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This document is intended to be used by those interested in submitting a proposal for CNC Research Forest Society legacy funding, CNC staff involved in receiving and evaluating proposals, and CNC staff otherwise involved in a legacy project or providing guidance to legacy fund proponents. By reading and applying this document, it is anticipated that all legacy fund proposals will be consistent with the purpose of the legacy fund and submission requirements, while avoiding significant time investments in funding proposals that cannot be supported.

Background of the CNC Research Forest and CNC Research Forest Society

The CNC Research Forest was founded in 2009 to provide a new revenue source to sustain and revitalize the College of New Caledonia's (CNC) natural resource and forestry education, and to provide for new research and learning opportunities for CNC and its students. While the provincial forest tenure authorizing the CNC Research Forest area is held by CNC and the regular forestry operations and research activities are implemented by CNC staff, independent oversight and Research Forest management direction is provided by the CNC Research Forest Society (CNCRFS). The CNCRFS is recognized under the *BC Society Act* and is formed from members representing the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, CNC, the University of Northern British Columbia, First Nations and the forestry industry.

Since its inception the CNC Research Forest has hosted numerous forestry operations along with numerous applied research and innovation projects. The CNC Research Forest and the CNCRFS have established a lasting legacy of funding for the CNC Natural Resources and Forest Technology (NRFT) program including educational enhancements. They support new learning and demonstration opportunities for CNC students, and provide the forest venue and funding to support numerous CNC applied research and innovation projects in natural resource management.

Funding Source for CNCRFS Legacy Projects

The spruce beetle outbreak within the Prince George Natural Resource District began to noticeably affect the CNC Research Forest in 2014, and within three years spruce beetle had spread heavily throughout the mature spruce and balsam stands within Research Forest Units A, B, C, D, E, F, and G, located west and east of the community of Bear Lake. The onset of the spruce beetle outbreak resulted in a new Management Plan and two timber supply reviews in

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an attempt to reasonably forecast tree mortality and to develop a quick management response. The end result is a much increased harvest level within the CNC Research Forest to remove spruce beetle populations and to salvage spruce timber prior to significant degradation from drying and decay. Fortunately, the increased salvage harvesting occurred during a time of strong lumber prices, allowing for the profitable sale of the recovered logs and the rapid accumulation of net revenue for the CNCRFS.

One of the founding purposes of the CNC Research Forest is to provide funding to maintain the stability of the CNC Natural Resources and Forest Technology program, when student enrollment is below the maximum. In addition, the CNCRFS has committed to annual funding of the CNC Applied Research and Innovation office to support ongoing CNC research. Despite these funding commitments, the recent log sales revenues have well exceeded expenditures. There is now the opportunity to utilize a portion of net revenues to re-invest in the natural resources and people of the region served by CNC.

Intent and Purpose of Legacy Projects

As part of providing the necessary independent oversight of the CNC Research Forest, the CNCRFS seeks to fulfillment multiple purposes including all of the following:

- Stewardship of the CNC Research Forest,
- Input into the management and operation of the Research Forest,
- Support for applied research,
- Provide opportunities to use the Research Forest for research projects important to First Nations,
- Provide opportunities for CNC NRFT student to undertake or participate in applied research, and
- Provide ongoing fiscal support the CNC NRFT program.

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The legacy project funding is an opportunity to support and invest modest amounts of the surplus CNC Research Forest revenues to further the CNCRFS' purposes, and where possible create a long-term positive benefit to the region served by CNC. While the scope and nature of potential legacy projects may be wide ranging, a legacy project is intended be consistent with any of the following:

- Provide a benefit or enhancement to the environment.
- Enhance the viability and profile of the CNC Research Forest.
- Enhance natural resource educational and outreach opportunities for CNC and all stakeholders.
- Implement an environmental or social commitment to the region on behalf of the CNC Research Forest Society.
- Continuation or creation of new partnerships with CNC or the CNCRFS.

Examples of projects that may be considered Legacy Projects include, but are not limited to:

- The establishment of outdoor instructional facilities,
- Natural resources technology demonstration area,
- Long-term outdoor research and teaching installation,
- Stream restoration,
- Ecosystem or wildlife habitat restoration,
- Ecosystem or wildlife habitat enhancements,
- Improvement or creation of sustainable, low-impact interpretive sites and trails,
- Improvement or creation of sustainable, low-impact recreation facility,
- Improvement or establishment of trees and vegetation on a CNC campus,
- Reduction of environmental impacts from CNC operations,
- Reduction in energy use by CNC operations,
- Intensive silviculture treatment within the CNC Research Forest,
- Implementation of an innovative forestry practice,
- Improvement or creation of an outdoor education or outdoor social program,
- Improvement or creation of new post-secondary Aboriginal educational opportunities, and
- Further integration of Aboriginal history and cultural education into CNC programs, and

- Further indigenization of a CNC campus and campus life.

Legacy Projects do not include research projects, although the CNCRFS recognizes that some Legacy Projects may have a research component to them or otherwise support future research. Standard forest management operations, and projects that result in no long-term, tangible effects are also not eligible.

A legacy project may be tied to a current or future request for research funding or support. In this case, any legacy project proposal should clearly communicate the requirement for additional research funding from the CNCRFS and/or research support from CNC.

Annual Funding for Legacy Projects

As part of the annual budget process, the CNCRFS will determine the total amount of funding available for legacy projects during each fiscal year (April 1st to March 31st). The intent is that the annual funding amount specified for any upcoming fiscal is the annual amount that may be sustained over the next three fiscal years. Despite the previous, the CNCRFS maintains the right to vary, suspend or cancel the annual funding amount at any time. Decisions to vary, suspend or cancel may result due to new information regarding any legacy project and/or CNCRFS revenues, expenses, and investments.

Geographic Extent of Legacy Projects

The benefit from a legacy project must be evident within the area served by CNC, which in general, includes the CNC Research Forest lands, and lands near the following communities: Prince George, Bear Lake, McLeod Lake, MacKenzie, Fort St. James, Vanderhoof, Fort Fraser, Fraser Lake, Burns Lake, Hixon, Quesnel, McBride and Valemount. A map of the CNC Research Forest location is provided in Appendix A.

Who May Apply for Legacy Projects

Proposals for legacy projects may be received from any individual, business, community group, First Nation, government agency, secondary school and post-secondary school in the region served by CNC. New legacy project proponents should be aware that participation in a legacy project with the CNCRFS may be considered a partnership with CNC that affects future eligibility for certain Natural Sciences and Engineering Research Council of Canada grants. If concerned

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about this, please contact the CNC Research Forest Manager.

Length of Legacy Project Implementation and Funding

A legacy project may be implemented or completed over multi-years. Projects that require longer than three years to implement may be considered, but may be difficult for the CNCRFS to support given financial forecasting uncertainties beyond three years. Regardless of the length of any project approved, the CNCRFS maintains the right to fully review, vary, suspend, and cancel annual funding at anytime

Administration of Legacy Project Submissions

The CNCRFS has designated the CNC Research Forest Manager to handle all inquiries pertaining to the preparation and submission of legacy projects. In the event that CNC Research Forest Manager is unavailable, please direct your inquiry to the CNCRFS board members by contacting the CNCRFS Secretary. Contact information is provided at the end of this document.

It is highly recommended that any proponent intending to submit a proposal contacts the CNC Research Forest Manager to discuss the nature and scope of any project prior to submission. This is to ensure that proposals are received with all required information while avoiding significant efforts towards projects that may be inconsistent with the CNCRFS legacy fund protocol. While the CNC Research Forest Manager may recommend substantial changes to proposal or recommend not submitting a proposal, a proponent may still choose to submit.

Legacy Project Submission Timelines

Normally, there will be only one call for legacy project proposals during each fiscal year. The deadline date for submitting a proposal is to be specified within any direct communications or advertisements regarding legacy projects. New annual funding for legacy projects is to be available after the start of each new fiscal (April 1st, each year).

Any new instructions or restrictions regarding legacy projects and funding will be incorporated into this document, under the section titled, "Current Restrictions and Requirements Applicable to Legacy Projects and Funding."

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How to Submit a Legacy Project Proposal

All legacy project proposals are to be digitally submitted to the CNCRFS via the Research Forest Manager. At a minimum, this is to include a MS Word file(s) or PDF file(s) containing a project proposal and benefits summary. Unless otherwise arranged with the CNC Research Forest manager all other supporting information is to be provided digitally, unless this is not possible and you have previously arranged for the delivery of other information with the Manager. Wherever possible, the digital information is to be delivered via the Manager's email, unless digital file size prevents this. In this case, contact the Research Forest Manager regarding FTP site use or another delivery method. The necessary contact information is provided at the end of this document.

The format of the proposal is to be consistent with the project proposal template available from the CNC Research Forest Manager or the CNC Research Forest website. It is important that a proposal clearly indicates all the proponents of the proposed project and any secondary partners contributing to the project or otherwise stating their support for the project. The key representatives of all proponents and partners is to be provided, along with any references.

Project Submission Evaluation

All project submissions will be evaluated and ranked using standard criteria, which the CNCRFS may update and revise from time to time. Generally, a higher project ranking will result from projects that have a longer lasting benefit (multiple year) and that are expected to benefit multiple different groups or stakeholders within the CNC region. As mentioned under the section titled, "Intent and Purpose of Legacy Projects", the focus is on opportunities for regional environmental benefits, improvements to resources within the CNC Research Forest, regional social improvements, and regional natural resource education benefits. High ranking project submissions are also expected to be free of any unintended financial, safety, social, or environmental risk to CNC, the CNCRFS or any affected party. To assist proponents in preparing project submissions a benefits summary is provided, which serves to identify what type of benefits are expected and who will receive the benefits. It is important that proponents use the available project proposal template and benefits summary. For more information, please contact the CNC Research Forest Manager.

Request for Further Legacy Project Information

The CNCRFS may request further information to support a project submission at any time prior to their approval determination. Requests for information will normally be undertaken by the CNC Research Forest Manager. To avoid unnecessary delays in the approval process, the CNCRFS requests that proponents respond to the Research Forest Manager within five working days of receiving an information request, to confirm whether they intent to provide further information or not.

CNCRFS Consideration and Approval of Project Submissions

The provision of support and funding for legacy projects is not a legal requirement of the provincial tenures authoring the Research Forest or necessary to uphold the constitution and bylaws of the CNCRFS. The decision to offer legacy project opportunities and to approve legacy project submissions is completely voluntary and at the discretion of the CNCRFS board members. In respect of this, there is no review or appeal process regarding any decision by the CNCRFS to approve and provide funding to any project proponent. The CNCRFS does commit to being fair and transparent regarding project approval information, where the release of information is not expected to harm or offend any concerned party.

The communication or advertisement calling for legacy project proposals is to include the date by which a decision will be returned to all proponents. The decision process involves a full review and evaluation by the Research Forest Manager, followed by a review and consideration by the CNCRFS board members. To allow sufficient time for this process, the decision date is expected to follow the submission deadline date by approximately two months.

The approval may include additional requirements or restrictions as determined by the CNCRFS Board. Each proponent of a project submission will receive one of following three approval determinations:

- 1) Approved. The approval may include additional requirements or restrictions as determined by the CNCRFS Board.
- 2) Not Approved with recommendation to re-submit. The necessary revisions will be identified by the CNCRFS along with the new submission deadline.
- 3) Not Approved. Evaluation score will be provided along with a brief description of evaluation findings

Approved Legacy Project Administration

The CNCRFS has designated the CNC Research Forest Manager to administer and monitor the implementation of approved legacy projects. All inquiries regarding approved legacy projects are to be directed to the CNC Research Forest Manager prior to contacting any CNCRFS board member. If you not receiving a response or the required information from the CNC Research Forest Manager, then you may direct your inquiry to the board members by contacting the CNCRFS Secretary. The contact information is provided at the end of this document.

Commencing Approved Legacy Project Work

CNC and the CNCRFS is not responsible or liable for any work associated with the preparation and implementation approved legacy project where that work is conducted outside of CNC property.

No approved legacy project work shall commence within CNC property, including the provincial lands authorized for the CNC Research Forest, without the documented consent of the CNC Research Forest Manager. In some cases, authority of other CNC Administrators may also be necessary to proceed with any work.

Some or all the following may be required prior to engaging any activities or work necessary to fulfill a legacy project: consultation with First Nations, the public and affected stakeholders, competitive CNC procurement process for securing goods and services, a signed goods and services agreement with CNC, proof of liability insurance, proof of WorksafeBC coverage, temporary CNC employment of project proponents, and other requirements stated by the Research Forest Manager, the CNCRFS or CNC. The CNC Research Forest Manager, and as necessary other CNC employees, will guide legacy project proponents through the requirements.

Release of Funding for Approved Legacy Project Work

As with the commencement of legacy project work, the release of funding may not occur without the documented consent of the CNC Research Forest Manager and may require the authorization of other CNC Administrators. Prior to proceeding with any work or receiving funding, the timing and amount of any legacy project funding released is to be agreed to and documented by the proponent(s) and the CNC Research Forest Manager. Completion of some

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or all of the requirements for commencing work may be necessary prior to any agreement regarding the release of legacy project funding.

Approved Legacy Project Funding Subject to Change

Any documented agreements regarding the payment of legacy project funding or the provision of services related to a legacy project will recognize that the CNCRFS may vary, suspend, or cancel the amount of annual funding at any time. The CNCRFS is only expected to pursue variances, suspension, or cancellation under extraordinary circumstances, and is expected to exercise fairness in providing adequate warning about required changes to legacy funding.

Regular Reporting of Legacy Project Progress to CNCRFS

For proposed projects approved for implementation over more than a year, an annual progress report must be presented in-person to the CNCRFS at the regular March or June meeting (depending on the start of the project). In addition, a brief one-page written report is to be submitted to the CNCRFS two weeks prior to each quarterly meeting. This requires submission to the Research Forest Manager on or about the 1st of March, June, September and December. A final report is to be presented in-person upon the first available quarterly CNCRFS meeting after the completion of the project.

For proposed projects to be implemented within one year, a brief written report is to be submitted to the CNCRFS two weeks prior to each quarterly meeting. This requires submission to the Research Forest Manager on or about the 1st of March, June, September and December. A final report is to be presented in-person upon the first available quarterly CNCRFS meeting after the completion of the project.

The in-person presentations to the CNCRFS may be completed by the CNC Research Forest Manager, unless otherwise specified by the CNCRFS. The CNC Research Forest Manager will keep in regular contact with project proponents concerning progress report information, and will contact proponents well in advance where the CNCRFS has requested an in-person presentation from a proponent. A progress and information report is to be digitally provided to the CNC Research Forest manager, unless otherwise agreed.

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Communications Regarding Legacy Projects

Legacy project proponents and partners are to agree that the CNC Research Forest Society will determine the nature, scope and delivery of all external communications related to a legacy project. Before providing legacy project information or statements that may be used for digital social media purposes or any form of printed or broadcast notices, advertisements, or news articles, proponents and partners are to contact the CNC Research Forest Manager. The Manager will help to arrange discussions on proposed communication content and to seek consent from the CNCRFS.

Conflict of Interest for Legacy Project Proponents and Partners

Where a proponent or partner may recognize a perceived conflict of interest in receiving legacy funding due to a prior or existing relationship to the CNCRFS Board members, then this information should be disclosed as part of the project proposal. If actions or agreements to minimize or remove any possible conflict of interest are being taken, then this information should also be disclosed. This may be particularly applicable to CNC employees who may have a close working relationship to CNCRFS or individual CNCRFS board members who choose to submit a proposal.

Where a proposed CNCRFS board member submits a legacy project proposal, then that member may be part of CNCRFS discussions seeking to understand the nature and scope of their project and other project proposals; however that member may not participate in the CNCRFS voting process or other decision process to approve the legacy funding. If successful in receiving legacy funding, a CNCRFS Board member may be required to agree to other written statements disclosing any personal benefit from legacy funding.

Current Restrictions and Requirements Applicable to Legacy Projects and Funding

The CNCRFS is currently accepting any legacy project proposals originating from the entire region serviced by CNC, although the CNCRFS may give preference to proposals that provide benefits directed at the people and environment within and surrounding the communities of Bear Lake, McLeod Lake, MacKenzie and Prince George where spruce beetle impacts are being realized. This includes projects that fulfill the following purposes:

- An enhancement to the environment

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- Restoration of compromised fish and wildlife habitat
- Reduction of environmental impact from CNC Research Forest Operations
- Enhancement of natural resources within the CNC Research Forest
- Improvement of CNC Research Forest business and environmental sustainability
- Development of new sustainable natural resource product from CNC Research Forest
- Development of natural resource management innovations within CNC Research Forest
- Reduction of energy use or environmental impact from a CNC Operation or CNC campus
- Improvement or establishment of trees and vegetation, on a CNC campus
- Enhancement of outdoor use and recreation on a CNC campus
- Improvement or creation of a sustainable, low-impact public recreation facility
- Improvement or creation of sustainable low-impact interpretive trail or site focused on plant ecology, history, cultural heritage resources, and/or wildlife
- Improvement to outdoor teaching or demonstration facilities for use by CNC students
- Creation or improvement of a local outdoor recreation program for youth
- Creation or improvement of a local outdoor therapy program, and
- Further indigenization of a CNC campus and campus life.

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CNC Contact Information for Legacy Projects

CNC Research Forest Manager

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APPENDIX A

Map of CNC Research Forest

