

**NORTHWESTERN POLYTECHNIC
BOARD OF GOVERNORS**

Board Meeting Minutes

Wednesday May 28, 2025

4 – 7 PM | Fairview Campus

In Attendance: Shawna Miller (Chair), Cody Beairsto, Brent Cage, Darlene Horseman, Karthika Jyotheendran, Heather Kerschbaumer, Dennis Landis, Tyler May, Andrew Pietsch, Vanessa Sheane, Lydell Torgerson, Mike McMann, Jason Forbes & Ken Wittig

Regrets: None

Guests: Hala Ezzeddine

Resources: Jodi Peebles, Jarem Gurney, Cindy Park & Thomas Watts

Records: Krista Schuett

1. Call to Order

The meeting was called to order at 4:00 PM.

2. Approval of Agenda

Approval of the May 28, 2025, Agenda

Moved by Brent Cage, seconded by Andrew Pietsch that the Board of Governors approve the agenda as presented.

3. Approval of Minutes

Approval of the March 26, 2025, Minutes

Moved by Cody Beairsto, seconded by Karthika Jyotheendran that the Board of Governors approve the March 26, 2025, minutes as presented.

4. Declaration of Conflicts of Interest

No Conflicts declared.

5. Proposed Motions

Received for information.

6. Chair's Report

Presented by Shawna Miller.

7. President's Report

Presented by Vanessa Sheane.

8. Strategic Items

- 8.1 Board oversight of Strategy and Culture
Received for information and discussion.

9. Committee Reports

9.1 Executive Committee

- 9.1.1 Chair Summary
Report provided by Shawna Miller.

- 9.1.2 Vice Chair

Moved by Shawna Miller, seconded by Brent Cage, that the Board of Governors appoint Cody Bearisto as the Vice-Chair of the Board of Governors for the period of June 1, 2025 – May 31, 2026, in accordance with the roles and responsibilities outlined in the Bylaws
CARRIED 6158-2025

- 9.1.3 Board appointments

Moved by Andrew Pietsch, seconded by Vanessa Sheane, that the Board of Governors move in-camera.
Moved by Heather Kerschbaumer, seconded by Lydell Torgerson, that the Board of Governors exit in-camera.

- 9.1.4 Board committees

Moved by Shawna Miller, seconded by Lydell Torgerson, that the Board of Governors approve the board committee membership as presented.
CARRIED 6159-2025

9.2 Human Resources Committee

- 9.2.1 In Camera
Moved by Vanessa Sheane, seconded by Lydell Torgerson, that the Board of Governors move in-camera.

- 9.2.2 Exit In Camera
Moved by Lydell Torgerson, seconded by Dennis Landis, that the Board of Governors exit in-camera.

9.3 Governance

- 9.3.1 Chair Summary
Presented by Cody Bearisto.

- 9.3.2 Board Policies

- 9.3.2.1 GP-5, Board Linkage with Community

Moved by Cody Beairsto, seconded by Ken Wittig, that the Board of Governors approve the revisions to GP-5, Board Linkage with the Community as presented.
CARRIED 6160-2025

9.3.2.2 GP-6, Board Linkage with other Organizations

Moved by Cody Beairsto, seconded by Andrew Pietsch, that the Board of Governors approve the revisions to GP-6, Board Linkage with other organizations as presented.
CARRIED 6161-2025

9.3.2.2 GP-7, Board Committee Structure

Moved by Cody Beairsto, seconded by Ken Wittig, that the Board of Governors approve the revisions to GP-7, Board Committee Structure as presented.
CARRIED 6162-2025

9.3.3 Board Annual Self-Evaluation
Reviewed and update provided on timing of the questionnaire.

9.3.4 Executive Attestation
Accepted.

9.3.5 Academic Council Items

9.3.5.1 Research Involving Human Participants

Moved by Cody Beairsto, seconded by Dennis Landis, that the Board of Governors approve Academic Council's recommendations for Research Involving Human Participants Policy as presented.
CARRIED 6163-2025

9.3.5.2 Academic Council Bylaws

Moved by Cody Beairsto, seconded by Karthika Jyotheendran, that the Board of Governors approve the recommended changes to the Academic Council Bylaws as presented.
CARRIED 6164-2025

9.3.5.3 2025-2026 Academic Council Membership

Moved by Cody Beairsto, seconded by Lydell Torgerson, that the Board of Governors approve the 2025-2026 Academic Council Membership as presented.
CARRIED 6165-2025

9.3.5.4 New Programs and Program Changes

Moved by Cody Beairsto, seconded by Heather Kerschbaumer, that the Board

of Governors approve the following new programs:

- *Electrical Engineering Technology Diploma*
- *Instrumentation Engineering Technology Diploma*

CARRIED 6166-2025

Moved by Cody Beairsto, seconded by Lydell Torgerson, that the Board of Governors approve the Veterinary Technology program changes as presented.

CARRIED 6167-2025

9.4 Finance Committee

9.4.1 Chair Summary
Presented by Lydell Torgerson.

9.4.2 Net Asset Allocation

Moved by Lydell Torgerson, seconded by Ken Wittig, that the Board of Governors approve the revised Net Asset Allocation as presented.

CARRIED 6168-2025

9.4.3 2025-2026 BLIMS submission

Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the BLIMS submission for Skilled Trades expansion as presented.

CARRIED 6169-2025

9.4.4 Investment Report
Received for information.

9.4.5 Investment Policy

Moved by Lydell Torgerson, seconded by Ken Wittig, that the Board of Governors approve the revised Investment Policy as presented.

CARRIED 6170-2025

9.4.6 Annual Financial Statements

Moved by Lydell Torgerson, seconded by Karthika Jyotheendran, that the Board of Governors approve the 2024-2025 consolidated financial statements as presented.

CARRIED 6171-2025

9.4.7 Land transfer into trust

MAIN CAMPUS SOUTH (STAPLES TO THE KEG)

Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the following resolution as required by Alberta Infrastructure to lease the Northeast Corner of 100th Avenue and 108th Street, City of Grande Prairie, Alberta +/- 16.38 Acre (+/- 6.63 ha) Portion of Block 1, Plan 5767RS, Southwest Section 26,

Township 71, Range 6, W6M to Northwestern Polytechnic Business Corporation, as trustee of the Northwestern Polytechnic Properties Trust.

WHEREAS the Board of Northwestern Polytechnic holds the Northeast Corner of 100th Avenue and 108th Street, City of Grande Prairie, Alberta +/- 16.38 Acre (+/- 6.63 ha) Portion of Block 1, Plan 5767RS, Southwest Section 26, Township 71, Range 6, W6M for the purposes of the institution;

AND WHEREAS, the Board has determined that it is in the best interests of the institution to lease the property for a term of ninety-nine (99) years for the purpose of leasing it to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;

AND WHEREAS, in accordance with Section 67(1.1)(a) of the *Post-secondary Learning Act*, the lease of any interest in land that is held by and being used for the purposes of the institution requires the prior approval of the Minister, unless the land is donated;

AND WHEREAS, the lease of real property must also comply with the provisions of Alberta's *Real Property Governance Act*, which governs the management and disposition of public assets to ensure transparency and accountability;

AND WHEREAS, the property is not subject to any trust that would restrict its lease beyond what is stipulated in Section 67(3) of the *Post-secondary Learning Act*;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Northwestern Polytechnic hereby approves the lease of the property located at the Northeast Corner of 100th Avenue and 108th Street, City of Grande Prairie, Alberta +/- 16.38 Acre (+/- 6.63 ha) Portion of Block 1, Plan 5767RS, Southwest Section 26, Township 71, Range 6, W6M in accordance with the terms and conditions deemed appropriate by the Board;
2. The Board declares this land as surplus only for the purposes of leasing the land to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;
3. The Board shall seek the required approval from the Minister of Advanced Education, as mandated by Section 67(1.1)(a) of the *Post-secondary Learning Act*, and ensure that the lease complies with the *Real Property Governance Act*;
4. The Board authorizes Vanessa Sheane, President and CEO to prepare and submit all necessary documentation to the Minister, take all actions required to complete the lease, and ensure the transaction adheres to applicable laws and regulations, including those of the *Real Property Governance Act*;
5. The Board confirms that the lease of the property is not restricted by any trust and is in alignment with the best interests of the institution.

CARRIED 6172-2025

HIDDEN VALLEY (GPRH LANDS)

Moved by Lydell Torgerson, seconded by Ken Wittig, that the Board of Governors approve the following resolution as required by Alberta Infrastructure to lease the properties (1) +/- 6.87 Acre (+/- 2.78 ha) property, Lot 1, Block 2, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, (2) +/- 2.03 Acre (+/- .823 ha) property, Lot 2, Block 1, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, (3) +/- 1.04 Acre (+/- .42 ha) property, Lot 1, Block 3, Plan 252-1123, within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, (4) +/- 80.05 Acre (+/- 32.40 ha) property, Generally West of 110th Street and North at 109th Avenue, City of Grande Prairie, Alberta, Northeast Section 27, Township 71, Range 6, W6M (Except Plans 8292ET, 2187JY, 202-1277 and 202-1280) to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust.

WHEREAS the Board of Northwestern Polytechnic holds the properties **(1)** +/- 6.87 Acre (+/- 2.78 ha) property, Lot 1, Block 2, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(2)** +/- 2.03 Acre (+/- .823 ha) property, Lot 2, Block 1, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(3)** +/- 1.04 Acre (+/- .42 ha) property, Lot 1, Block 3, Plan 252-1123, within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(4)** +/- 80.05 Acre (+/- 32.40 ha) property, Generally West of 110th Street and North at 109th Avenue, City of Grande Prairie, Alberta, Northeast Section 27, Township 71, Range 6, W6M (Except Plans 8292ET, 2187JY, 202-1277 and 202-1280) for the purposes of the institution;

AND WHEREAS, the Board has determined that it is in the best interests of the institution to lease the property for a term of ninety-nine (99) years for the purpose of leasing it to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;

AND WHEREAS, in accordance with Section 67(1.1)(a) of the *Post-secondary Learning Act*, the lease of any interest in land that is held by and being used for the purposes of the institution requires the prior approval of the Minister, unless the land is donated;

AND WHEREAS, the lease of real property must also comply with the provisions of Alberta's *Real Property Governance Act*, which governs the management and disposition of public assets to ensure transparency and accountability;

AND WHEREAS, the property is not subject to any trust that would restrict its lease beyond what is stipulated in Section 67(3) of the *Post-secondary Learning Act*;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Northwestern Polytechnic hereby approves the lease of the properties located at **(1)** +/- 6.87 Acre (+/- 2.78 ha) property, Lot 1, Block 2, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(2)** +/- 2.03 Acre (+/- .823 ha) property, Lot 2, Block 1, Plan 202-1277 within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(3)** +/- 1.04 Acre (+/- .42 ha) property, Lot 1, Block 3, Plan 252-1123, within Northeast Section 27, Township 71, Range 6, W6M, City of Grande Prairie, Alberta, **(4)** +/- 80.05 Acre (+/- 32.40 ha) property, Generally

West of 110th Street and North at 109th Avenue, City of Grande Prairie, Alberta, Northeast Section 27, Township 71, Range 6, W6M (Except Plans 8292ET, 2187JY, 202-1277 and 202-1280) in accordance with the terms and conditions deemed appropriate by the Board;

2. The Board declares this land as surplus only for the purposes of leasing the land to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;
3. The Board shall seek the required approval from the Minister of Advanced Education, as mandated by Section 67(1.1)(a) of the *Post-secondary Learning Act*, and ensure that the lease complies with the *Real Property Governance Act*;
4. The Board authorizes Vanessa Sheane, President and CEO to prepare and submit all necessary documentation to the Minister, take all actions required to complete the lease, and ensure the transaction adheres to applicable laws and regulations, including those of the *Real Property Governance Act*;
5. The Board confirms that the lease of the property is not restricted by any trust and is in alignment with the best interests of the institution.

CARRIED 6173-2025

STONE RIDGE (Southeast Corner 108th Street and 68th AVE)

Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the following resolution as required by Alberta Infrastructure to lease the +/- 19.31 Acre (+/- 7.81 ha) property, Lot C, Plan 926TR, Northwest Section 11, Township 71, Range 6, W6M (except Plans 802-0096, 032-5753 and 172-0063). to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust.

WHEREAS the Board of Northwestern Polytechnic holds the +/- 19.31 Acre (+/- 7.81 ha) property, Lot C, Plan 926TR, Northwest Section 11, Township 71, Range 6, W6M (except Plans 802-0096, 032-5753 and 172-0063) for the purposes of the institution;

AND WHEREAS, the Board has determined that it is in the best interests of the institution to lease the property for a term of ninety-nine (99) years for the purpose of leasing it to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;

AND WHEREAS, in accordance with Section 67(1.1)(a) of the *Post-secondary Learning Act*, the lease of any interest in land that is held by and being used for the purposes of the institution requires the prior approval of the Minister, unless the land is donated;

AND WHEREAS, the lease of real property must also comply with the provisions of Alberta's *Real Property Governance Act*, which governs the management and disposition of public assets to ensure transparency and accountability;

AND WHEREAS, the property is not subject to any trust that would restrict its lease beyond what is stipulated in Section 67(3) of the *Post-secondary Learning Act*;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Northwestern Polytechnic hereby approves the lease of the property located at +/- 19.31 Acre (+/- 7.81 ha) property, Lot C, Plan 926TR, Northwest Section 11, Township 71, Range 6, W6M (except Plans 802-0096, 032-5753 and 172-0063) in accordance with the terms and conditions deemed appropriate by the Board;
2. The Board declares this land as surplus only for the purposes of leasing the land to the Northwestern Polytechnic Business Corporation, as trustee of Northwestern Polytechnic Properties Trust;
3. The Board shall seek the required approval from the Minister of Advanced Education, as mandated by Section 67(1.1)(a) of the *Post-secondary Learning Act*, and ensure that the lease complies with the *Real Property Governance Act*;
4. The Board authorizes Vanessa Sheane, President and CEO to prepare and submit all necessary documentation to the Minister, take all actions required to complete the lease, and ensure the transaction adheres to applicable laws and regulations, including those of the *Real Property Governance Act*;
5. The Board confirms that the lease of the property is not restricted by any trust and is in alignment with the best interests of the institution.

CARRIED 6174-2025

9.5 Audit Committee

9.5.1 Chair Summary
Presented by Lydell Torgerson.

9.5.2 Annual Enrolment Report
Received for information.

9.5.3 Auditors Report
Received for information.

9.6 External Relations Committee

9.6.1 Chair Summary
Presented by Shawna Miller.

9.6.2 Side Family CEE update
Presentation received from Cindy Park.

9.6.3 Committee TOR

Moved by Shawna Miller, seconded by Darlene Horseman, that the Board of Governors dissolve the External Relations Committee.

CARRIED 6175-2025

Action: Governance Committee will review the Bylaws.

9.7 Ad Hoc Committee

9.7.1 Chair Summary
Presented by Cody Bearisto.

9.7.2 Corporate Trust Membership

Moved by Cody Bearisto, seconded by Andrew Pietsch, that the board appoints the following individuals as directors of Northwestern Polytechnic Business Corporation, with an initial term of directorship as specified below:

<i>Director</i>	<i>Initial Term</i>
<i>Brent Cage</i>	<i>3 years</i>

CARRIED 6176-2025

10. Foundation Board

10.1 Chair Summary
Presented by Brent Cage.

11. In-Camera Session

Moved by Vanessa Sheane, seconded by Lydell Torgerson, that the Board of Governors move in-camera.

Moved by Cody Bearisto, seconded by Dennis Landis, that the Board of Governors exit in-camera.

12. Next Meeting

August 22, 2025, Board Retreat

13. Adjournment

Moved by Lydell Torgerson that the meeting adjourn at 6:45 PM.