



BOARD OF GOVERNORS MEETING – OPEN

5:00 p.m. – 6:00 p.m. Wednesday, September 3, 2025
SMED Boardroom, 3rd Floor, Heritage Hall

MINUTES

Committee Members:

Erickson, David, Chair
Ross, David
Armagan, Abe
Bailey, Cameron
Billington, Susan
Fleming, Tonya
Kad, Sanjeev
Kowalchuk, Teela
Lauder, Robert
Leong, Amy
MacDonald, Ryan
Murphy, Lara
Sekhon, Ravdeep
Stroobant, Richard
Tolentino, Hannah Mae
Trache, Andy

Resource:

Bourassa, Emily, CFO & VP, Corporate Services
Buchholz, Marcia, VP, People and Culture
Butler, Mark, VP Corp Development & Applied Research and International
Magotiaux, Heather, VP, Student Affairs and External Relations
Welch, Janet, VP, Academic
Ruptash, Tracy, EA to the Board of Governors

Guests:

PRELIMINARIES

1. CALL TO ORDER

The Chair called the meeting to order 5:20 p.m.

2. REVIEW AGENDA

The agenda was received as presented.

3. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were declared.

4. CONSENT AGENDA

MOTION:

THAT the Board of Governors has undertaken a full review of the items and motions on the Consent Agenda and approve as presented.

- (a) Board of Governor Minutes May 21, 2025 (Open)
- (b) Board Committee Key Issues Plans
- (c) Policy Approvals
 - i) FN.12.1 and FN.12.1.1 Signing Authority
 - ii) FN.9.1 and FN.9.1.1 Investment of Funds

Moved: T. Fleming
Seconded: A. Leong
CARRIED BGP250903-01

BUSINESS ARISING FROM THE PAST MINUTES – NONE

NEW BUSINESS

5. JOHN WARE CAPITAL RESERVE SPEND APPROVAL

The Board received a request to approve a \$1 million expenditure from the John Ware Capital Reserve contingency to fund the replacement of flooring in the Highwood and main floor kitchens. Although the project team initially proposed removing this work through value engineering to stay within budget, the age and limited remaining life of the existing flooring led to the determination that replacement is necessary. As a result, funding is being requested from contingency reserves and requires Board approval.

MOTION:

THAT the Board of Governors accept the recommendation of the Audit Committee and approve the expenditure of \$1 million for the John Ware Revitalization project, to be funded from the Internally Restricted Capital Reserve established for the John Ware project.

Moved: S. Kad
Seconded: T. Kowalchuk
CARRIED BGP250903-02

6. MANDATE STATEMENT

A review of the mandate statement was conducted in collaboration with the Advanced Education with the goal of streamlining governance processes and enhancing flexibility in how the institution operates. The revisions are intended to ensure that governance structures remain responsive to evolving priorities, strategic goals, and external influences, and maintain a clear focus on its core mission.

MOTION:

THAT the Board of Governors accepts the recommendation of the Executive Committee and approves the institutional Mandate Statement for submission to the Minister, Advanced Education for inclusion in the Investment Management Agreement.

**Moved: R. MacDonald
Seconded: R. Sekhon
CARRIED BGP250903-03**

7. AD.2.17.1 FAIRNESS AND SAFETY IN SPORTS POLICY

The Board received an update on legislative changes following the introduction of the Fairness and Safety in Sport Act (formerly Bill 29) in which the Government of Alberta requires all post-secondary institutions to implement policies and procedures aligned with this Act. This includes clear definitions around eligibility for participation in institutional and club-level sports, and outlines a formal complaints process.

A minor administrative change was made to reference a guiding principle, ensuring the policy meets legal requirements and aligns with practices across other institutions. The Board conducted a deeper review of the legal implications, responsibilities, and potential consequences of the policy, and emphasized the importance of a clear communication plan to explain the rationale and legal obligations behind its implementation and driven by the Government of Alberta to ensure transparency and public understanding.

Management was tasked with developing an appropriate communication and response strategy. Collaboration among post-secondary institutions has been conducted, with draft policies being shared.

MOTION:

THAT the Board of Governors accepts the recommendation of the Executive Committee and approves AD.2.17 Fairness and Safety in Sports Policy and Accompanying Procedure, as presented, effectively immediately.

**Moved: A. Trache
Seconded: S. Kad
CARRIED BGP250903-04**

8. BOARD OF GOVERNORS BYLAWS

The Board were advised that the Board of Governors Bylaws have been revised to reflect recent legislative changes, specifically aligning with the Access to Information Act and the Protection of Privacy Act.

MOTION:

THAT the Board of Governors accept the recommendation of the Governance Committee and approve the Board of Governors' General Bylaws, as presented.

**Moved: T. Fleming
Seconded: R. Stroobant
CARRIED BGP250903-05**

9. 2024-2025 ANNUAL REPORT

The annual report has been redesigned to align with Government of Alberta (GoA) standards. In addition to the formal report, a companion piece is being prepared for the broader community to provide additional context and visual appeal.

A new section on Capital Venture training requirements for board members has been added to the report, indicating that board members will be expected to undergo training in the future to meet these evolving governance expectations.

MOTION:

THAT the Board of Governors approve the 2024 – 2025 Annual Report, as presented, for submission to the Minister, Advanced Education no later than September 30, 2025

Moved: L. Murphy
Seconded: T. Fleming
CARRIED BGP250903-06

10. ACADEMIC COUNCIL BOARD APPOINTED MEMBERS

Board appointments to Academic Council, as outlined under Section 46(1)(b) of the Post-secondary Learning Act, require formal approval by the Board of Governors.

MOTION:

THAT the Board of Governors appoints Cherie Bowker, Dean, School of Advanced Digital Technology; to Academic Council for 3-year terms to expire no later than June 30, 2028, as presented

Moved: T. Fleming
Seconded: T. Kowalchuk
CARRIED BGP250903-07

REPORTS

11. CHAIR'S REPORT

The Board Chair provided a verbal report,

It was reported that government activity over the past three months has been relatively slow, with limited major developments. Preparations are underway for a scheduled meeting between the Minister and the Board Chair on October 9, 2025, to address key institutional priorities including the final report of the Public Service Commission review of post-secondary institution funding and competitiveness.

Additionally, the institution received a formal letter from the Minister confirming funding support for the campus centre clinics, marking a significant step forward in advancing health-related services on campus.



12. PRESIDENT’S REPORT

Report received.

The institution received a letter confirming \$7.8 million in funding for boiler rejuvenation work. The Mintz Panel report, which focuses on the post-secondary funding model, will be a central element of upcoming communications and will be circulated digitally. The report was submitted to the government in August, with funding identified as a key priority during panel discussions. It highlights the significant erosion of funding over the past decade.

Enrolment trends show a slight increase in domestic students and a notable year-over-year rise in apprenticeship registrations. However, international student enrollment has dropped sharply, reflecting a nationwide decline. There is growing downward pressure on application approvals, and the situation remains fluid. These challenges are affecting post-secondary institutions across Canada, particularly in Ontario, and represent a broader pan-Canadian issue. The reputation of Canada’s post-graduate work permit program has also been impacted, contributing to reduced student applications and broader immigration concerns.

13. SAITSA PRESIDENT’S REPORT

No report in open session.

14. ACADEMIC COUNCIL REPORT - NONE

15. IN CAMERA

At 6:05 p.m. the Board went to an in-camera session.

INFORMATION

Reports received.

16. Risk Register

FUTURE AGENDA ITEMS

NEXT MEETING

The next meeting of the Board of Governors is scheduled for Wednesday, November 26, 2025

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

Chair: _____ President and CEO: _____