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NORTHWESTERN POLYTECHNIC  
BOARD OF GOVERNORS

**Board Meeting**

Thursday, May 19<sup>th</sup>, 2022

4:00pm – 7:00pm | E211



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|-----------------------|----------------------|--------------------------|-----------------------|
| <b>In Attendance:</b> | Ms. Bridget Hennigar | Mr. Brent Cage           | Mr. Justin Kohlman    |
|                       | Ms. Shawna Miller    | Mr. Lorne Radbourne      | Ms. Michelle Wallace  |
|                       | Dr. Connie Korpan    | Mr. Lydell Torgerson     | Mr. Ron Wiebe         |
|                       | Mr. John Tiede       | Ms. Heather Kerschbaumer | Mr. Roy Bjorklund     |
|                       | Mr. Andrew Pietsch   | Ms. Angela Birnie-Browne | Ms. Brooklyn Broaders |
| <b>Guests:</b>        | Dr. Vanessa Sheane   | Ms. Cherene Griffiths    | Mr. Ken Burt          |
|                       | Mr. Karl Germann     | Ms. Jasmin Marshall      |                       |

**1. Call to Order**

**Territory Acknowledgement:** *We acknowledge the homeland of the many diverse First Nations and Métis people whose ancestors have walked this land since time immemorial. We are grateful to work, live and learn on the traditional territory of Treaty 8.*

The Board Chair called the meeting to order at 4:06pm.

**1.1. Approval of May 19<sup>th</sup>, 2022 Agenda**

*Moved by Brent Cage, seconded by Lorne Radbourne, that the agenda be approved.*

**1.2. Approval of February 17<sup>th</sup>, 2022 Minutes**

*Moved by Roy Bjorklund, seconded by Kevin Szakacs, that the minutes of the February 17<sup>th</sup>, 2022 meeting be accepted.*

**1.3. Business Arising**

## **2. NWP Executive Report**

### **2.1. Office of the President and CEO**

#### **2.1.1. President and Executive Report**

The President and CEO shared the report. Highlighted the “10, 5, 3, 1 goals” for the future of Northwestern Polytechnic.

#### **2.1.2. Annual Attestation of the President and CEO**

The Board of Governors received the Annual Attestation of the President and CEO.

#### **2.1.3. RBody of t**



**3.3.1.** Minutes of the May 5<sup>th</sup>, 2022 Meeting.

**3.3.2.** Motions

*Moved by Justin Kohlman, seconded by Ron Wiebe, that the Board of Governors approve the updated Academic Council Bylaws.*

**Carried**  
**6023 / 2022**

*Moved by Justin Kohlman, seconded by Heather Kerschbaumer, that the Board of Governors appoint Dr. Vanessa Sheane, Dr. Brian Redmond, Dr. Carly McLeod, Ms. Megan Slifka, Ms. Tanya Kinderwater and Ms. Desiree Mearon as Academic Council members from May 25, 2022 – May 24, 2023.*

**Carried**  
**6024 / 2022**

*Moved by Justin Kohlman, seconded by Lorne Radbourne, that the Board of Governors approve the revised 2022-2023 Important Dates.*

**Carried**  
**6025 / 2022**

**3.4.** Human Resource Committee

**3.4.1.** Chair Summary of the May 3<sup>rd</sup>, 2022 Meeting

**3.4.2.** In-Camera Session

Moved by Ron Wiebe, seconded by Roy Bjorklund, that the Board of Governors move in-camera at 5:10pm.

Moved by Brent Cage, seconded by Lorne Radbourne, that the Board of Governors exit the in camera session at 5:36pm.

*Moved by Bridget Hennigar, seconded by Lorne Radbourne, that the Board of Governors ratify the Memorandum of Agreement between the Academic Staff*



Lorne Radbourne shared the Chair's report from the May 2<sup>nd</sup>, 2022 meeting. GBB Innovations joined the meeting and assisted with the vision and governance policies.

Brent Cage shared the Chair's report from the May 6<sup>th</sup>, 2022 meeting. This meeting was held to review Academic Council policies.

### **3.5.2. Motions**

#### **3.5.2.1. Policies**



- 3.7.2.1. *Moved by Lydell Torgerson, seconded by Kevin Szakacs, that the Board of Governors receive the 3<sup>rd</sup> quarter forecast for information, as presented.*

**Carried**  
**6029 / 2022**

- 3.7.2.2. *Moved by Lydell Torgerson, seconded by Ron Wiebe, that the Board of Governors approve the changes to the Investment Policy as presented.*

**Carried**  
**6030 / 2022**

- 3.7.2.3. *Moved by Lydell Torgerson, seconded by Lorne Radbourne, that the Board of Governors approve the creation of internally restricted funds totalling 21 million dollars:*

3.7.2.3.1. **10 million for the Centre of Entrepreneurial Excellence** - *The Centre for Entrepreneurial Excellence (CEE) will provide a space both physically and conceptually where the core purpose and values in the Strategic Plan are evident. Physically, the CEE is expected to house Applied Research, the Centre for Teaching and Learning, Career Services, and the School of Business. The CEE will be a hub for innovation and entrepreneurship in our teaching, learning, operations, applied research, and industry collaboration. The development of the NWP department action plans will continue to shape the CEE through our 1, 3, 5, and 10-year goals.*

3.7.2.3.2. **3.5 million for Operational Contingency** - *The contingency, grounded in the Net Assets Policy, is available to address unforeseen circumstances or any future excess over revenue. As per policy, a minimum of 5% of the annual operating budget will be communicated as operating contingency restricted funds.*

3.7.2.3.3. **3.5 million for Capital Renewal and Upgrades** - *The contingency will be used to renew and upgrade capital items on the campus, generally amounting to \$2.5 million annually. If the contingency is not replenished annually then the amount allocated to capital renewal and upgrades will need to change.*

3.7.2.3.4. **4 million for Information Technology Renewal and Upgrades** - *The contingency will be used to renew and upgrade technology. The creation of a contingency allows for upgrades and renewal even during years when funding may be tight.*

**Carried**  
**6031 / 2022**

- 3.7.2.4. *Moved by Lydell Torgerson, seconded by Roy Bjorklund, that the Board of Governors approve the Investment Management Agreement (IMA) between*

*the Board of Governors of the Northwestern Polytechnic and the Minister of Advanced Education for a one-year period.*

**Carried  
6032 / 2022**

- 3.7.2.5.** *Moved by Lydell Torgerson, seconded by Ron Wiebe, that the Board of Governors approve the operating budget for the nine-month period 2022-2023 commencing July 1, 2022 and concluding March 31, 2023.*

**Carried  
6033 / 2022**

- 3.7.2.6.** *Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve 2.0 million in capital expenditures to be drawn from the Capital Renewal and Upgrades Reserve for the nine-month period 2022-2023 commencing July 1, 2022 and concluding March 31, 2023.*

**Carried  
6034 / 2022**

- 3.7.2.7.** *Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the Alberta Health Services thirty (30) year lease with two 10-year options to renew at the Grande Prairie Regional Hospital totaling 34,132 square feet of exclusive area in exchange for the transfer of 8.5 hectares of land previously owned by Northwestern Polytechnic.*

**Carried  
6035 / 2022**

- 3.7.2.8.** *Moved by Lydell Torgerson, seconded by Ron Wiebe, that the Board of Governors approve the sale of 1.108 ha of land owned by Northwestern Polytechnic identified as Plan 2021280, Block 1, Lot 6 to Alberta Health Services for the purchase price of \$1,575,500 and that the lands be used for the construction and operation of a parkade at the Grande Prairie Regional Hospital.*

**Carried  
6036 / 2022**

- 3.7.2.9.** *Moved by Lydell Torgerson, seconded by Kevin Szakacs, that the Board of Governors approve the sale and transfer of a portion of Northwestern Polytechnic land and buildings in the town of Fairview to the Town of Fairview, identified as*

**FIRST**









**Relevant Board Policy: EL-4 Asset Protection**

The President shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

The recent change in the position of President and CEO and Vice-President, Corporate Services at Northwestern Polytechnic (NWP) has resulted in a required update of records of signing authority for the purposes of Trading and Signing.

*Moved by Lydell Torgerson, seconded by Lorne Radbourne, that the Board of Governors approve the following amendments to the Northwestern Polytechnic Corporate Trading Signing Authority, effective May 20<sup>th</sup>, 2022 for the Vice-President, Corporate Services.*

- a) *One or more accounts in the name of the Account Holder be open and maintained with RBC Dominion Securities Inc. and/or any of its affiliated companies (“RBC DS”) for the purpose of dealing in securities, commodities, financial or index future contracts and/or options on securities, commodities or financial or index future*



*case of an investment club, associates in the case of an association or other authorized individuals in the case of any other similar organization] to the Manager of the Compliance Department at RBC DS.*

***Recommendation***

| <b>Trading Officers</b>                                     | <b>Signing Officers</b>                                      |
|---|--|
| Mr. Karl Germann, Acting Vice-President, Corporate Services | Mr. Karl Germann, Acting Vice-President, Corporate Services. |

Mr.

