NORTHWESTERN POLYTECHNIC
BOARD OF GOVERNORS

Board Meeting Minutes

Thursday May 28, 2026

4 – 7 PM | Grande Prairie Campus/Zoom

In Attendance:	Shawna Miller (Chair), Cody Beairsto, Vanessa Sheane, Mike McMann, Ken Wittig, Hala Ezzeddine, Tab Pollock, Jan Nutting, Wendy Schmaltz, Lily Forest, Karthika Jyotheendran, Tamara VanTassell
Regrets:	Andrew Pietsch, Tyler May, Dennis Landis, Jason Forbes
Guests:	Gabriel Joshee-Arnal
Resources:	Nazim Merali, Jarem Gurney, Cindy Park, Jodi Schultz
Records:	Kelly Andrews

1. **Call to Order**
The meeting was called to order at 3:58 PM

2. **Approval of Agenda**
Approval of the May 28, 2026 Agenda

Moved by Tamara VanTassell, seconded by Tab Pollock that the Board of Governors approve the May 28, 2026 agenda as presented.

3. **Approval of Minutes**
Approval of the March 26, 2026 minutes

Moved by Ken Wittig, seconded by Tamara VanTassell that the Board of Governors approve the March 26, 2026, minutes as presented.
6233-2026
CARRIED

4. **Declaration of Conflicts of Interest**
Vanessa Sheane declared a conflict of interest regarding Agenda item 10.1.4 – President's Compensation – 2026 Interim Approach and requested to be excluded from the meeting for discussions. This request was accepted by the Chair.
Karthika Jyotheendran and Tamara VanTassell will be excluded from discussion on Agenda item 10.1.3 – Ratification of AUPE Tentative Agreement

5. **Proposed Motions**
Received for information.

6. **Ice Breaker Activity**

Committee participated in an ice breaker activity

7. **Chair's Report**
Presented by Shawna Miller.

8. **President's Report**
Presented by Vanessa Sheane

9. **Strategic Items**

9.1 Budget 2027 Capital Ask (BLIMS Submission)
V. Sheane presented BLIMS Submission

Moved by Tab Pollock, seconded by Ken Wittig, that the Board of Governors approves the Budget 2027 Capital Ask.

WHEREAS Northwestern Polytechnic faces a material infrastructure constraint at its Grande Prairie Campus that limits the institution's ability to expand and deliver skilled trades, applied technology, and allied health programming;

AND WHEREAS existing facilities are operating at or near capacity and are not suitable to meet current and projected learner demand or workforce needs;

AND WHEREAS the proposed Northern Edge Technology Centre represents a validated, construction-ready capital project aligned with institutional priorities and provincial workforce objectives, including skilled trades, apprenticeship capacity, and applied learning;

AND WHEREAS the project aligns with Government of Alberta Budget 2026 priorities, including targeted enrolment expansion, apprenticeship growth, regional access to post-secondary education, and value-for-money capital investment;

AND WHEREAS the estimated capital investment required exceeds the capacity of institutional resources and must be advanced through provincial capital infrastructure funding processes;

THEREFORE BE IT RESOLVED THAT:

1. The Board of Governors approves and endorses the submission of the Northern Edge Technology Centre as Northwestern Polytechnic's 2027 capital infrastructure funding request through the Government of Alberta's capital planning process (BLIMS).
2. The Board affirms the Northern Edge Technology Centre as the institution's primary capital infrastructure advocacy priority.
3. The Board authorizes Administration to advance the Budget 2027 capital submission and associated advocacy, including engagement with Alberta Advanced Education, Alberta Infrastructure, and other provincial stakeholders.
4. The Board directs Administration to align all related advocacy messaging with Government of Alberta priorities, including workforce development, apprenticeship capacity, regional access, and responsible capital investment.

6234-2026
CARRIED

10. Committee Reports

10.1 Human Resources Committee

GUEST: Gabriel Joshee-Arnal

10.1.1 Chair Summary

Provided for reference

10.1.2 In Camera

Moved by Hala Ezzeddine, seconded by Tab Pollock, that the Board of Governors move in-camera

10.1.3 Ratification of AUPE Tentative Agreement

Gabriel Joshee-Arnal provided an update on the agreed-upon changes to the AUPE Agreement

Moved by Tab Pollock, seconded by Ken Wittig, that the Board of Governors ratify the AUPE tentative agreement as follows.

WHEREAS the bargaining committees for the Board and the Alberta Union of Provincial Employees ("AUPE") have reached a tentative agreement regarding the settlement of the current round of collective bargaining, dated May 1, 2026 (the "Tentative Agreement");

AND WHEREAS if ratified, the Tentative Agreement will form the basis of a renewal Collective Agreement between the Board and AUPE;

AND WHEREAS the Board's bargaining committee has recommended ratification of the Tentative Agreement;

The Board resolves as follows:

1. The Board, as recommended, ratifies the renewal of the Collective Agreement between the Board and AUPE, on the terms set out in the Tentative Agreement.
2. The Chair and President are authorized to sign the renewal Collective Agreement on behalf of the Board.

6235-2026
CARRIED.

10.1.4 President's Compensation – 2026 Interim Approach

Moved by Jan Nutting, seconded by Mike McMann, that the Board of Governors approve the President's Compensation.

WHEREAS Ministerial Order No. 11/2026 enacted under the Public Sector Employers Act (the "Ministerial Order") allows the Board to provide an increase in base salary to the President & CEO, Dr. Vanessa Sheane (https://kings-printer.alberta.ca/Documents/MinOrders/2026/Treasury_Board_and_Finance/2026_011_Treasury_Board_and_Finance.pdf);

AND WHEREAS the Board wishes to provide Dr. Sheane with an increase in compensation consistent with what is permitted by the Ministerial Order.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board agrees to provide Dr. Sheane with an increase in base salary of two point four percent (2.4%), effective April 1, 2026, consistent with the Ministerial Order.

6236-2026
CARRIED.

10.1.5 Exit in Camera (THESE NAMES WERE NOT RECORDED)

10.1.6 Bill S2-11
Moved by Shawna Miller, seconded by Vanessa Sheane that the Board of Governors approve the compliance with Bill S-211.

WHEREAS the Government of Canada enacted the Fighting Against Forced Labour and Child Labour in Supply Chains Act (Bill S-211), which came into force January 1, 2024;

AND WHEREAS the Act requires certain government institutions and entities to report annually on the measures taken to prevent and reduce the risk of forced labour and child labour within their supply chains;

AND WHEREAS the Act establishes mandatory public reporting requirements, including submission of an annual report to Public Safety Canada and publication of that report in a prominent location;

AND WHEREAS the Act requires that such reports be approved by the institution's governing body and include formal attestation by authorized officials;

AND WHEREAS compliance with the Act supports responsible procurement practices, transparency, and alignment with national and international commitments to address forced labour and child labour;

THEREFORE BE IT RESOLVED THAT:

1. The Board of Governors affirms Northwestern Polytechnic's commitment to full compliance with the Fighting Against Forced Labour and Child Labour in Supply Chains Act (Bill S-211).
2. The Board approves the institution's annual report under Bill S-211, confirming that the report reflects the measures taken to prevent and reduce the risk of forced labour and child labour in the institution's activities and supply chains.
3. The Board authorizes the Chair (or designated signing authority) to attest to and sign the annual report on behalf of the Board, as required under the Act.
4. The Board directs Administration to:
   - Ensure timely submission of the annual report to Public Safety Canada;
   - Publish the approved report in accordance with legislative requirements; and
   - Maintain appropriate policies, due diligence processes, and training to support ongoing compliance and continuous improvement.
5. The Board assigns oversight of compliance with Bill S-211 to the appropriate committee (e.g., Finance and Audit Committee), including periodic reporting on risk assessment, procurement practices, and compliance status.
   6237-2026
   CARRIED.

10.2 Executive

10.2.1 Chair Summary

Report provided by Shawna Miller

10.2.2 Vice Chair

Moved by Shawna Miller, seconded by Tab Pollock, that the Board of Governors appoint Cody Beairsto as the Vice-Chair of the Board for the period of June 1, 2026 – May 31, 2027, in accordance with the roles and responsibilities outlined in the Board Bylaws.
6238-2026
CARRIED.

10.2.3 Board Membership

Review of board membership as presented
ACTION: Shawna Miller will follow up with board members whose memberships are set to expire soon.

10.3 Governance and Development Committee
Guest: Gabriel Joshee-Arnal

10.3.1 Chair Summary

Report provided by Shawna Miller

10.3.2 Board Code of Conduct

Gabriel Joshee-Arnal reviewed the Board Code of Conduct. No significant changes are recommended.

Moved by Vanessa Sheane, seconded by Cody Beairsto, that the Board of Governors approve the revisions to the Board Code of Conduct pending Ethics Commissioner review.
6239-2026
CARRIED.

10.3.3 Executive Attestation

Reviewed as presented

10.3.4 Academic Council

10.3.4.1 Program Review Policy
Review of edits made to the Program Review Policy

Moved by Tamara VanTassell, seconded by Ken Wittig, that the Board of Governors approve the Program Review Policy revisions as recommended by Academic Council and reviewed by the Governance Committee.
6240-2026
CARRIED.

10.3.4.2 Health Care Aide Curriculum Change
Review of changes made to the Health Care Aide Curriculum

Moved by Ken Wittig, seconded by Hala Ezzeddine, that the Board of Governors approve the Health Care Aide Curriculum Change as recommended by Academic Council and required by regulatory body.

6241-2026
CARRIED.

10.4 Finance Committee

10.4.1 Chair Summary
Report provided by Tab Pollock

10.4.2 Annual Financial Statements
Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the Consolidated Financial Statements dated March 31, 2026.
6242-2026
CARRIED.

10.4.3 Net Asset Allocation
Moved by Tab Pollock, seconded by Ken Wittig, that the Board of Governors approve the Restricted Net Assets Allocation
6243-2026
CARRIED.

10.4.4 Financial Committee Terms of Reference
Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the revised Finance Committee Terms of Reference to explicitly capture the Committee's role related to property matters that, under the PSLA, ultimately rest with the Board of Governors.
6244-2026
CARRIED.

10.4.5 Fairview Campus

10.4.5.1 Offer to Transfer resolution amendment

Moved by Tab Pollock, seconded by Hala Ezzeddine, that the Board of Governors approve the amendment to Board Resolution 6231-2026 – Fairview Land Authority which removes fair market value.

Amendment to Resolution 6231-2026 – Fairview Land Authority

WHEREAS the Board of Governors previously approved Resolution 6231-2026 respecting the delegation of authority for the disposition of the Fairview Lands;

AND WHEREAS the Board has reviewed the proposed amendments to that resolution as presented, including the removal of certain provisions;

THEREFORE BE IT RESOLVED THAT:

1. Resolution 6231-2026 is hereby amended by deleting the following provisions in their entirety:
    - All references to Fair Market Value and Net Book Value.
2. All remaining provisions of Resolution 6231-2026 shall remain unchanged and in full force and effect.

3. For greater certainty, authority for approval of any disposition of the Fairview Lands shall rest with the Board of Governors, in accordance with applicable legislation and Board governance processes.
6245-2026
CARRIED.

10.4.5.2 Equipment Disposition
Moved by Tab Pollock, seconded by Karthika Jyotheendran, that the Board of Governors approved the equipment, fixtures, and chattel disposition as resolved.

WHEREAS, the Board of Governors of Northwestern Polytechnic ("the Board") has previously approved the closure of the Fairview Campus effective August 15, 2026 and is overseeing the orderly transition of associated programs, operations, and assets;

AND WHEREAS, the Board has directed Administration to inventory, safeguard, and determine the appropriate disposition of fixtures, equipment, and chattels associated with the Fairview Campus and other facilities, in alignment with institutional priorities and applicable requirements;

AND WHEREAS, certain equipment, fixtures, and chattels have been identified as not required to support Northwestern Polytechnic's immediate or planned program offerings in Grande Prairie;

AND WHEREAS, the Minister of Advanced Education has provided direction to facilitate the transfer or donation of such assets to other publicly funded entities within Alberta to support continued public use and value;

AND WHEREAS, for the purposes of this resolution, the "Disposition" of assets includes donation, transfer, sale, write-off, or other conveyance, as determined appropriate by Administration;

AND WHEREAS, the Board recognizes the importance of ensuring that public assets are stewarded responsibly, and that any Disposition is undertaken in alignment with government direction, institutional priorities, and applicable legislative requirements;

NOW THEREFORE BE IT RESOLVED THAT:

1. Authorization of Disposition
   The Board hereby approves and authorizes the Disposition of equipment, fixtures, and chattels (the "Assets") that are not required for Northwestern Polytechnic's immediate program delivery in Grande Prairie, to one or more of the following recipients, as appropriate:
   a. Northern Lakes College;
   b. The Ministry of Advanced Education; and/or
   c. Alberta Infrastructure;
   d. in alignment with direction provided by the Minister of Advanced Education.

2. Conditions of Disposition
   The Disposition of the Assets shall be subject to:
   a. confirmation through appropriate internal review that the Assets are surplus to institutional needs;
   b. compliance with applicable legislation, including the Post-Secondary Learning Act, and any Government of Alberta directives or requirements;
   c. acceptance of the Assets by the receiving entity, where applicable; and

d. such terms and conditions as Administration deems appropriate to protect Northwestern Polytechnic's interests and ensure appropriate stewardship.

3. Documentation and Execution
   Administration is authorized to negotiate, finalize, and execute all documentation necessary or desirable to complete the Disposition of the Assets, including:
   a. transfer agreements, bills of sale, deeds of gift, or other instruments;
   b. inventory records and asset descriptions;
   c. delivery, custody, and risk-of-loss arrangements; and
   d. acknowledgements of receipt or other confirmations of transfer;

   consistent with established practices for asset transfers and donations.

4. Financial and Asset Management Treatment
   Administration is authorized to:
   a. update asset registers, financial records, and insurance schedules to reflect the Disposition of the Assets; and
   b. ensure appropriate documentation and audit records are maintained;

   consistent with institutional policies and audit requirements.

5. Operational Implementation
   Administration is authorized to coordinate the identification, preparation, handling, transportation, and delivery of the Assets, including engaging third-party services as required, and ensuring appropriate care, security, and documentation through completion of the Disposition.

6. Authority to Act
   The Board authorizes and directs the Board Chair, the President and Chief Executive Officer, and such other officers or delegates as may be appropriate, to take all actions and execute all documents as may be necessary or desirable to give full effect to this resolution, including making non-substantive amendments consistent with its intent.

7. Effective Date
   This resolution shall take effect immediately upon approval, provided that each Disposition shall be deemed complete in accordance with the applicable transfer, sale, or conveyance documentation.
   6246-2026
   CARRIED.

10.4.6 Capital Plan

Capital plan presented by V. Sheane

Moved by Tab Pollock, seconded by Hala Ezzeddine, that the Board of Governors approved the revised 2026-2029 Capital Plan as presented.

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 Board of Governors previously approved the 2026–2029 Capital Plan (Board Resolution 6221-2026), including the 2026–2027 Capital Budget and Capital Maintenance and Renewal

(CMR) Plan;

AND WHEREAS updates to the Capital Plan have been developed to reflect refined project priorities, updated costing, confirmed and anticipated funding sources, and alignment with evolving institutional needs and government direction;

AND WHEREAS the revised 2026–2029 Capital Plan continues to support 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 updated Capital Plan remains aligned with the *True North Strategic Plan*, the Institutional Sustainability Plan, and the institution's funding framework, including internal reserves, government grants, industry and philanthropic contributions, and approved debt financing;

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors approves the updated 2026–2029 Capital Plan, including the revised 2026–2027 Capital Budget and Capital Maintenance and Renewal (CMR) Plan, as outlined in the attached Budget Decision Summary, replacing the previously approved version;

AND BE IT FURTHER RESOLVED THAT the Board authorizes the President and CEO to submit the updated Capital Plan to Advanced Education and to implement the plan within the approved funding framework, and to report to the Board on progress, variances, and any material changes in accordance with established governance and reporting practices
6247-2026
CARRIED.

10.5 Audit Committee

10.5.1 Chair Summary
Verbal report provided by Tab Pollock

10.5.2 Annual Enrolment Report
Reviewed for information

10.5.3 Auditor's Report
Reviewed for information

Moved by Tab Pollock, seconded by Tamara VanTassell, that the Board of Governors receive and approve the Auditor's Report.

WHEREAS the Board of Governors has a fiduciary responsibility to ensure the financial integrity, accountability, and transparency of the institution;

AND WHEREAS the audited financial statements for the fiscal year ended March 31, 2026 have been prepared by Administration in accordance with applicable accounting standards and reviewed by the Audit Committee and the Finance Committee;

AND WHEREAS the external auditors have completed their independent audit and have presented their report, including their opinion on the financial statements;

AND WHEREAS the Audit Committee has reviewed the audited financial statements and the auditor's report and has recommended their approval to the Board;

NOW THEREFORE BE IT RESOLVED THAT the Board of Governors:

1. Receives the audited financial statements for the fiscal year ended March 31, 2026;
2. Receives and accepts the report of the external auditors, including the auditor's opinion; and
3. Approves the audited financial statements as presented, in fulfillment of the Board's fiduciary responsibilities.
   6248-2026
   CARRIED.

11. In-Camera Session

Moved by Cody Beairsto, seconded by Ken Wittig, that the Board of Governors move in-camera
Moved by Hala Ezzeddine, seconded by Ken Wittig, that the Board of Governors exit in-camera

12. Adjournment

Moved by Tab Pollock that the meeting adjourn at 6:28PM