Policy
Procedure
College Standard
Standard Operating Procedure
Guideline
Local Practice

Procedure Title	Procedure Number	
Community Advisory Committee	**AD-CO-4.10**	
Executive Responsible	Administrator Responsible	
Vice President Academic	**Community Campus Managers (Burns Lake, Nechako, Mackenzie); Campus Director (Quesnel); CCE Director; Deans of Academic Schools**	
Approving Body	Approval Date	Date of Next Review
Executive Committee	**March 10, 2026**	**March 2031**
Associated Policy and Resources		
Community Advisory Committee Policy		

PURPOSE

To establish procedures defining the composition of CACs, conduct of meetings, nomination and appointment of members, duties and responsibilities of members, requirements for agendas and minutes, and CAC reporting requirements.

PROCEDURE

1.   Community Advisory Committee Composition

1.1   CAC members represent a broad and balanced range of constituencies served by the community campus, and CACs should include a mix of:
a)   Education, health, trades and technology representatives, as well as representatives from other sectors of significance to the community
b)   Indigenous representation
c)   Relevant student representation
d)   Relevant alumni representation
e)   Professional trade associations, licensing/accrediting bodies (where allowed by the body), social and government agencies, as well as business and industry
f)   Youth representation (context: Youth Initiatives Strategy)

1.2   An ideally constituted community campus advisory committee could include:
a)   The Community Campus Manager (Mackenzie, Burns Lake, Nechako) and Campus Director (Quesnel) as one co-Chair
b)   One Educational Administrator – either an Academic School dean or the Director of Community and Continuing Education – as the other co-Chair

c) One campus staff member (to take minutes and support co-Chairs)
d) Yinka Dene Council representative
e) One Indigenous leader from each of the local territories
f) One Municipal Council Member
g) One representative from each school in the local school district
h) One representative from each of three local businesses
i) One representative from each of three local corporations (large employers in the region)
j) One representative from the local Health Authority
k) One representative from the Chamber of Commerce or Economic Development Committee for the community
l) One representative from the Regional District around the community
m) One representative from each of two not-for-profit entities in the community
n) One current student, or recent graduate, of the community campus

1.3 CAC membership will reflect the diversity of perspectives and lived experiences of the communities it serves.

2. Meetings

2.1 CACs should hold a minimum of two meetings per year, with a maximum of one meeting per academic term. CAC advice may be gathered through meetings, virtual consultations, surveys, written submissions, or other mechanisms deemed appropriate by the co-Chairs to reduce burden while ensuring meaningful input.

2.2 College employees can be invited by the CAC co-Chairs to attend CAC meetings, and be able to hear directly the advice being provided.

2.3 There will be no voting at CAC meetings, and thus quorum to hold a meeting is not necessary. As there is no voting, co-Chairs will report a consensus summary of any advice given.

2.4 There is no limit to the number of members on a CAC. To keep the group size manageable, and meetings effective, it is not recommended to go beyond the number and types of members contemplated above for committee composition.

2.5 Alternates may attend meetings in the place of CAC members with prior notification to the CAC co-Chair.

2.6 At least one senior leader from each academic School (dean or associate dean) and CCE (director or manager) are required to attend CAC meetings to hear directly the advice being provided. Other CNC administrators are welcome to attend.

2.7 Indigenous leaders and elected municipal leaders are welcome and encouraged to attend CAC meetings.

2.8 Removal of a CAC member will be initiated by the VPA at the recommendation of the co-Chairs.

2.9 Meetings are open to the public. Non-members attend as observers only.

2.10 Conflict of Interest: Members are expected to act in the best interests of the Committee and to avoid situations were personal, financial, or other interests could compromise, or reasonably be perceived to compromise, their judgment, objectivity, or decision-making. A conflict of interest exists when an individual's private interests interfere, or appear to interfere, with their duties and responsibilities. All actual, potential, or perceived conflicts of interest must be disclosed promptly. Members must recuse themselves from discussions on topics for which they have a conflict of interest.

2.11 In the event that confidential information is shared, CAC members must respect the confidentiality of such information.

3. Nomination and Appointment of Members

3.1 All CAC members are nominated by the Community Campus Manager or Campus Director and approved by the VPA.

3.2 CAC appointments are for a three (3) year period, which may be renewed for a maximum of one (1) additional three (3) year term. Appointments exceeding two (2) terms will be considered based on CAC needs, and only where continued demonstration of currency with industry, workforce and community needs is demonstrated by the member.

3.3 The Community Campus Manager or Campus Director will serve as co-Chair of the CA. One Educational Administrator – either an Academic School dean or the Director of Community and Continuing Education – will serve as the other co-Chair.

3.4 The term of office for the Educational Administrator co-Chair will be two (2) years, and may be extended.

4. Duties And Responsibilities

4.1 CAC members act as ambassadors, both for the College as a whole and the regional areas they are affiliated with through their CAC membership. CAC members in their ambassador role do not speak on behalf of the College.

4.2 CAC co-Chairs are responsible for presiding over meetings, reviewing and approving meeting agendas, minutes and annual reports.

4.3 The Community Campus Manager or Campus Director is expected to provide support and assistance to the CACs as follows:
   a) Identify potential committee members
   b) Orient newly-appointed members
   c) Liaise with the Educational Administrator CAC co-Chair to identify issues and plan meetings
   d) Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, and ensure minutes are taken
   e) Prepare agendas, meeting minutes, and annual reports for co-Chair review and approval
   f) Prepare reports and presentations that address agenda items

g) Provide updates regarding major college strategies and issues as well as issues that may have an impact on the region and and/or its students and graduates

h) Update the CAC on issues relevant to Indigenous education, including the information provided by the Indigenous Advisory Committees

i) Provide CAC members with regular updates on, and invite them to, College events

j) Provide refreshments for CAC meetings

k) Establish a means to recognize the efforts of the Community Advisory Committee

4.4 The VPA's Office will maintain a master list of CACs, including membership (and contact information), affiliation, terms of office and annual reports.

4.5 The minutes of the each CAC meeting must be shared with the VPA's office within two (2) weeks of the meeting.

5. Agendas and Minutes

5.1 A notice of meeting and agenda will be distributed to CAC members at least two (2) weeks prior to the date of the proposed meeting.

5.2 The minutes are prepared within two (2) weeks of the meeting taking place and are reviewed by the Community Campus Manager or Campus Director (co-Chair), and the Educational Administrator co-Chair prior to circulation.

5.3 The minutes are reviewed by all CAC members at the following meeting.

6. Annual Community Advisory Report

6.1 The Community Campus Manager or Campus Director co-Chair, in conjunction with the Educational Administrator co-Chair, will write an annual report and submit to the VPA for review at the end of the academic year. Annual reports outline major accomplishments, recommendations based on community needs and any community or regional concerns identified.

6.2 An institutional Annual Report is distributed to the President, CNC Board of Governors and Education Council for information.

Definitions and Acronyms	
Community	For the policy and procedure, "community" refers to the inclusion and consideration of the relevant interest holders and the general populace within the reasonable locality of a College of New Caledonia campus location.
Supporting Information	
Related Policies, Forms, Documents, Websites	Community Advisories Nomination Form Program Advisory Committees Policy Program Advisory Committees Procedure
Acts and Regulations	BC College and Institute Act