

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
November 27th, 2025

Board Representatives:

Stacey Hryciuk	Chair	Present	Councillor, County of Vermilion Rive
Robert Snow	Vice-Chair	Present	Mayor, Town of Vermilion
Marty Baker	Director	Present	Reeve, County of Vermilion River
Bruce Macduff	Director	Present	Councillor, Town of Vermilion
Kimberly Thompson	Director	Present	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Joshua Rayment	Director	Present	Public Member

Observatory Member:

Alan Jones Present

Administration:

Brittany Bratrud	CAO	Present
Sasha Savic	CFO	Present

1. Call to Order

Chair Stacey Hryciuk called the meeting to order at 4:12 PM

1.1 Additions to Agenda – No additions to agenda

2. Acceptance of the Agenda –

Motion 2025-011-01

Director Marty Baker moved to accept the Meeting agenda as presented.

CARRIED

3. Adoption of Minutes -Motion Required

3.1 Regular Board Meeting October 16th, 2025

Motion 2025-011-02

Vice-Chair Rob Snow moved to approve the October 16th, 2025, Board Meeting Minutes as presented.

CARRIED

4. Disbursement Listing

4.1 October 2025 Disbursements Listing for Information – Motion Required

Motion 2025-011-03

Vice-Chair Rob Snow moved to approve August 2025 Disbursement Listing as presented.

CARRIED

5. Financial Statements

5.1 October 2025 Review – Motion Required

Motion 2025-011-004

Director Marty Baker moved to approve October 2025 Review Financial Statements as presented.

CARRIED

Marty Baker left the meeting at 4:35 PM

6. Correspondence –

6.1 VDHF Cookbook Fundraiser– Presented as Information

7. Old Business –

7.1 Apply for line of Credit – Discussed and Accepted as Information

Kim Thompson entered meeting at 4:50 PM

8. New Business

8.1 VDHF Budget 2026 – Motion Required

Motion 2025-011-05

Director Bruce MacDuff moved to approve Budget 2026 as presented.

CARRIED

Motion 2025-011-06

Director Josh Rayment moved that the Requisition letters to the Town of Vermilion and County of Vermilion River be issued on December 15th, 2025.

CARRIED

8.2 Admin Report AR-75-2025 VDHF Resident Guest and Visitor Policy – Motion Required

Motion 2025-011-07

Vice-Chair Rob Snow moved to adopt the Resident, Guest, and Visitor Policy, with amendments to allow residents to host a guest for up to twenty-one (21) consecutive days without prior approval, and to revise the terminology to “emotional support animal.”

CARRIED

8.3 Admin Report AR-76-2025 Friends of VDHF– Motion Required

Motion 2025-011-08

Vice-Chair Rob Snow moved to proceed with recruitment for the Friends of Vermilion Valley Lodge group, with the commencement of the group planned for January 2026, pending sufficient volunteer interest.

CARRIED

8.4 Admin Report AR-77-Damage Deposit CCH Type B Spaces – Motion Required

Motion 2025-011-09

Vice-Chair Rob Snow moved that the discussion be tabled to a future meeting.

CARRIED

8.5 Admin Report AR-78-2025

Motion 2025-011-10

Director Josh Rayment moved to accept the underage tenant as suggested on the admin report.

CARRIED

8.6 Admin Report AR-79-2025 DSL4 Reimbursement and Draft Funding from GOA – Motion Required

Motion 2025-011-11

Director Bruce MacDuff moves to renegotiate terms of draft funding with the GOA.

CARRIED

9. Incident Report – N/A

10. CAO Report – For Information – Motion Required

Motion 2025-11-12

Director Kim Thompson moves to accept CAO Report as presented.

CARRIED

11. Date of Next Meeting – January 29th, 2026 4PM in Vermilion Valley Lodge Rotary Room

12. Closed Session –

Motion 2025-011-13

Director Bruce MacDuff moved to go into closed session at 5:45 PM

CARRIED

Kim Thompson left meeting at 5:45 PM

Kim Thompson returned to meeting at 5:51 PM

Motion 2025-011-14

Director Bruce MacDuff made a motion to purchase a \$200 Co-op gift card for Kim Thompson and \$100 gift card for Marcel Berard as a gesture of thanks for their time volunteered on VDHF Board of Directors.

12.1 CAO – Privileged Information (Section 17, FOIP)

Motion 2025-011-15

Director Josh Rayment moved to return to Open Session at 6:05 PM

CARRIED

Motion 2025-011-16

Director Josh Rayment moved to write a letter to the tenants of Chacutenah Manor in Irma stating that there will be no alterations permanent or temporary to the building.

CARRIED

Sasha Savic left meeting at 6:05 PM

Motion 2025-011-17

Director Bruce MacDuff moved to go into closed session at 6:06 PM

12.1 CAO – Privileged Information (Section 17, FOIP)

Motion 2025-011-018

Chair Stacey Hryciuk moved to go out of closed session at 6:22 PM

13. Adjournment

Chair Stacey Hryciuk adjourned the meeting at 6:22 PM



Stacey Hryciuk
Board Chairman



Brittany Bratrud
Chief Administrative Officer