

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
JANUARY 23, 2025

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	Absent	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
Sasha Savic	CFO	Present

1. Call to Order

Chair Stacey Hryciuk called the meeting to order at 3:58 PM

1.1 Additions to Agenda

9.1 Board Process Voting Eligibility

9.8 Street Jamboree Update – presented by Rob Snow

9.9 Housing & Health Update – presented by Rob Snow

2. Acceptance of the Agenda

Motion 2025-01-001

Director Marty Baker moved to accept the Board Meeting agenda with the additions.

CARRIED

3. Teams Meeting

3.1 Alberta Seniors, Community and Social Services – Housing Operations re: Ministerial Order Advice for Sec 3(j) and Sec 6 and Board Process on Voting Eligibility

Alberta Ministry Delegates entered meeting at 4:00 PM

Alberta Ministry Delegates exited meeting at 4:33 PM

4. Adoption of Minutes

4.1 Organizational Meeting December 5, 2025

Motion 2025-01-002

Vice-chair Rob Snow moved to approve the December 5, 2025; Organizational Meeting as presented.

CARRIED

4.2 Regular Board Meeting

Motion 2025-01-003

Director Barb Sjoquist moved to approve the December 5, 2024; Regular Board Meeting Minutes as presented.

CARRIED



5. Disbursement Listing

5.1 November 2024 Disbursements Listing for Information – Motion Required

Motion 2025-01-004

Director Marty Baker moved to approve Disbursement Listing as presented.

CARRIED

5.2 December 2024 Disbursement listing for Information – Motion Required

Motion 2025-001-005

Vice-chair Rob Snow moved to approve Disbursement Listing as presented.

CARRIED

6. Financial Statements

6.1 Financial Statements

6.1.1. November and December 2024 Review – Motion Required

Motion 2025-001-006

Vice-chair Rob Snow moved to approve November & December 2024 Review Financial Statements as presented.

CARRIED

7. Correspondence

7.1 Transforming Care for Aging Albertans – For Information

8. Old Business – Actioned

8.1.1. Admin Report AR-50-2025 Restricted Net Assets & reserves –Motion Required

Vice Chair Rob Snow moved to accept Admin Report AR-50-2025 Restricted Net Assets & Reserves for information. *CARRIED*

8.1.2. Grand Opening CCH Type B (DSL4) Level of Care – Propose a news article to be prepared instead of the on-site Grand-Opening – Discussion to move forward with a press release.

8.1.3. Admin Report AR- 42.1-2024 Handi-Van Proposal – Motion required

Motion 2025-001-007

Board-chair Stacey moved to approve Handi-Van Proposal AR-42.1-2024 with the condition that all operating expenses be obtained through outside sources of sponsorships and fundraising.

CARRIED

8.1.4. Admin Report AR-42.1-2024 Alarm Monitoring –For Information

9. New Business

9.1 Board Process-Voting Eligibility

Motion 2025-01-008

Director Marty Baker moved to approve Board Process on voting eligibility for Budget and Requisition as presented.

CARRIED

9.2 Admin report AR-47-2025 Underage Tenant Approval – Motion Required

Motion 2025-01-009

Director Barb Sjoquist moved to approve the tenancy of the underage person as per Admin Report AR-47-2025 as presented.

CARRIED

9.3 Admin Report AR-49-2025 Proposed Rent Increase – Lodge – Motion Required

Motion 2025-001-010

Vice-Chair Rob Snow moved to approve a rental increase of 3% increase for Vermilion Valley Lodge and notify residents in advance of the 2025 adjustment.

CARRIED

9.4 Admin Report AR-48-2025 Increase to Lodge Security Deposits – Motion Required

Motion 2025-001-011

Director Barb Sjoquist moved to approve an increase of Damage Deposit to \$1000.00 and Nursing Call Pendant to \$350 to adequately fund replacement.

CARRIED

9.5 Admin Report AR-51-2025 Finance-021 Policy – Financial Administration – Update to Reflect Petty Cash Changed by Motion 2024-11-007 – Motion Required

Motion 2024-11-007

Vice-Chair Rob Snow moved to approve the changes to Finance- 021-Policy.

CARRIED

9.6 Admin report AR-45-2025 Cash GIC's & Apply for Line of Credit

Motion 2025-001-012

Vice-chair Rob Snow moved to table until further information is provided.

TABLED

9.7 Admin Report AR-52-2025 2025 Budget – Lodge, Cottages & CCH Type B (DSL3/DSL4) – Motion Required

Motion 2025-001-013

Director Marty Baker moved to approve Budget Scenario Three.

CARRIED

Vice-Chair Rob Snow moved to approve proposed Requisition.

CARRIED

9.8 Street Jamboree Update-For Information

Director Rob Snow provided an update on Street Jamboree and notified Board VDHF will share in the profit of the event.

9.9 Housing & Health Update – For Information

Director Rob Snow provided an update on his recent meetings with both Health Ministry and Seniors and Social Housing Ministry.

10. Incident Report – N/A

11. CAO Report – For Information – Motion

Motion 2025-001-014

Vice-Chair Rob Snow moved to accept the CAO Report for information.
CARRIED

12. Date of Next Meeting

Date of next meeting is scheduled for February 27, 2025 @ 4:00 PM in the Rotary Room.

Director Barb Sjoquist moved to go into Closed Session at 7:56 pm. CARRIED

13. Closed Session

13.1 Board N/A

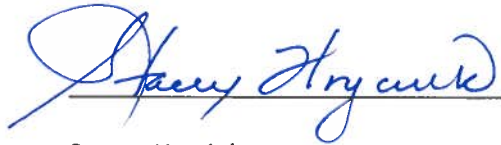
13.2 CAO – Privileged Information (Section 17, FOIP)

Director Marty Baker moved to return to Open Session at 8:26 pm CARRIED

Vice Chair Rob Snow moved to accept the Resignation of CAO Carrie Kohlruss effective March 28, 2025. CARRIED

14. Adjournment

Chair Stacey Hryciuk adjourned the meeting at 8:30 PM



Stacey Hryciuk
Board Chairman



Robert Snow
Vice Chair

