draft which included percentages. To be brought back to the August 22, 2024 Board meeting.

CARRIED

9. Incident Reports

N/A

10. CAO Report

Motion: 2024-06-012

Director Marty Baker moved to accept the CAO Report as information.

CARRIED

11. Date of Next Meeting

Date of the next meeting is schedule for August 22, 2024 at 4:00 pm in the Rotary Room.

12. Closed Session

Motion: 2024-06-13

Director Joshua Rayment moved to go in Closed Session at 6:10 pm.

Privileged Information (Section 17, FOIP)

CARRIED

Motion: 2024-06-014

Vice-Chair Robert Snow moved to come out of Closed Session at 6:30 pm.

CARRIED

13. Adjournment

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

Meeting was adjourned at 6:30 pm.

Stacey Hryciuk
Board Chairman

Carrie Kohlruss
Chief Administrative Officer