



NORTHWESTERN POLYTECHNIC  
BOARD OF GOVERNORS

**Board Meeting Minutes**

Thursday March 26, 2026

4 – 7 PM | Grande Prairie Campus

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In Attendance: Shawna Miller (Chair), Cody Beairsto, Andrew Pietsch, Vanessa Sheane, Mike McMann, Ken Wittig, Jason Forbes, Hala Ezzeddine, Tab Pollock, Jan Nutting, Wendy Schmaltz, Lily Forest, Dennis Landis, Karthika Jyotheendran, Tyler May, Tamara VanTassell

Regrets: Mike McMann

Absent: none

Guests: none

Resources: Nazim Merali, Jarem Gurney, Cindy Park, Jody Schultz

Records: Shannon Syrja

**1. Call to Order**

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

**2. Approval of Agenda**

Approval of the March 26, 2026, Agenda

*Moved by Ken Witting, seconded by Jan Nutting that the Board of Governors approve the March 26, 2026 agenda as presented.*

**3. Approval of Minutes**

Approval of the January 29, 2026 minutes

*Moved by Tab Pollock, seconded by Hala Ezzeddine that the Board of Governors approve the January 29, 2026, minutes as presented.*

CARRIED  
6218-2026

**4. Declaration of Conflicts of Interest**

Andrew Pietsch declared a conflict of interest and requested to be excluded from parts of the meeting for discussions surrounding Fairview Campus. This request was accepted by the Chair.

**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 Institutional Sustainability (2026-2029 Budgets)**

**8.1.1 2026-2027 operating budget**

*Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approves the 2026–2027 Operating Budget.*

WHEREAS the Board of Governors of Northwestern Polytechnic is responsible, pursuant to the Post-secondary Learning Act, for the oversight of the institution's financial affairs and for approving an annual balanced operating budget;

AND WHEREAS the 2026–2027 Operating Budget has been developed in alignment with Northwestern Polytechnic's True North Strategic Plan, the Institutional Sustainability Plan, and the 2025–2028 Investment Management Agreement with the Minister of Advanced Education;

AND WHEREAS the proposed 2026–2027 Operating Budget has been prepared through a consultative, data-informed process and reflects the financial realities, risks, and opportunities facing the institution;

AND WHEREAS the budget, as presented, reflects a balanced operating position, with total revenues equal to total expenses, and includes strategies to support enrolment growth, operational efficiency, fiscal sustainability, and the rebuilding of institutional reserves;

AND WHEREAS the Board of Governors Finance Committee has reviewed the proposed 2026–2027 Operating Budget and recommends it for approval by the Board;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the 2026–2027 Operating Budget, as outlined in the attached Budget Decision Summary, with total revenues and total expenses each in the amount of \$79,505,657, resulting in a balanced budget;

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to implement the approved budget and to manage operations within the approved financial framework, reporting to the Board on material variances in accordance with established governance and reporting practices.

*CARRIED  
6219-2026*

**8.1.1b Suspension of the Motorcycle Mechanic Apprenticeship Program**

*Moved by Tab Pollock, seconded by Wendy Schmaltz, that the Board of Governors approves the suspension of the Motorcycle Mechanic Apprenticeship program at Northwestern Polytechnic effective July 1, 2026.*

WHEREAS the Board of Governors of Northwestern Polytechnic is responsible, pursuant to the Post-secondary Learning Act and the Skilled Trades Apprenticeship Education Act, for approving significant academic program changes, including program suspensions, in support of institutional sustainability and stewardship of public resources;

AND WHEREAS the 2026–2027 Operating Budget and Organizational Sustainability Plan identify the Motorcycle Mechanic Apprenticeship Program as low-enrolled and financially unsustainable within Northwestern Polytechnic’s current operating model;

AND WHEREAS the Budget Summary Document outlines a planned suspension of the Motorcycle Mechanic Apprenticeship Program as part of broader operational efficiency measures and the previously approved direction regarding the future of the Fairview Campus;

AND WHEREAS Northwestern Polytechnic has engaged in co-operative arrangements with Advanced Education and Northern Lakes College to support the continued delivery of motorcycle mechanic training in Fairview through alternative institutional delivery, ensuring learners and industry continue to be served;

AND WHEREAS the proposed suspension supports regional collaboration, minimizes duplication, and aligns with government priorities for system-level efficiency and sustainability;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the suspension of the Motorcycle Mechanic Apprenticeship Program at Northwestern Polytechnic, effective July 1, 2026 and in accordance with the 2026–2027 Operating Budget and applicable regulatory requirements;

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to work with Advanced Education, Northern Lakes College, and other relevant partners to implement the suspension in a manner that supports current students, facilitates appropriate transition arrangements, and advances the long-term sustainability and future use of the Fairview Campus

*CARRIED  
6220-2026*

### **8.1.2 2026-2029 Capital plan**

*Moved by Tab Pollock, seconded by Hale Ezzeddine, that the Board of Governors approves the 2026–2029 Capital Budget.*

WHEREAS the Board of Governors of Northwestern Polytechnic is responsible, pursuant to the Post-secondary Learning Act, for the stewardship and oversight of the institution’s capital assets and long-term infrastructure planning;

AND WHEREAS Northwestern Polytechnic is required to submit an annual multi-year Capital Plan, including the Capital Maintenance and Renewal (CMR) Plan, to the Minister of Advanced Education;

AND WHEREAS the proposed 2026–2029 Capital Plan supports institutional priorities including campus consolidation, program and enrolment growth, modernization of instructional and research facilities, deferred maintenance, accessibility, and long-term sustainability;

AND WHEREAS the Capital Plan has been developed in alignment with the True North Strategic Plan, the Institutional Sustainability Plan, and available funding sources, including internal reserves, government grants, industry and philanthropic contributions, and approved debt financing;

AND WHEREAS the Board of Governors Finance Committee has reviewed the proposed 2026–2029 Capital Plan and recommends it for approval by the Board;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the 2026–2029 Capital Plan, including the 2026–2027 Capital Budget and Capital Maintenance and Renewal (CMR) Plan, as outlined in

the attached Budget Decision Summary;

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to submit the approved Capital Plan to Advanced Education and to implement the plan within the approved funding framework, reporting to the Board on progress, variances, and material changes in accordance with established governance and reporting practices.

*CARRIED*  
*6221-2026*

### **8.1.3 2026-2027 Strategic Initiatives**

*Moved by Tab Pollock, seconded by Dennis Landis, that the Board of Governors approves the 2026–2027 Strategic Initiatives.*

WHEREAS the Board of Governors of Northwestern Polytechnic is responsible for approving strategic initiatives that are aligned with institutional priorities and supported within the approved operating budget, in accordance with the Board-approved Budget Planning and Reporting Policy;

AND WHEREAS Administration has developed the 2026–2027 Strategic Initiatives List (non-capital) to advance Northwestern Polytechnic’s strategic priorities and operational objectives;

AND WHEREAS the proposed strategic initiatives are aligned with the True North Strategic Plan and support institutional goals related to enrolment growth, student success, employee engagement, community connection, and long-term financial sustainability;

AND WHEREAS the 2026–2027 Strategic Initiatives are consistent with the principles of fiscal responsibility, transparency, and sustainability outlined in the Budget Planning and Reporting Policy;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the 2026–2027 Strategic Initiatives, as outlined in the attached Strategic Initiatives List, including initiatives related to:

- program development and expansion to support enrolment growth;
- student recruitment;
- student supports;
- reserve development and long-term financial sustainability;
- staff engagement and development;
- community engagement activities; and
- instructional aids below the capital threshold;

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to implement the approved strategic initiatives within the parameters of the Budget Planning and Reporting Policy and to report on progress and outcomes in accordance with established Board reporting practices.

*CARRIED*  
*6222-2026*

### **8.1.4 Net Asset Allocation**

Received for information.

## 9. Committee Reports

### 9.1 Executive Committee

#### 9.1.1 Chair Summary

Report provided by Shawna Miller.

#### 9.1.2 2026-2027 Board reimbursement

*Moved by Shawna Miller, seconded by Ken Witting, that the Board of Governors approve the 2026-2027 Board reimbursement.*

WHEREAS the Board of Governors of Northwestern Polytechnic is governed by the Board Bylaws and Board Policies, including the Governance Process Policy GP-11 – Board Reimbursement, which establishes the framework for Board remuneration and reimbursement;

AND WHEREAS GP-11 provides that Board remuneration rates are to be reviewed and approved by the Board in accordance with established governance practices;

AND WHEREAS Appendix A – Remuneration sets out the proposed Board remuneration rates for the 2026–2027 fiscal year, consistent with Board policy and past practice;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the Board remuneration and reimbursement rates for the 2026–2027 fiscal year, in accordance with the Board Bylaws and Governance Process Policy GP-11, as follows:

- Board Chair: \$4,500 per year
- Board Vice Chair: \$3,500 per year
- Board Member: \$1,750 per year
- Committee Member: \$500 per year
- Audit Committee Chair: \$500 per year, in addition to Board Member remuneration
- Finance Committee Chair: \$500 per year, in addition to Board Member remuneration

AND BE IT FURTHER RESOLVED THAT Board remuneration and reimbursement shall be administered in accordance with approved Board policies and applicable institutional procedures.

*CARRIED*  
*6223-2026*

### 9.2 Human Resources Committee

#### 9.2.1 Chair Summary

Provided for reference

#### 9.2.2 Employee Code of Conduct Policy

*Moved by Shawna Miller, seconded by Tab Pollock, that the Board of Governors approve the revisions to the Employee Code of Conduct Policy, pending Ethics Commissioner approval.*

*CARRIED*  
*6224-2026*

#### 9.2.3 In Camera

*Moved by Vanessa Sheane, seconded by Ken Witting, that the Board of Governors move in-*

camera.

#### **9.2.4 Exit In Camera**

*Moved by Cody Beirsto, seconded by Tab Pollock that the Board of Governors exit in-camera.*

### **9.3 Governance**

#### **9.3.1 Chair Summary**

Presented by Jason Forbes.

#### **9.3.2 Board Policies**

##### **9.3.2.1 GP-13 Investment in Governance**

*Moved by Jason Forbes, seconded by Vanessa Sheane, that the Board of Governors approve the revisions to GP-13, Investment in Governance as presented.*

*CARRIED  
6225-2026*

##### **9.3.2.2 GP-14, Handling Operational Complaints**

*Moved by Jason Forbes, seconded by Cody Beirsto, that the Board of Governors approve GP-14, Handling Operational Complaints presented.*

*CARRIED  
6226-2026*

##### **9.3.2.3 GP-15 Handling Alleged Policy Violations**

*Moved by Jason Forbes, seconded by Tab Pollock, that the Board of Governors approve GP-15, Handling Alleged Policy Violations as presented.*

*CARRIED  
6227-2026*

#### **9.3.3 Academic Council Program Review Recommendations**

*Moved by Jason Forbes, seconded by Ken Witting, that the Board of Governors approve the following Academic Council recommendations for program suspension or termination.*

WHEREAS the Board of Governors of Northwestern Polytechnic is responsible, pursuant to the Post-secondary Learning Act, for approving the suspension or termination of academic programs;

AND WHEREAS the Academic Council, at its meeting of February 26, 2026, reviewed and approved recommendations from the Curriculum Committee and the Program Review Committee, and formally recommended that the Board of Governors approve a series of program suspensions and terminations;

AND WHEREAS the Program Review Committee Biennial Review evaluated program viability, enrolment, sustainability, and alignment with institutional and regional priorities, and provided recommendations for continuation, suspension, or termination of programs;

AND WHEREAS the recommended program changes are consistent with the Organizational Sustainability Plan and the 2026–2027 Operating Budget, and are intended to support long-term academic quality, fiscal responsibility, and system-level efficiency;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the suspension or termination of the following programs, as recommended by Academic Council:

Programs Approved for 3-year Suspension effective July 1, 2026:

- Business Administration Post-Diploma Certificate, Human Resource Management
- Business Administration Post-Diploma Certificate, Marketing
- University Transfer: Bachelor of Kinesiology and Education
- University Transfer: Bachelor of Education

Programs Approved for Termination effective July 1, 2026:

- Unit Clerk Certificate
- Pre-Employment Welding Certificate
- Pre-Employment Electrician Certificate
- Power Engineering Certificate (3rd Class)
- Aboriginal Administration Diploma
- University Transfer: Bachelor of Music
- Music Diploma

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to:

- implement these program suspensions and terminations in accordance with applicable legislation, collective agreements, and policy requirements;
- ensure appropriate student teach-out, transition, or completion arrangements are in place; and
- notify Advanced Education and other relevant stakeholders as required.

*CARRIED*  
*6228-2026*

#### **9.3.4 Program Review Framework**

The Board of Governors endorsed the Biennial Program Review Metrics Framework, which defines the metrics and Green, Yellow, and Red performance thresholds to be used in Northwestern Polytechnic's Biennial Program Review process. The Board noted that the framework is intended to support holistic, context-informed academic and strategic discussion; that no single metric is determinative; and that results will be interpreted in consideration of program type, size, delivery mode, labour-market conditions, accreditation requirements, and institutional priorities.

#### **9.4 Finance Committee**

##### **9.4.1 Chair Summary**

Presented by Tab Pollock.

##### **9.4.2 Investment Report**

Received for information.

##### **9.4.3 Capital Projects Update**

Received for information.

#### 9.4.4 Disposition of Land

##### 9.4.4a Disposition of Lands– Stone Ridge Lands (Void Resolutions)

*Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the following resolution.*

WHEREAS, the Board of Governors of Northwestern Polytechnic ("the Board") passed Resolution 6174-2025 in May 2025, authorizing a ninety-nine (99) year lease of the property legally described as Lot C, Plan 926TR, Northwest Section 11, Township 71, Range 6, W6M (except Plans 802-0096, 032-5753 and 172-0063) (the "Property"), to the Northwestern Polytechnic Business Corporation, as trustee of the Northwestern Polytechnic Properties Trust (the "May 2025 Resolution");

AND WHEREAS, the Board passed Resolution 6186-2025 in October 2025, which amended the May 2025 Resolution to replace the lease authorization with authorization to sell the Property, declared the Property surplus to Northwestern Polytechnic's current and reasonably foreseeable needs, approved the sale at not less than fair market value supported by an independent appraisal, and expressly superseded all inconsistent portions of the May 2025 Resolution (the "October 2025 Resolution" and, together with the May 2025 Resolution, the "Prior Resolutions");

AND WHEREAS, the Prior Resolutions were adopted in contemplation of compliance with Section 67(1.1)(a) of the Post-secondary Learning Act and Alberta's Real Property Governance Act;

AND WHEREAS, the Board has reviewed the current status of the disposition, including expressions of interest in the Property and the terms on which disposition has been contemplated, and has determined that proceeding with the sale of the Property is not in the best interests of Northwestern Polytechnic ("NWP") at this time, and that the Prior Resolutions should be revoked so that the sale previously contemplated may be rescinded.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board hereby revokes and rescinds the Prior Resolutions in their entirety, effective immediately upon adoption of this resolution. For the avoidance of doubt, the Prior Resolutions shall be of no further force or effect.
2. The surplus declarations contained in the Prior Resolutions are hereby rescinded, and the Property shall be retained by Northwestern Polytechnic pending further direction from the Board.
3. NWP shall retain full ownership of and all rights in the Property, and no disposition, sale, lease, or other transfer of any interest in the Property shall proceed under the authority of Prior Resolutions.
4. Administration is directed to notify Alberta Infrastructure, the Minister of Advanced Education, and any other relevant parties that the Prior Resolutions have been revoked and that NWP is not proceeding with the previous sale of the Property at this time. Administration is further directed to withdraw or discontinue any pending applications, filings, or processes with the Minister of Advanced Education and Alberta Infrastructure that were initiated under the authority of the Prior Resolutions, including any applications for Ministerial approval under Section 67(1.1)(a) of the Post-secondary Learning Act and any filings or processes under the Real Property Governance Act.

5. Administration shall report back to the Board on any future proposals or expressions of interest regarding the Property, and no disposition of the Property shall be undertaken without further Board approval.

The Board authorizes and directs the Board Chair, the President and CEO, and such other officers or delegates as may be appropriate, to take all actions and sign all documents as may be necessary or desirable to give full effect to this resolution.

*CARRIED*  
*6229-2026*

#### **9.4.4b Disposition of Lands—Stone Ridge Lands (Lease)**

*Moved by Tab Pollock, seconded by Hala Ezzeddine, that the Board of Governors approve the following resolution.*

WHEREAS the Board of Northwestern Polytechnic holds the property legally described as Lot C, Plan 926TR, Northwest Section 11, Township 71, Range 6, W6M (except Plans 802-0096, 032-5753 and 172-0063) (the "Property") 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)(b) 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, under current Government of Alberta guidelines, the lease of the Property to the Northwestern Polytechnic Business Corporation, as trustee of the Northwestern Polytechnic Properties Trust, is exempt from the provisions of Alberta's Real Property Governance Act;

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 in accordance with the terms and conditions deemed appropriate by the Board;
2. The Board shall seek the required approval from the Minister of Advanced Education, as mandated by Section 67(1.1)(b) of the Post-Secondary Learning Act;
3. 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;
4. The Board confirms that the lease of the Property is not currently restricted by any trust and is in alignment with the best interests of the institution.

*CARRIED*  
*6230-2026*

#### **9.4.4c Disposition of Lands—Fairview Campus**

*Moved by Tab Pollock, seconded by Ken Witting, that the Board of Governors approve the following resolution.*

WHEREAS, the Board of Governors of Northwestern Polytechnic ("the Board") has, pursuant to Resolution 6180-2025, approved the closure of the Fairview Campus effective August 15, 2026, and transition activities related to the closure are ongoing;

AND WHEREAS, the Board approved Resolution 6182-2025, authorizing Administration to work with the Government of Alberta, including the Ministry of Advanced Education ("Advanced Education") and Alberta Infrastructure, to identify viable repurposing pathways for the Fairview Campus in partnership with municipal and community leaders by March 31, 2026;

AND WHEREAS, the Government of Alberta, through Advanced Education and Alberta Infrastructure, has been working with Northwestern Polytechnic ("NWP") on the disposition of the Fairview Campus lands, legally described as 6;3;81;34;SW and 6;3;81;34;SE, and associated assets (the "Fairview Lands"), including arrangements for another provider to take over certain assets as early as August 2026;

AND WHEREAS, the timelines established by Advanced Education and Alberta Infrastructure may require NWP to act expeditiously on the disposition of the Fairview Lands, and the scheduling of regular Board meetings may not align with those timelines;

AND WHEREAS, any disposition of the Fairview Lands is subject to compliance with Section 67(1.1)(a) of the *Post-Secondary Learning Act*, including obtaining the prior approval of the Minister of Advanced Education, and with Alberta's *Real Property Governance Act*;

AND WHEREAS, the Board has determined that it is in the best interests of NWP to delegate authority to the Board Chair to approve the disposition of the Fairview Lands in the absence of a scheduled Board meeting, so that the disposition may proceed in alignment with the requirements of Advanced Education and Alberta Infrastructure without undue delay;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board hereby delegates to the Board Chair, Shawna Miller (the "Board Chair"), the authority to approve the disposition, sale, transfer, or other conveyance of the Fairview Lands and associated assets on behalf of the Board, in alignment with the requirements and timelines of Advanced Education and Alberta Infrastructure, in the event that a scheduled Board meeting is not available in sufficient time to authorize such disposition.
2. The Board Chair shall exercise this delegated authority in consultation with the President and Chief Executive Officer and such other officers or advisors as the Board Chair deems appropriate, and on terms the Board Chair considers to be in the best interests of NWP and consistent with applicable law, NWP policies, and any applicable government directives or requirements.
3. The Board Chair is authorized, in the exercise of this delegated authority, to negotiate, finalize, execute, and deliver any agreements of purchase and sale, transfer agreements, deeds, and all related documents and instruments necessary or desirable to complete the disposition of the Fairview Lands.

4. Prior to approving any disposition under this resolution, the Board Chair shall be satisfied that Administration has completed appropriate due diligence, including confirmation that:
  - a. the disposition complies with applicable law, including the *Post-Secondary Learning Act* (and, without limitation, obtaining the prior approval of the Minister of Advanced Education under Section 67(1.1)(a) thereof), the *Real Property Governance Act*, and any applicable Alberta Infrastructure directives, and all required government consents or notifications have been obtained;
  - b. the transaction aligns with NWP policies, including procurement, delegation of authority, real estate, and risk management;
  - c. the terms of the disposition are consistent with the directives and requirements of Advanced Education and Alberta Infrastructure; and
  - d. the disposition is supported by an independent fair market value appraisal of the Fairview Lands; and
  - e. the disposition is in the best interests of NWP.
5. Administration is authorized to retain legal, appraisal, brokerage, environmental, and other professional advisors as may be necessary to support the disposition, and to take all such further steps and execute all such documents as may be necessary or desirable to give full effect to any disposition approved under this resolution.
6. The Board Chair shall report to the Board at the next scheduled Board meeting following any disposition approved under this resolution, including a summary of the material terms, purchase price or other consideration, key due diligence findings, and the status of the transition of the Fairview Lands.
7. The delegated authority under this resolution supplements and does not derogate from the authorizations granted under Resolutions 6180-2025 and 6182-2025, and the
8. Board Chair shall exercise this authority in coordination with Administration's ongoing transition and repurposing activities under those resolutions.
9. This delegated authority shall remain in effect until the earlier of: (a) the completion of the disposition of the Fairview Lands; or (b) revocation by the Board.

*CARRIED*  
*6231-2026*

## **9.5 Audit Committee**

### **9.5.1 Chair Summary**

Presented by Tab Pollock.

### **9.5.2 Enterprise Risk Policy**

*Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the revisions to the Enterprise Risk Policy.*

*CARRIED*  
*6232-2026*

**9.5.3 Enterprise Risk Management update**

Received for information.

**9.5.4 Enrolment update**

Received for information.

**10 Foundation Board**

**10.1 Chair Summary**

Received for information.

**11 In-Camera Session**

*Moved by Ken Witting, seconded by Hala Ezzeddine, that the Board of Governors move in-camera.*

*Moved by Cody Beirsto, seconded by Ken Witting, that the Board of Governors exit in-camera.*

**12 Next Meeting**

May 28, 2026

**13 Adjournment**

*Moved by Cody Beirsto that the meeting adjourn at 6:07 pm.*