

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
April 30th, 2026

Board Representatives:

Stacey Hryciuk	Chair	Present	Councillor, County of Vermilion River
Robert Snow	Vice-Chair	Present	Mayor, Town of Vermilion
Jason Stelmaschuk	Director	Absent	Councillor, County of Vermilion River
Bruce MacDuff	Director	Present	Councillor, Town of Vermilion
Alan Jones	Director	Present	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Joshua Rayment	Director	Present	Public Member

Administration:

Brittany Bratrud	CAO	Present
Sasha Savic	CFO	Present

Delegates:

Sandy Richie	Canoe Benefits	Present
Tyler Patterson	Canoe Benefits	Present

1. Call to Order

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

2. Acceptance of the Agenda –

Motion 2026-004-01

Addition – 9.10 Underage Tenant Heritage Manor Wainwright

Vice-chair Rob Snow moved to accept the Meeting agenda with the addition of 9.10 – Underage tenant Pioneer Wainwright.

CARRIED

3. Delegation – Canoe Benefits – Presentation

Presentation from Sandy Ritchie and Tyler Patterson at Canoe Benefits MNP reviewing the employee benefit package.

Motion 2026-004-02

Director Josh Rayment moved to receive the presentation as information.

CARRIED

Sandy Ritchie joined the meeting at 4:10 PM

Sandy Ritchie and Tyler Patterson left the meeting at 4:45 PM

4. Adoption of Minutes

4.1 Regular Board Meeting March 30th, 2026

Motion 2026-004-03

Director Barb Sjoquist moved to approve the March 30th, 2026, Board Meeting Minutes as amended.

CARRIED

5. Disbursement Listing

5.1 March 2026 Disbursements Listing for Information – Motion Required

Motion 2026-004-04

Director Bruce MacDuff to approve March 2026 Disbursement Listing as amended.

CARRIED

6. Financial Statements

6.1 March Lodge and Cottage, 2026 Review

6.2 March DSL3, 2026 Review

6.3 March DSL4, 2026 Review

6.4 March Social Housing, 2026 Review

Motion 2026-004-005

Director Josh Rayment moved to approve all March 2026 Financial Statements as presented.

CARRIED

7. Correspondence –

7.1 Contract Funding Adjustment Memo – Reviewed and Accepted as Information

7.2 DORF Funding Letter - Reviewed and Accepted as Information

7.3 LAP Grant Funding information – Reviewed and Accepted as Information

8. Old Business –

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

9. New Business

9.1 Admin Report AR-12-2026 Underage tenant Chauvin – Motion Required

Motion 2026-004-006

Director Bruce MacDuff moved to approve underage tenant in Chauvin as presented on AR-12-2026.

CARRIED

9.2 Admin Report AR-13-2026 Underage tenant Vermilion Valley Lodge – Motion Required

Motion 2026-004-007

Vice-chair Rob Snow moved to receive admin report AR-13-2026 for information.

CARRIED

9.3 Admin Report AR-14-2026 Proposed 3-year Lodge Rental Increase- Motion Required

Motion 2026-004-008

Vice-chair Rob Snow moved to approve annual rental increases effective August 1 of each year for the next three years.

CARRIED

**9.4 Admin Report AR-16-2026 Board Member Travel and Expense Policy – Motion Required
Motion 2026-004-009**

Vice Chair Rob Snow moved to approve Board Member Travel and Expense Policy as presented on AR-16-2026.

CARRIED

**9.5 Admin Report AR-17-2026 Staff Benefit Plan Revisions – Motion Required
Motion 2026-004-010**

Director Josh Rayment moved to eliminate the current Short-Term Disability plan effective in 30 days and rely on Employment Insurance (EI) short-term disability benefits, with VDHF providing a wage top-up to ensure staff receive a maximum of \$750 per week. The motion includes the option to revisit the matter at the April meeting pending additional information.

CARRIED

**9.6 Admin Report AR-18-2026 – Cottage Units Under SSC Program – Motion Required
Motion 2026-004-010**

Director Alan Jones moved to receive admin report for information and direct administration to gather further information.

CARRIED

**9.7 Admin Report AR-19-2026 – Use of Excess Funds – Motion Required
Motion 2026-004-011**

Director Alan Jones moved to pay off outstanding DSL3/4 flooring loan in full, effective May 1, 2026.

CARRIED

9.8 Review of CCH Type B Resident Satisfaction Survey Results – For Information

**9.9 Admin Report AR-20-2026 Use of DORF Lodge Reserve Contribution – Motion Required
Motion 2026-004-012**

Director Alan Jones moved to allocate funds from the DORF Lodge Reserve Contribution Fund to the Capital Reserve Fund.

CARRIED

**9.10 Admin Report AR-21-2026 Underage tenant Wainwright Pioneer Manor – Motion Required
Motion 2026-004-013**

Director Bruce MacDuff moved to approve underage tenant at Wainwright Pioneer Manor.

CARRIED

10. Incident Report –

10.1 – Lodge Staff Injury – Discussed and Accepted for Information

11. CAO Report – For Information – Motion Required

Motion 2026-004-014

Director Josh Rayment moved to accept the CAO Report for information.

CARRIED

11. Date of AGM – May 28th, 2026 @ 2PM in Vermilion Valley Lodge Recreation Room

12. Date of next Meeting – May 28th, 2026 @ 4PM in Vermilion Valley Lodge Rotary Room

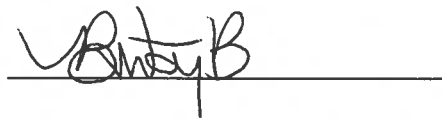
12. Closed Session – N/A

13. Adjournment

Chair Stacey Hryciuk adjourned the meeting at 6:42 PM



Stacey Hryciuk
Board Chairman



Brittany Bratrud
Chief Administrative Officer