

| Policy Information | |
|----------------------------|--------------------------------------|
| Policy No.: | AD-HR-1.28 |
| Approving Body: | Board of Governors |
| Approval Date: | May 23, 2025 |
| Executive Responsible: | President |
| Administrator Responsible: | VP Finance and Corporate Services |
| Date of Next Review: | May 2030 |

Succession Planning

Policy Statement

The College of New Caledonia (CNC) is committed to ensuring organizational sustainability and leadership continuity through a proactive and strategic approach to succession planning. This policy establishes the expectations of the Board of Governors for the Executive Committee to maintain a succession framework that supports CNC's institutional effectiveness and aligns with the annual employee Growth Plan process.

Purpose / Rationale

This policy provides a framework for identifying, developing, and retaining leadership and mission-critical talent across the College. It aims to reduce organizational risk associated with planned and unplanned vacancies by ensuring an annual Planning Framework is reviewed for continuity in key roles and advancing institutional priorities.

Scope / Limits

This policy applies to:

- senior leadership positions at CNC (e.g., President, Vice Presidents, Deans, Directors, and other key roles as determined by the Executive Committee), and
- positions deemed critical to the College's strategic objectives and operational stability.

This policy does not guarantee promotion or appointment to any role and does not override collective agreements or hiring policies requiring open competition.

Principles / Guidelines

1. Succession planning must align with CNC's Strategic Plan, annual employee Growth Plans, and institutional values.
 2. The Executive Committee is responsible for maintaining and annually reviewing succession plans for critical positions, reporting to the Board on progress and priorities.
 3. Succession planning is governed by a framework that ensures fairness, transparency, and alignment with Board-approved institutional goals.
- 10.

4. The succession planning process includes identifying and supporting internal talent through development opportunities while maintaining competitive selection practices and requires that succession plans be reviewed and updated annually, or in response to significant structural or strategic changes, and integrated into the annual Growth Plan review process.
5. Succession planning efforts will be conducted with discretion, respecting privacy, collective agreements, and applicable legislation.

Legislative and Collective Agreement References

B.C. Labour Relations Code
CNC Collective Agreements
Human Rights Code of British Columbia
B.C. Freedom of Information and Protection of Privacy Act

Links to Other Related Policies, Documents and Websites

CNC Strategic Plan
Recruitment Policy AD-HR-1.16

Policy Amendment Log

| Amendment Number: | Date: |
|--------------------------|--------------|
| 0 | May 2025 |
| 1 | |
| 2 | |