

# Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



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

## PURPOSE

Community Advisory Committees (CACs), provide assistance and strategic advice about community needs as they relate to CNC's educational and training programs. Advice provided by CACs should be in alignment with the Truth and Reconciliation Commission's recommendations, CNC Strategic and Academic Plans, as well as CNC's mission, vision, and mandates. CAC advice does not extend to operational, curricular, or administrative decision making.

CACs are essential to ensure CNC maintains a strong connection with industry, employers, communities and other key interest holders. CACs are a key means of providing advice and feedback on the educational and training programming needs of the local community. The purpose of this policy is to establish common standards for the establishment and ongoing support of CNC CACs.

## SCOPE

This policy, and related procedures, apply to all CACs. It is recognized that some flexibility in the guidelines may be required based on campus size, capacity, and community context.

## GUIDING PRINCIPLES

1. CACs will assist the College by:
  - 1.1 Providing input and advice on local issues, needs and current and emerging labour market trends within the community and region.
  - 1.2 Promoting good communication between the College and the regional communities it serves.

- 1.3 Working with CNC in support of fundraising activities to benefit the campus and communities within the region, by advising on potential donors, identifying grant opportunities through government or private sources, and fundraising-advising efforts.
  - 1.4 Reviewing and providing advice in areas of planning and policy issues from a community perspective, including implementation of, and ongoing activities within, the Youth Initiatives Strategy.
  - 1.5 Identifying partnership opportunities within the region.
  - 1.6 Identifying and recommending to the CAC co-Chairs on the development of special projects benefiting the community and region.
2. The focus of CACs will be on strategic issues related to the community/region that may inform or affect matters of enrolment, programming needs, student success, employment of graduates and other related matters.
  3. Each community campus at the College of New Caledonia is required to have a CAC.
  4. The Community Campus Manager (Mackenzie, Burns Lake, Nechako) or Campus Director (Quesnel) puts forward recommendations to the Vice President Academic (VPA) regarding the structure and sectoral representation of the CAC.
  5. CACs do not have responsibility for operational or administrative matters such as human resource issues, curriculum development, teaching methods, student and staff evaluation, financial and management decisions or budget allocations.
  6. CACs are advisory bodies only and do not have decision making authority. Advice provided by CACs is non-binding and may be accepted, modified, or declined by CNC.
  7. Community Advisory Committee members, individually or collectively, do not speak on behalf of the Community Advisory Committee, or on behalf of the College of New Caledonia.

<b>Definitions and Acronyms</b>	
<b>Community</b>	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.
<b>Supporting Information</b>	
<b>Related Policies, Forms, Documents, Websites</b>	Community Advisories Nomination Form Community Advisories Procedures Program Advisory Committees Policy Program Advisory Committees Procedure
<b>Acts and Regulations</b>	<a href="#">BC College and Institute Act</a>