



**BOARD OF GOVERNORS  
PUBLIC MEETING PACKAGE**

**Saturday, November 29, 2014  
UNBC Senate Chambers**

## BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Saturday, November 29, 2014

9:30am – 11:45am

UNBC Senate Chambers

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### Participants:

Stephen Bennett, Andy Clough, Carolee Clyne, Kathy Lewis, John MacDonald, Judy Mason, Ryan Matheson, Shannon Norum, Harry Nyce Sr., Don Prior, Jonathan Swainger, John Turner, Daniel Weeks, Simon Yu

### UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Eileen Bray (Vice-President Administration and Finance), Mark Dale (Vice-President Academic and Provost), Rob van Adrichem (Vice-President External Relations),

Anne Rushton (Acting EA, Board of Governors - Recording)

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### 1. Chair's Remarks

**NOTE:** *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda as follows:*

**Motion:** *That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.*

### 2. Approval of Agenda – page 4

Regular *That, the Agenda for the Public Session of the November 29, 2014 meeting of the Board of Governors be approved as presented.*

### 3. Approval of Minutes

Regular September 20, 2014 – page 5

*That, the Public Session Minutes of the September 20, 2014 meeting of the Board of Governors be approved as presented.*

### 4. Business Arising

a. Endowment Investment Portfolio (information) – E. Bray – page 10

### 5. Human Resources Committee – Judy Mason, Chair

Regular a. Notification of Upcoming Promotion & Tenure Process (information) – M. Dale – page 13

Regular b. Currently Advertised Faculty Positions (discussion) – M. Dale – page 15

Consent c. Report on Elevating Devices Safety Regulation & Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation (information) – E. Bray – page 18

Consent d. Report on Employment Standards (information) – E. Bray – page 20

Consent e. New Academic Program for Master of Engineering – Integrated Wood Design (information) – M. Dale – page 24

**6. Finance and Audit Committee – Andy Clough, Chair**

- Regular a. 2015/16 General Operating Fund Budget Planning Framework including Planning Projections (approval) – E. Bray – **page 36**  
*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 General Operating Fund Budget Planning Framework for the University of Northern British Columbia, as presented.*
- Regular b. Report on Ancillary Operations (discussion) – E. Bray – **page 43**
- Consent c. Quarterly Reports (information) – E. Bray  
(i) General Operating Fund Report to September 30, 2014 – **page 51**  
(ii) Consolidated Financial Report to September 30, 2014 – **page 58**  
(iii) Quarterly Forecast – **page 62**
- Regular d. Capital Projects Update (discussion) – E. Bray – **page 67**
- Regular e. Enrolment Report (discussion) – M. Dale – **page 70**
- Regular f. Agreements, Scholarships, Bursaries and Awards (information) – M. Dale – **page 74**
- Regular g. RFP Responses for Audit Services (approval) – E. Bray – **page 106**  
*That, on the recommendation of the Finance and Audit Committee, the Board of Governors awards the RFP14-1488 to KPMG LLP and the appointment of KPMG LLP, as the auditor for the University for 2014/15 – 2016/17, with the option to renew for two one-year extensions, with fees as follows:*

<u>Year</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18*</u>	<u>2018/19*</u>
<b>Proposed fees</b>	\$58,450	\$59,800	\$61,150	\$62,500	\$63,850

*\*Subject to renewal*

**7. Governance Committee – Ryan Matheson, Chair**

- Consent a. Summary of Maclean’s Magazine and Globe & Mail (information) – M. Dale – **page 109**

**8. Office of External Relations – Rob van Adrichem**

- Regular a. Office of External Relations Report (discussion) – R. van Adrichem – **page 113**  
(i) Fundraising Report  
(ii) Communications with Stakeholders  
(iii) Report on Government Relations

**9. Office of Research – Ranjana Bird**

- Regular a. Office of Research Report (discussion) – R. Bird – **page 118**
- Consent b. John Prince Research Forest, Aleza Lake Research Forest & Information on Quesnel River Research Centre (information) – R. Bird – **page 197**

**10. President’s Report**

- Regular a. Report on President’s Activities (information) – D. Weeks – **page 278**

**11. Chancellor’s Report – page 279**

**12. Other Business**

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BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



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Dr. Daniel J. Weeks  
President and Vice-Chancellor

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	2. Approval of Agenda			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Prepared By:</b>	Denise Nagy, Executive Assistant, UNBC Board of Governors			
<b>Reviewed By:</b>	John Turner, Chair, UNBC Board of Governors and President's Executive Council			

**Material:** Agenda for the Board Public Session of November 29, 2014 attached.

**Issue:**

**Background:**

**Motion:** *That, the Agenda for the Public Session of the November 29, 2014 meeting of the Board of Governors be approved as presented*

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	3. Approval of Minutes – Public Session September 20, 2014			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Prepared By:</b>	Denise Nagy, Executive Assistant, UNBC Board of Governors			
<b>Reviewed By:</b>				

**Material:**

**Issue:**

**Background:**

**Motion:** *That, the Public Session Minutes of the September 20, 2014 meeting of the Board of Governors be approved as presented.*

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	4.a. Investment Portfolio Holding Information			
<b>Prepared For:</b>	<input checked="" type="checkbox"/> In-Camera Session	<input type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	William Chew, Treasury Services Manager			
<b>Reviewed By:</b>	Eileen Bray, Vice-President, Administration & Finance			

**Material:** Report attached.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

**EXECUTIVE SUMMARY:**

This report is to provide information on portfolio holdings for the Endowment Investment Portfolio. The market value of the Endowment Investment Portfolio at September 30, 2014 was \$68.2 million compared to \$64.1 million at March 31, 2014. The portfolio holds the following investments:

<b>Investment Manager</b>	<b>%</b>	<b>Mandate - Asset Class</b>	<b>Sub-Category</b>
Gryphon Investment Counsel Inc	42.3%	Global Balanced Fund	Traditional investment (Institutional pooled fund)
Letko Brosseau & Associates Inc	48.2%	Global Balanced Fund	Traditional investment (Institutional pooled fund)
Wellington Financial LP	2.5%	Fixed income – Private Debt	Alternative investment (Limited Partnership fund)
Trez Capital Inc	7.0%	Fixed income - Mortgages	Alternative investment (Mutual Trust fund)
<b>Total</b>	<b>100.0%</b>		

Traditional investments are bonds, public stocks and cash. Alternative investments are all other asset types. Private debt and Mortgages are considered alternative investments and they are customarily reported under Fixed Income. Real assets are investments in real estate and infrastructure assets. Currently alternative assets total 9.5% of the portfolio.

Investment breakdown by asset class for the portfolio is as follows:

<b>Asset Class</b>	<b>Asset Mix Sep 30/14</b>	<b>Asset Mix Mar 31/14</b>	<b>Investment Policy</b>	
			<b>Min</b>	<b>Max</b>
Equities - Cdn	25.0%	25.1%	10%	50%
Equities - Global	37.0%	37.4%	10%	50%
Fixed Income	34.4%	32.1%	30%	55%
Real Assets	0.0%	0.0%	0%	35%
Cash	3.6%	5.4%	0%	7%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>		

Supplementary Information:

<b>Alternative Investment Managers</b>	<b>Portfolio</b>
Wellington Financial LP	99% corporate loans/1% stock warrants
Trez Capital Inc	100% mortgages

Supplementary Information (cont'd):

<b>GRYPHON INVESTMENT PORTFOLIO</b>	<b>% of Total</b>
<b>Canadian Bonds</b>	<b>24.7</b>
<b>Canadian Equities:</b>	
Consumer Discretionary	3.4
Consumer Staples	1.9
Energy	7.8
Financials	13.4
Industrials	3.9
Information Technology	3.0
Materials	5.2
Telecommunications	0.4
<b>Total Canadian Equities</b>	<b>39.0</b>
<b>Foreign Equities:</b>	
<b>US Equities</b>	<b>14.6</b>
<b>European and Pacific country equities</b>	<b>14.5</b>
<b>Cash and Short Term</b>	<b>7.2</b>
<b>Total Portfolio</b>	<b>100.0</b>

Source: Gryphon – March 31, 2014

<b>LETKO BROUSSEAU PORTFOLIO</b>	<b>% of Total</b>
Fixed Income	31.0
Canadian Equities	17.0
Foreign Equities	52.0
<b>Total Portfolio</b>	<b>100.0</b>
<b>LETKO BROUSSEAU Equity Portfolio</b>	<b>Weights %</b>
<b>Global Equities (includes Canada)</b>	
Consumer Discretionary	9.6
Consumer Staples	9.8
Energy	16.3
Financials	14.7
Health Care	6.3
Industries	13.3
Information Technology	6.0
Materials	5.9
Telecommunication Services	10.2
Utilities	1.3
Funds	6.6
<b>Total Equities</b>	<b>100.0</b>

Source: Letko – March 31, 2014

Note: Portfolio information is provided by investment managers in different format.



## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	5.a Notification of Upcoming Promotion & Tenure Process			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Joan Schneider, Executive Assistant, Vice President Academic and Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic and Provost			

**Material:** Memorandum attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**



**MEMORANDUM**

**TO:** Daniel Weeks, President and Vice-Chancellor  
**FROM:** Mark Dale, Vice President Academic and Provost  
**DATE:** November 14, 2014  
**RE:** University Promotion and Tenure Committee

*MRT Dale*

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Dr. Weeks,

The UPTC has received notice that three (3) faculty members will be applying for tenure, two (2) faculty members are applying for promotion to Associate Professor and a further eleven (11) faculty members are applying for promotion to Professor. We have also received notice that one (1) Librarian is applying for promotion to Librarian III.

The UPTC committee will meet the first week of December.

The UPTC consists of: the Provost, the Dean of Graduate Programs, two (2) tenured Senator representatives, one (1) alternate Senator representative, one (1) tenured faculty member from the College of Science and Management, one (1) alternate tenured faculty member from the College of Science and Management, one (1) tenured faculty member from the College of Arts, Social and Health Sciences, one (1) alternate faculty member from the College of Arts, Social and Health Sciences, one (1) tenured faculty member appointed by the Faculty Association, one (1) librarian, and one (1) senior laboratory instructor.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	5.b. Currently Advertised Faculty Positions			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Prepared By:</b>	Joan Schneider, Executive Assistant, Vice President Academic and Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic and Provost			

**Material:** Memorandum attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**



**MEMORANDUM**

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**TO:** Daniel Weeks, President and Vice-Chancellor  
**FROM:** Mark Dale, Vice President Academic and Provost  
**DATE:** November 14, 2014  
**RE:** Currently Advertised Faculty Positions

*MRTDale*

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**COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES**

**Department of Social Work**  
**Assistant Professor**  
**Posting:** FASW06-14  
**Applications Received to Date:** 18  
**Status:** Failed Search

**Closing date:** June 30, 2014  
**Preferred start date:** January 1, 2015

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**COLLEGE OF SCIENCE & MANAGEMENT**

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**Engineering Program**  
**Assistant/Associate Professor**  
**Posting:** FAENG10-27  
**Applications Received to Date:** 29  
**Status:** Negotiating with 2 Candidates

**Closing date:** June 30, 2014  
**Preferred start date:** January 1, 2014

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**NORTHERN MEDICAL PROGRAM**

No positions are currently advertised

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**RESEARCH CHAIRS**

No positions are currently advertised

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 19, 2014			
<b>Agenda Item:</b>	5.c. Report on Elevating Devices Safety Regulations & Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Shelley Rennick, Director, Facilities Management			
<b>Reviewed By:</b>	Eileen Bray, Vice-President Administration & Finance			

### Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation

#### a) Power Engineers, Boiler, Pressure Vessel Regulations:

The Power Plant and ancillary devices and the Bioenergy Plant are currently being operated within the guidelines established under the regulation.

Regulation Changes:

There are no new regulation changes this period that affect our operations.

#### b) Refrigeration Safety Regulation

UNBC does not employ anyone with Refrigeration Certification therefore all required work continues to be contracted out to a qualified contractor. A blanket order is currently in place with PG Refrigeration to carry out any work required.

In the process of retendering, PG Refrigeration is covering until a blanket order is awarded to the successful vendor.

### Elevating Devices Safety Regulations

The University is operating within the guidelines established under the provincial regulation.

The regulations require that a Licensed Elevator Contractor maintain and inspect all elevators on a regular basis. A contract is in place with Venture Elevators to provide this service until September 30, 2014.

As of October 1, 2014 UNBC holds a contract with KONE Inc. to provide the maintenance and inspection of all UNBC elevating devices as required by the regulations.

UNBC meets all regulatory requirements for elevating devices in the province of BC.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 18, 2014			
<b>Agenda Item:</b>	5.d. Report on Employment Standards			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Sheila Page, Director – Human Resources			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

### A. Employment Standards Act

#### Background and Purposes of Employment Standards Act

The *Employment Standards Act*, administered by the Employment Standards Branch of the Ministry of Labour and Citizens' Services, provides the minimum standards, legal rights and responsibilities of both employers and employees in provincially regulated workplaces. The Act applies to all employees other than those excluded by regulation.

Section 2 of the *Employment Standards Act* sets out the purposes of the Act as follows:

- (a) to ensure that employees in British Columbia receive at least basic standards of compensation and conditions of employment;
- (b) to promote the fair treatment of employees and employers;
- (c) to encourage open communication between employers and employees;
- (d) to provide fair and efficient procedures for resolving disputes over the application and interpretation of this Act;
- (e) to foster the development of a productive and efficient labour force that can contribute fully to the prosperity of British Columbia;
- (f) to contribute in assisting employees to meet work and family responsibilities.

The Employment Standards Act provides that certain basic protections found in the Act form part of any collective agreement. Other parts or specific sections of the Act can be replaced with provisions the parties negotiate themselves.



### Application of Employment Standards Act

The Employment Standards Act applies generally to all employees of UNBC including the Faculty, members of CUPE Local 3799, Directors and Exempt Employees.

Part 7 of the Employment Standards Regulation outlines certain professions and occupations as well as some specific employee groups that are excluded from the Act. Part 7 also identifies certain variances and specific exclusions from various parts of the Act.

Additionally, where a collective agreement contains any provision respecting certain matters governed by the Act, such as hours of work and overtime, statutory holidays, vacations and vacation pay, seniority and layoffs, the corresponding part or provision of the Act does not apply in respect of employees covered by the collective agreement.

### Compliance with Employment Standards Act

The policies of the University of Northern British Columbia are consistent with the Employment Standards Act.

The Act prescribes a specific process and timelines for complaints by an employee, former employee or other person to the Employment Standards Branch regarding any alleged contraventions of the Act.

The University of Northern British Columbia is not aware of any complaints that have been made under the Employment Standards Act.

## B. Public Sector Employers Act

### Background and Purposes of Public Sector Employers Act

The *Public Sector Employers Act* establishes employment compensation and termination standards for the BC public sector. The Act, which is governed by the Public Sector Employers Council (PSEC), provides for **the establishment of an employers' association for each sector other than the public service sector to foster consultation between the association and representatives of employees in that sector, and to assist PSEC in carrying out any objectives and strategic directions established by the council for the employers' association. The University Public Sector Employers' Association (UPSEA) is the coordinating body for the university sector.** The Act contains provisions governing collective bargaining as well as exempt employee compensation standards for those employees who are excluded from membership in a bargaining unit.

Section 2 sets out the purposes of the *Public Sector Employers Act* as follows:

- (a) to ensure the coordination of human resource and labour relations policies and practices among public sector employers, and
- (b) to improve communication and coordination between public sector employers and representatives of public sector employees.

Application of Public Sector Employers Act

The Public Sector Employers Act applies to all employees of UNBC.

Compliance with Public Sector Employers Act

The University of Northern British Columbia is in compliance with the *Public Sector Employers Act*.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**



# The Employers' Adviser



Employers' Advisers

A newsletter by the Employers' Advisers Office, Ministry of Jobs, Tourism and Skills Training and Responsible for Labour, B.C. Government.  
The Employers' Advisers Office provides advice, assistance, representation and training on all aspects of workers' compensation.

To subscribe/unsubscribe, call 604-713-0303 or 1-800-925-2233 or email [EAO@eao-bc.org](mailto:EAO@eao-bc.org)  
EAO Website: [www.labour.gov.bc.ca/eao](http://www.labour.gov.bc.ca/eao) WorkSafeBC Website: [www.worksafebc.com](http://www.worksafebc.com)

## New Easy Access to the Employers' Advisers Office!



We don't often report out on what's happening in our offices, but this we had to share! The EAO has a new, progressive phone system that allows us to:

- better manage our incoming call volumes;
- connect callers immediately to a duty adviser;
- provide answers to straightforward information questions at the point of contact.

Plus, with only one toll-free phone number and one toll-free fax number, there are less numbers for you to remember!

**Toll-Free Phone: 1-800-925-2233**

**Toll-Free Fax: 1-855-664-7993**

We also have a new email address format for all staff: [First name].[Last name]@eao-bc.org. Our general email address is still available: [EAO@eao-bc.org](mailto:EAO@eao-bc.org).



Are any of your workers suffering from a subsequent non-work-related incident that is delaying recovery from a compensable injury or illness? If so, you may be entitled to cost relief for his/her temporary wage-loss benefits. For more information, call toll-free at **1-800-925-2233** to speak to an Adviser.



**Consultation Feedback due Nov 14, 2014:**  
[WorkSafeBC's Proposed Policy Work Plan 2015- 2017](#)  
**Consultation Feedback due Jan 30, 2015:**  
[Should a Policy for Plantar Fasciitis be created?](#)



## Looking Back: Impact of Changes in Law and/or Policy

Mental Disorder Claims – legislative and policy changes effective July 1, 2012.	Sept 2013 –the number of incoming claims rose from 1500 in 2012 to 1748. The number of accepted claims rose 17% - from 77 to 89 - with costs rising by \$5.9 million.
Apprentices or Learners - calculation of long-term average earnings - legislative and policy changes effective July 1, 2012.	Sept 2013 – the results in 2012 show a slight increase (1.4%) in the average wage rate after the legislative change.
Loss of Earnings (LOE) Pensions – amended July 17, 2012 to require decision-makers to consider appropriateness of the amount awarded under loss of function award.	Sept 2013 – results show that while the number of LOE awards has increased, the average cost of the awards has decreased.
Tinnitus – policy amendment effective June 1, 2012 clarified permanent disability award entitlement.	Sept 2013 – claim volume rose from 98 in 2011 to 167 in 2012 – a 70% increase.

**[New and Amended Regulations, effective Jan 15, 2015](#)** - includes safe ladder positioning; removal of hazardous materials; bullboards; roll-on/roll-off containers; gang forms; and rope access.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	5. e. Master of Engineering – Integrated Wood Design			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Joan Schneider, Executive Assistant, Vice President Academic and Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic and Provost			

**Material:** Executive Summary and Senate Approval attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**     **Not Approved:**     **Date:**

**Remarks/Next Steps:**

## **Master of Engineering in Integrated Wood Design Executive Summary**

In this new academic program proposal, the UNBC College of Science and Management proposes a Master of Engineering in Integrated Wood Design (IENG). The program is designed to fill a gap in education for today's engineering and forestry products industry. The curriculum is offering an integrated approach to wood design, addressing not just specialized structural design but also sustainable design in an environmental, technical, economic and social context and focusing intensively on building science, addressing thermal and hydro dynamic processes as well as acoustics. With this program UNBC is offering for the first time a wood design program in North America and helps the industry to establish a strong home market as well as open up to other markets. This program is an important contribution to increase the value added wood products market and export.

This will benefit BC's construction industry on the whole, specifically structural and civil engineer offices, envelope and energy efficiency consultants, architectural offices and the engineered wood product manufacturing industry.

It will benefit Northern British Columbia by providing graduates with a unique professional skill set in establishing, expanding all types of wood engineering services that have long-term sustainability and contribute significantly to the economic and ecologic prosperity of the region, the province and the country. A Master of Science (thesis based) and a PhD program will follow soon.

The Master of Engineering in Integrated Wood Design Program will enhance the growing reputation of UNBC as a research intensive university by encouraging talented undergraduates from the North, BC, and Canada and internationally to pursue further studies at the university. Furthermore the engagement of numerous international experts in this program will raise the profile of UNBC locally as well as internationally.

The aim of this one year trimester Master of Engineering in Integrated Wood Design program is to educate and train engineers and professional with comparable qualification in Northern British Columbia and beyond with advanced research skills and extensive preparation in a wide field of sustainable wood design. Students will come from a variety of undergraduate programs in BC, Canada and internationally, mainly with an undergraduate engineering degree. The curriculum consists of 16 courses with a total of 51 credits over 12 months, developing integrated design and research skills. The entire program will be offered in block format to increase efficiency and attractiveness for international experts and students and therefore also for local students.

### **Courses:**

#### **Semester one**

IENG -611-3	Introduction to Wood as a Building Material
IENG -719-3	Special Topics 1
IENG -612-3	Project Design 1
IENG -613-3	Wood Design 1 (Structural Design)

IENG -614-3 Building Science 1 (Envelope Design)  
IENG -615-3 Wood Science

### **Semester Two**

IENG -723-3 Wood Design 2 (Tall Wood Structures)  
IENG -729-3 Special Topics 2  
IENG -626-3 Sustainable Design 1 (Big Picture)  
IENG -727-3 Wood Processing (Prefabrication, Process Optimization)  
IENG -724-3 Building Science 2 (Acoustics and Vibrations)  
IENG -722-3 Project Design 2 (Synthesis)

### **Semester Three**

IENG -734-3 Sustainable Design 2 (Energy Efficiency)  
IENG -738-3 Analysis (Detailed Analysis and Evaluation of a Real Project)  
IENG -739-3 Special Topics 3  
IENG -731-6 Design Project 3

Enrolment of 10 students for the first year is expected (pending on timing for promotion) and the program aims at a steady rate of 20-25 students after several years. Faculty has to be build based on granted provincial funding for the program. Since the international connections are an integrated part of the program, the faculty will consist of several guest lecturers from various countries plus 2 TA, 2 SLI, 2-3 professor and chair. For all faculties sufficient funding is provided, ongoing costs for laboratory etc. have to be self-provided.

Because of the uniqueness of content and format, the potentially high demand and the developing international reputation we are planning to set the tuition fee at \$21,000 (3 trimesters at \$7,000) with the option of significant scholarships, specifically for the first cohorts. Lab fees will be added, field trip fees remain to be discussed.

Motion Number (assigned by  
Steering Committee of Senate): S-201410.08

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW ACADEMIC PROGRAM PROPOSAL**

**Motion:** That the new Master of Engineering in Integrated Wood Design be approved as proposed.

**A. General Information**

**Introduction:**

The Master of Engineering in Integrated Wood Design is a professional, course based degree that has been developed to meet emerging needs in the construction industry: specifically expert knowledge in the use of wood in large wood structures. In the past 100 years, steel and concrete construction has dominated large building construction, and it has been only in the last few decades that the industrial construction sector has started turning back to wood. The advantages of wood over concrete and steel structures are numerous including cost, sustainability, seismic stability, carbon neutrality, health benefits, and life cycle impact. This program provides UNBC the opportunity to be a leader in this area as this type of program is not available regionally or nationally. It should be noted that many of these elements are available in the European context, and we are helping build this capacity in Canada.

**Program Title:** Master of Engineering in Integrated Wood Design

**Program Objectives:**

A one-year program to enhance students' competence and skills in the use of wood as a versatile and sustainable building material. Students will study wood at a micro and macro level, explore and apply the science and art of connecting wood, and evaluate iconic building structures of the world from an engineering and architectural perspective.

**Credential upon Completion of the Program:**

The Master of Engineering in Integrated Wood Design program is a professional degree not an accredited program designed to lead to a professional designation.

**Program Offering the Degree:**

**Proposed Start Date:** September 2015

**Suggested Institutional Priority:** High

**Relationship of Proposed Program to the Mandate of the Institution:**

UNBC has a strong interest and investment in the environment and developing expertise which builds our teaching and research capability in this area. The proposed program builds directly on some of our strengths and interests in the following manner:

1. Provides expertise in civil engineering which is a program that has been approved in principle by Senate and the Board of Governors;
2. Provides research capacity in an emerging area of "large" wood construction, specifically in healthy and sustainable building which complements our environmental and health mandates;
3. Provides an opportunity for UNBC to be a leader in professional education in an emerging area which

- will serve regional, national and international markets;
4. Brings discipline expertise to UNBC which will complement existing UNBC expertise – specifically in the area of engineering, health research, sustainability, and wood expertise.

**Implications for the Cooperative Education Option: NA**

## **B. Program Description**

### **General Calendar Description**

Wood is the world's most common and sustainable building material. Known for its aesthetic beauty, durability, and ease of machinability, wood is becoming the leading building material in a new paradigm of sustainable and healthy building practices. Significant renewable wood resources in British Columbia and a wood culture in British Columbia provide a strong impetus for UNBC, the province, and industrial partners to develop a leading education program centred on sustainable healthy building practices using wood.

Built to meet the needs of the profession, the Master of Engineering, Integrated Wood Design develops students' skills in understanding wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro level and explore the science and art of designing and building wood structures.

The one-year interdisciplinary Master's program is built on four main pillars:

1. **Wood Mechanics and Timber Structures** – Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, all in the context of other commonly used building materials.
2. **Hands-on Experience** – As it is one of the most complex building materials, the only way to experience wood is to work with it. Students build small-scale structures to explore the versatility and complexity of wood structures. Community or industry internships may be included.
3. **Team Work** - At the core of successful design teams is the ability to communicate effectively and integrate different points of view. Students undertaking this program are immersed in the science and art of design team work. Multi-disciplinary teams work together throughout the program to build effective communication skills by working with individuals with diverse backgrounds and a wide range of experts such as technical experts, professional engineers, architects, and community members.
4. **Sustainability** – Students study and come to appreciate a range of state-of-the-art sustainable designs and how they fit within the broader social and political context of sustainability.

### **Requirements**

#### ***Semester 1***

**IENG 611-3 Introduction to Wood as a Building Material**

**IENG 612-3 Project Design 1**

**IENG 613-3 Wood Design 1**

**IENG 614-3 Building Science 1**

**IENG 615-3 Wood Science**

**IENG 719-3 Special Topics 1**

#### ***Semester 2***



**IENG 626-3 Sustainable Design 1**

**IENG 722-3 Project Design 2**

**IENG 723-3 Wood Design 2**

**IENG 724-3 Building Science 2**

**IENG 727-3 Wood Processing**

**IENG 729-3 Special Topics 2**

***Semester 3***

**IENG 731-3 Design Project 3**

**IENG 734-3 Sustainable Design 2**

**IENG 738-3 Analysis**

**IENG 739-3 Special Topics 3**

***Internship***

In partnership with industry, an optional internship may be offered in the form of work terms for interested students. Students work with industry leaders to hone their skills with experience in cutting edge wood design.

***Masters Engineering - Integrated Wood Design Advisory Committee***

A small group of Industry professionals and UNBC representatives will act as an advisory group to maintain the relevance of the program to the industry.

**Curriculum:** Proposed courses are attached.

**Specialties within Program:** None

**Related Programs at Other Institutions:** None

**Relation to Existing Programs:**

The MEng is closely aligned with Environmental Engineering, but complementary as the subject matter does not overlap. These groups will interact closely and will form a basis for future engineering programs including Civil, Mechanical and Electrical. There is also potential for collaborations with Faculty from Environmental Studies, Forestry, Environmental Planning to name a few.

**Articulation Arrangement:**

None at this point, however we are anticipating developing both National and International agreements.

**Consultations with Other Institutions:**

This program was developed in consultation with Faculty at UBC, and Industry (both architects and engineers). The entire group expressed the importance of this type of program as similar programs are not offered regionally or nationally, and there is increasing demand for expertise in the area of sustainable building practice.

## **C. Need for Program**

### **Enrolment Projections:**

Expecting 10 students in the first year, building to a cohort of twenty students in five years. Note that while we expect that enrolment in the MEng to remain relatively small. It is also expected that as UNBC develops Civil Engineering, these students will enrol in some of the proposed MEng courses. It should be noted that previous documents have outlined a shortage of Civil Engineering in the North, and the expertise hired for this program will help fill part of the need for expertise in Civil Engineering as we move forward. .

Related to the program will be the "certificates of completion". These certificates will be aimed at professional engineers, who are required to pursue lifelong learning in the form of professional development, and will document the courses that they complete. This will open up another avenue for course enrolment.

### **Cultural, Social and Economic Needs:**

There is a strong interest in sustainable building practices and wood structures can play a significant role in this area. A survey of a number of engineering programs in the US found that only 50% of the programs offered a course in wood engineering, and some of these courses were hybrid courses involving both wood and other materials. Some of the reasons for this are a lack of expertise. Please see attached letters of support.

### **Labour Market Demands:**

No numbers are available as this is a unique expertise which lies at the leading edge of emerging trends. However, anecdotal information from industrial representatives suggests that these graduates will be in high demand.

### **Other Benefits:**

Builds our capacity in engineering which will ultimately support expanded engineering at UNBC. This has previously been identified as a priority.

## **D. Faculty**

### **Faculty list:**

Five new faculty positions will be required, along with two Senior Lab Instructors, two technicians and an administrative assistant; funding to be provided by the Ministry and tuition.

**Expected Teaching Loads:** UNBC standard teaching load

**Research Funding:** Expected to be secured by the Faculty

## **E. Program Delivery**

### **Distance Learning Components:**

Possible national and international links to be developed along the lines of the NMP delivery model where students may receive lectures from international experts by distance education.

### **Class Size and Structure:**

Maximum of 40 students – Face-to-Face instruction with the possibility of distance delivery of some courses.

### **Experiential Learning:**

## **F. Program Resources**

### **Administrative Requirements:**

Direct support to be provided by Administrative Assistant funded from targeted funding, indirect support to be covered by UNBC with 10% overhead being directed towards UNBC central operations to cover additional costs.

**Operating Requirements:** Operating funding to be provided by the Ministry, tuition and lab fees.

**Capital Requirements:** Program to be housed in the WIDC which covers all capital requirements.

**Start-up Costs:** Covered by Ministry Funding

**Special Resource Requirements:** None beyond what is being provided by Ministry Funding.

## **G. Library Resource Requirements**

Funding to support library acquisitions has been requested and full consultation with the library will occur when Faculty have been hired. Discussions with the library are ongoing and they have the Library Forms.

## **H. Evaluation**

### **Academic Quality of Program:**

### **Methods of Internal Institutional Review:**

### **Relevant External Program Experts:**

## **I. Miscellaneous none**

### **Special Features:**

**Attachment Pages (in addition to required Library Form):**   0   pages

## **J. Authorization**

**1. College(s):** CSAM

**2. College Council Motion Number(s):** CSAM OMNIBUS MOTION 2014:09:11:03

**3. College Council Approval Date(s):** September 11, 2014

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201410.85

**Moved by:** T. Whitcombe

**Seconded by:** A. Wilson

**Committee Decision:** CARRIED.

**Approved by SCAAF:** October 1, 2014  
**Date**

  
**Co-Chair's Signature**

**For recommendation to**  **, or information of** \_\_\_\_\_ **Senate.**

**Library Resource Requirements Form  
(to be submitted with SCAAF New Academic Program Proposal Motion Form)**

**NEW ACADEMIC PROGRAM PROPOSAL:**

Master of Engineering in Integrated Wood Design

**G. Library Resource Requirements (to be completed by Librarians)**

**1. Space Requirements:**

- a) holdings: Any physical on-site collection would require additional funding for staffing, furniture, security, hardware, and software. We recommend that the majority of the collection be in electronic format and that any physical materials be located in the library, using a regular delivery system to deliver the physical materials to users.
- b) study / work: No additional study/work space needed within the Library to support this program.

**2. Library Administrative Support Requirements:**

The library does not currently have the specialized knowledge to provide optimal support for this program. Support will be provided to the best of our abilities within the constraints of current resources. A dedicated Science/Engineering Librarian added to the Library's staff complement would be optimal.

**3. Capital Requirements (other than new course-specific):**

No additional capital requirements to support this program.

**4. Holdings Requirements (List all new courses that carry new holdings requirements, and include total cost):**


New holdings will be required for all proposed courses. Please see attached document for additional information.

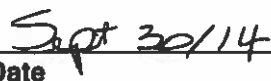
**Total recommended one-time cost: \$41,300 CAD.**

This amount can be accommodated by the proposed one-time amount budget of \$37,000 plus the 2014/15 allotment of the recommended ongoing spending amount for monographs of \$5,000.

**Total recommended ongoing cost: \$72,255 CAD with a 9% annual increase.**

As this amount is \$5,255 over the proposed annual amount for ongoing library resources to support this program, the Library would need to work with the program to identify resources to cut from the list of recommended library resources or negotiate with vendors to meet budget requirements.

  
University Librarian (or designate) signature

  
Date

## Geoffrey R. Weller Library

### Library Resource Requirements for Proposed Master of Engineering in Integrated Wood Design

Gail Curry, Data, Map & Government Information Librarian

The following resources are recommended for the proposed Master of Engineering in Integrated Wood Design:

#### 1. Standards

##### **ASTM Standards & Engineering Digital Library**

([http://www.astm.org/DIGITAL\\_LIBRARY/index.html](http://www.astm.org/DIGITAL_LIBRARY/index.html)). Includes all *active* ASTM standards plus ASTM special technical publications, manuals, monographs, and journals. (The journals, amongst others, include the *Journal of Testing and Evaluation*; the new journals *Advances in Civil Engineering Materials* and *Materials Performance and Characterization*; and the *Journal of Composites, Technology & Research*. We do not currently have access to any of these journals.)

Cost: ~\$10,000 USD per year (\$11,146 CAD per year). Note that these are 2012 figures. Therefore, estimated cost is ~ \$12,000 CAD per year.

- **CSA Standards** (<http://shop.csa.ca/en/canada/subscriptions/icat/subscriptions>). Cost: \$14,000 CAD per year.

#### 2. Journal Indexes

- **Compendex & EI Backfile** (<http://www.elsevier.com/online-tools/engineering-village/contentdatabase-overview>) Cost: ~\$27,000 USD/yr (\$30,255 CAD) + \$19,000 USD (\$21,292 CAD) one-time purchase for backfile.

#### 3. Monographs

##### **a. One-time purchase**

Approximately \$20,000 CAD would be required to create a base collection for this program. The list provided in the appendix is meant to serve as a starting point for developing a final list.

##### **b. Ongoing purchases**

Approximately \$5,000 CAD per year would be required to keep the monograph collection current.

#### 4. Journals

Test searches in *Compendex* (current trial) consistently indicated that the following titles should be added to the library collection to support a Master of Engineering in Integrated Wood Design program:

Title	ISSN	Price (Annual) CAD
Advanced Materials Research	1662-8985	\$1,812
Holzforschung: International Journal of the Biology, Chemistry, Physics and Technology of Wood	1437-434X	\$3,473
International Wood Products Journal	2042-6453	\$598
Journal of Structural Engineering	1943-541X	\$1,720
Structural Engineering International	1016-8664	\$1,058
Wood and Fiber Science	0735-6161	\$573
<b>Subtotal</b>		\$9,234
<b>Total</b>		<b>~ \$11,000 CAD / yr (with taxes and fees)</b>

#### 4. Summary

**Total recommended one-time cost: \$41,300 CAD.**

This amount can be accommodated by the proposed one-time amount budget of \$37,000 plus the 2014/15 allotment of the recommended ongoing spending amount of \$5,000 for monographs.

**Total recommended annual cost: \$72,255 CAD with a 9% annual increase.**

As this amount is \$5,255 over the proposed annual amount for ongoing library resources to support this program, the Library would need to work with the program to identify resources to cut from the list of recommended library resources or negotiate with vendors to meet budget requirements.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014		
<b>Agenda Item:</b>	6.a. 2015/16 General Operating Fund Budget Planning Framework including Planning Projections		
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
<b>Prepared By:</b>	Colleen Smith, Director, Finance & Budgets		
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance		

**Material:** Report attached.

**Issue:**

**Background:**

**Motion:** That on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 General Operating Fund Budget Planning Framework for the University of Northern British Columbia, as presented.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**



# General Operating Fund 2015/16 Budget Planning Framework

DRAFT FOR BOG APPROVAL



## Budget Planning Context

The General Operating Fund budget document for 2013/14 outlined a planning process that would lead to the development of a new academic plan for UNBC. The processes that support this development have been moving forward through consultations within the university community, which then fed into the Senate Committee on Academic Affairs (SCAAf). While the Committee continues its work, formal motions arising from the SCAAf discussions are already working their way through the Senate approval process.

In parallel, President's Council (PC), which includes the leaders of academic and administrative units, has held two sessions on integrated planning. These efforts are now being reinforced by the development of a strategic enrolment management plan and a review of regional course delivery systems. Dr. Weeks and other members of President's Executive Council (PEC) are supportive of and engaged in the work of Senate and PC.

In this context, the University is beginning budget planning for 2015/16. For the past several years, this process has started with the University facing planning projections showing ever-increasing general operating fund deficits, **if nothing else changed**. The current year is no different than the past several years, as can be seen in the projection in the attached Appendix.

For 2015/16, the University is facing a further reduction in the provincial operating grant; a significant gap between budgeted and actual tuition revenue levels in 2014/15, which is not expected to be recovered completely in 2015/16; and inflationary pressures such as the declining value of the Canadian dollar, salary progression costs, and vendor cost increases. Nevertheless, budget holders are not required to plan for general decreases to departmental operating budgets for 2015/16 at this point. Instead, it is anticipated that PEC will recommend to the Board of Governors one time options, structural changes, and/or adjustments to centrally managed expenses that will ensure that the 2015/16 budget is balanced. The 2016/17 budget will be aligned with the new academic plan.

## Budget Planning Process

For the current year:

1. The formal process begins with the approval of this framework by the Board of Governors.
2. From December 10, 2014 – January 30, 2015, members of the Budget Office will meet with budget holders (VPs, Deans, Directors) and budget managers (Chairs, managers and others with budget responsibility delegated by budget holders) as appropriate, to review general operating and other funds under their authority. These meetings will include a review of current salaries for permanent, approved positions and other budget details. Budget Office staff will also review centrally managed budgetary allocations (e.g. utilities, hardware and software maintenance, library acquisitions) with respective budget holders.
3. The Budget Office will also review and analyse information available relating to changes that are ready for implementation in 2015/16 to determine any potential budgetary savings.
4. All budget related information received in sections 2 and 3 will be reviewed and summarized by the Dept. of Finance & Budgets and then forwarded to PEC and the Senate Committee on the University Budget (SCUB) by February 20, 2015.
5. By early March, PEC will meet with PC for the purposes of sharing information and seeking advice on the proposed budget.
6. PEC will discuss the proposed university budget between mid-February and mid-March. The deliberations of PEC will be based on the summaries from the Budget Office, further information arising from the provincial budget and Ministry of Advanced Education budget letter, the advice of SCUB, input received from various stakeholder groups, and other relevant information.
7. On March 25, 2015, the President will provide information on the 2015/16 draft budget to Senate and on March 27/28, 2014, will present a draft balanced budget to the Board of Governors for approval, as required under the University Act.

**APPENDIX:**

**General Operating Fund Preliminary Planning Projections  
2014/15 – 2017/18**

DRAFT FOR BOG APPROVAL

**UNBC**  
**Preliminary Planning Projections**  
**2014/15 - 2017/18**

	<b>Approved</b>			
	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>
Provincial Grant - general operating, net of NMP	45,799,813	45,203,093	45,203,093	45,203,093
Provincial Grant - one time/other	258,160	258,160	258,160	258,160
Federal Grant	1,240,666	1,115,666	1,115,666	1,115,666
Tuition fees	17,473,722	17,473,722	17,823,196	18,361,457
Student fees	1,529,533	1,529,533	1,529,533	1,544,828
Other revenues	1,744,344	1,744,344	1,744,344	1,744,344
<b>Total Revenues</b>	<b>68,046,238</b>	<b>67,324,518</b>	<b>67,673,992</b>	<b>68,227,548</b>
Salaries	42,174,314	42,722,580	43,277,974	43,840,587
Benefits	8,287,173	8,394,906	8,504,039	8,614,591
Other operating expenditures	13,805,958	14,082,077	14,363,719	14,686,996
<b>Total Recurring Operating Expenditures</b>	<b>64,267,445</b>	<b>65,199,563</b>	<b>66,181,735</b>	<b>67,142,174</b>
<b>Minor Capital</b>	<b>258,976</b>	<b>259,283</b>	<b>259,283</b>	<b>259,283</b>
<b>Capital Equipment Replacement</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
Transfers to other funds	5,406,525	5,406,525	5,406,525	5,406,525
Transfers from other funds	(2,686,708)	(2,686,708)	(2,686,708)	(2,686,708)
<b>Total transfers to/from other funds</b>	<b>2,719,817</b>	<b>2,719,817</b>	<b>2,719,817</b>	<b>2,719,817</b>
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>(1,654,145)</b>	<b>(2,286,842)</b>	<b>(2,693,726)</b>
<b>Cumulative deficit</b>	<b>0</b>	<b>-1,654,145</b>	<b>-3,940,987</b>	<b>-6,634,713</b>

**UNBC**  
**Preliminary Planning Projections**  
**2014/15 - 2017/18**

**Assumptions**

Provincial Grant	As per Ministry instructions, 1.25% reduction estimated for 2015/16.  (Grant amount for Northern Medical program included in budget letter but removed here for the purpose of analyzing the general operating budget only)
Federal Grant	Assumed estimated decrease of \$125,000 will occur in 2015/16 a based on relative Tri-Agency performance. Assumed funding level will remain constant in subsequent fiscal years
Tuition & student fee revenues	Tuition fee increases remain at 2% as per Provincial policy
FTE growth	FTE growth: assume FTE level equal to 2014/15 budget in 2015/16 and 2016/17 and growth of 1% thereafter.
Other revenues	Includes interest and internal cost recoveries, assumed no changes
Salaries	Includes known and anticipated wage adjustments and career progression increases at current levels.
Benefits	Assume no significant increase in benefits over 14/15 levels.
Other Expenditures	Constant Growth at 2.0% to accommodate inflationary pressures
Capital Equipment Replacement	Assumed constant at 2014/15 level.
Minor capital	Assumed constant at 2014/15 level.
Transfer to Other funds	Assumed constant at 2014/15 level.
Transfer from Other funds	Assumed constant at 2014/15 level.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	6.b. Report on Ancillary Operations			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Aaron LeBlanc, Director, Ancillary Services			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

**Material:** Report attached.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## Ancillary Services Update

### November 2014 Board Meeting

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## Executive Summary

UNBC Ancillary Services leads revenue generating services that are intended to provide a net return to UNBC in order to support core activities. Listed below are the primary activities by each unit moving into the current academic year.

**Ancillary Services Central** is moving through a strategic planning process with its units. ([Appendix A](#))

**Continuing Studies** is positioned to move online with an Environmental Monitoring Certificate in December 2014. Following up a successful year of new programming launches and learning partnerships with industry, Continuing Studies is ready to take the next step forward in its development of high quality programming.

**Conference and Events** Addressing the needs of upcoming 25<sup>th</sup> Anniversary and Canada Winter Games are the primary focus for this unit moving into the new academic year. Servicing these events, while continuing to service our internal clients, will be the primary focus for the upcoming year.

**Food Service** successfully launched the new dining hall, “All you care to eat” program this fall.

**Northern Sport Centre** is going through a business case exercise, led by the Northern Sport Centre Limited (NSCL), to look at capacity issues, and possible opportunities to address the capacity bottleneck. The report will be prepared, and presented to all stakeholders, by the end of this calendar year.

**Print Services** moved forward with Xerox to replace the current print fleet on campus. A training and implementation program was rolled out in October.

**Residence** is planning a significant renovation of its buildings in the summer of 2015. Improvements in the conditions of the facilities and adding additional beds highlight the renovations.

**Retail Services** is being asked to reinvent itself. Looking at its business processes, retail mix, and identifying new opportunities to increase revenue, are high priorities for this unit.

### *Ancillary Central Services (ACS)*

Ancillary Central Services provides the value added business needs for the entire division. Overall leadership, business development, project management, and marketing are located within this unit. An example of the work this area provides for the other units is noted below.

#### **ACS has successfully attracted, secured funding, and continues to work with industry to provide programming opportunities for Continuing Studies (CS).**

- 1) **BC Hydro Partnership.** ACS secured funding to partner with BC Hydro to provide Environmental Training for aboriginal students in the North West. CS then collaborated with the Dean of CSAM to incorporate credit offerings into this certificate.
- 2) **TransCanada Funding.** ACS secured over \$80K in funding from TransCanada to provide Occupational Health and Safety training opportunities for students in Northern BC. This funding allows CS to provide this opportunity to its students in the fall of 2014.

Currently the unit is developing a strategic planning framework for all units, found within Ancillary Services, to utilize moving forward. See [Appendix A](#) for a summary of the strategic roadmap for the division.

### *Continuing Studies (CS)*

**UNBC CS will launch online courses in December of 2014.** CS is on track to launch its online programming. The on demand video based service is built on a mobile friendly framework and will eventually feature four fully asynchronous certificates. Occupational Health and Safety, Mental Health and Addictions, Fitness Leadership, and Environmental Monitoring will be the featured offerings for our online framework between December and March 2015.

Furthermore the new platform will allow CS to develop blended programming opportunities in 2015.

#### **Highlights for 2014/15**

- 1) Environmental Monitoring and industry specific programming launched in March 2014. The programming was highly successful and has positioned CS to have record revenues for 2014/15.
- 2) Experiential Tourism programs launched in the summer of 2014. The programs were very successful and we are planning a return of programming, like Jet Boat Photography and Ghost Towns, for the summer of 2015.
- 3) Developing a Land Reclamation Certificate. CS is currently developing a Land Reclamation Certificate with an anticipated launch date for 2015.
- 4) Launch of the 2 Year Applied Employment Skills Certificate (AESC). AESC is an employer funded certificate that provides students with essential work ready knowledge and skills. Upon completion of the certificate individuals can continue in the work force or continue their studies at UNBC to complete a degree.

## ***Food Services (FS)***

UNBC Food Services has successfully launched the new cafeteria this fall. As of September 4<sup>th</sup>, 2014 Food Services sold approximately 220 meal plans. Original estimations required 200 therefore the launch of the program has been highly successful.

The biggest priority for the unit will be to ensure the high standard that has been set is maintained and the services are up to the standards of our students.

Highlights of the renovations are as follows;

- 1) Fully renovated cafeteria
- 2) New and improved seating/social areas in
  - a. The Winter Garden
  - b. The Library
  - c. Doug Little Lounge
- 3) New student run coffee location in the Teaching and Learning Building.

## ***Residence***

UNBC Residence continues to provide student services and transition current operations through residence improvements over the next 1-3 years.

Feedback about the demo suite has been positive and an RFP for construction will be tendered this fall to start the process. Residence is still at capacity. As of November 15<sup>th</sup> 2014 UNBC is still engaged with Architects to finalize the design.

Once this stage is done an accurate final cost will be provided.

**2015 Projected Year End**

	<b>Combined /No NSC</b>	<b>Combined</b>	<b>Ancillary Central</b>	<b>Conference and Events</b>	<b>Continuing Studies</b>
Revenue	9,283,476	11,324,531	866,834	644,986	2,072,275
Labour	2,203,571	3,034,395	352,935	261,287	499,343
Expenses	8,969,538	10,732,604	714,671	521,462	2,043,275
<b>Balance</b>	<b>313,938 <sup>1</sup></b>	<b>591,927</b>	<b>152,163</b>	<b>123,524 <sup>2</sup></b>	<b>29,000 <sup>3</sup></b>

	<b>Bookstore</b>	<b>Print Services</b>	<b>Food Services</b>	<b>NSC</b>	<b>Residence</b>	<b>Vending and Pouring</b>
Revenue	2,244,700	499,900	226,571	2,041,055	2,680,777	47,433 <sup>4</sup>
Labour Total	483,000	1,027	-	830,824	605,979	-
Expense Total	2,227,522	458,587	176,849	1,763,066	2,801,772	25,400
<b>Balance</b>	<b>17,178</b>	<b>41,313</b>	<b>49,722</b>	<b>277,989</b>	<b>-120,995</b>	<b>22,033</b>

- 1) The Northern Sport Centre maintains a separate reserve as per direction of its governing board, the NSCL. This ensures the entity adequately prepares for all planned and emergency capital replacements. This balance reflects the sum of all units excluding the NSC.
- 2) Conference and Event Services has benefitted from several large conferences on campus this year
- 3) Continuing Studies has absorbed all development costs for the Online Platform from its operations.

## Appendix A: Ancillary Services Strategic Planning Document

serv·ice

/ˈsɜrvɪs/

noun

the action of helping or doing work for someone.

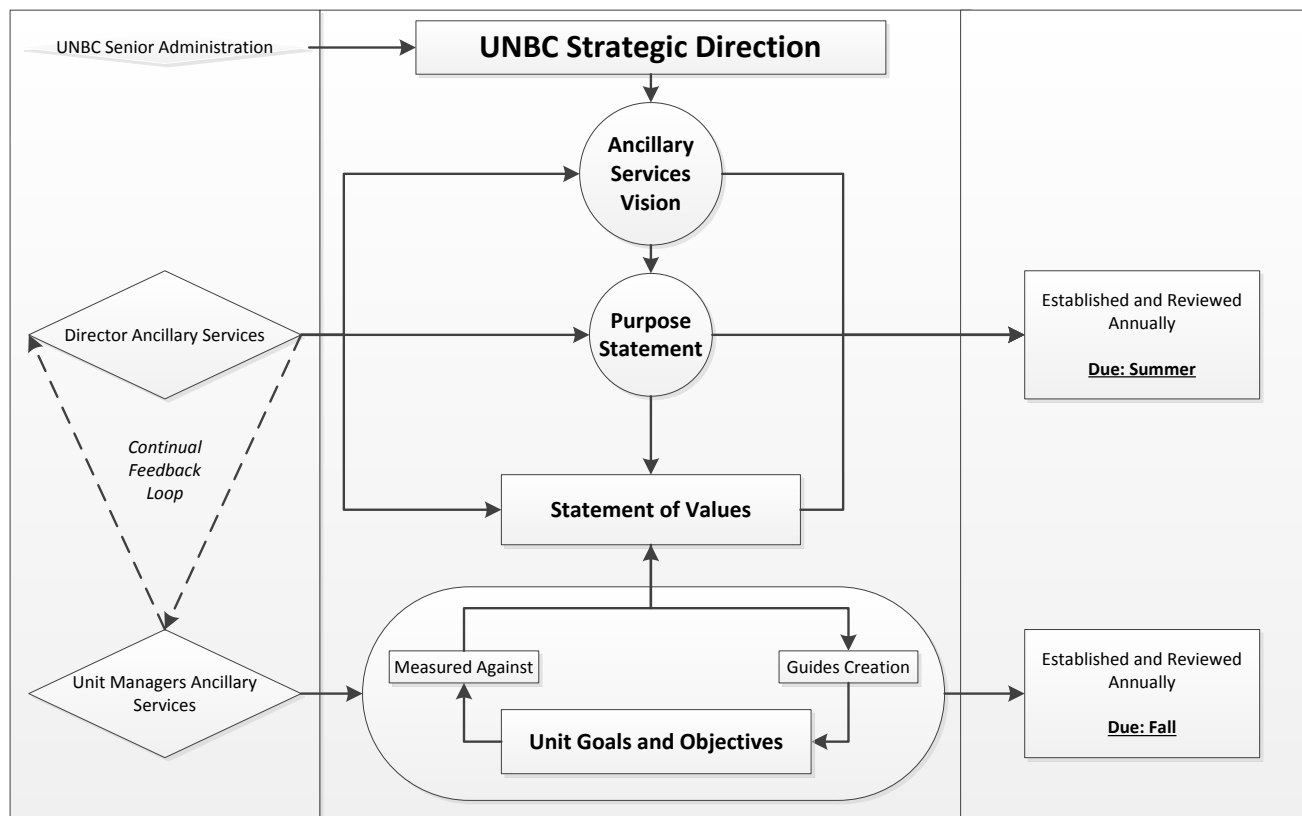
a·men·i·ty

/əˈmenɪtē, əˈmē-/

noun

a desirable or useful feature or facility of a building or place.

### Planning Process



### ***Ancillary Services Vision***

Our services and our amenities will be one of the primary reasons why students choose UNBC.

### ***Ancillary Services Purpose Statement***

Ancillary Services supports the academic mission of UNBC by enhancing the student experience through the provision of service focused amenities that embody the Ancillary Services Statement of Values.

### ***Statement of Values***

#### **Our services and amenities are...**

- 1) **Desirable.** Ancillary Services will ensure that amenities are sought after, useful, and necessary.
- 2) **Enhanced.** Ancillary Services will be community focused and further improve the quality of the student experience.
- 3) **Innovative.** Ancillary Services will constantly seek out and explore new ideas while improving existing amenities.
- 4) **Sustainable.** Ancillary Services will foster growth while striving to increase its contribution back to UNBC's core operations.
- 5) **Efficient.** Ancillary Services will build capacity through continual improvement of its operations.

### ***Goals and Objective Development Process***

**Goals and Objectives rest within each unit.** They will be developed and created by each unit however all goals and objectives must embody the following characteristics:

#### Goals

- 1) Goals may span over a single year or multiple years.
- 2) A goal must link to one of the [Statement of Values](#)
  - a. Therefore each unit will have 5-10 total goals which collectively link to all value statements
  - b. Goals will be SMART
    - i. Specific
    - ii. Measureable
    - iii. Attainable
    - iv. Relevant
    - v. Time-Bound

#### Objectives

- 1) Objectives will not span over multiple years.
- 2) Objectives will link to each goal and will describe how the unit will achieve the goal to which it is linked.
- 3) If a goal spans over multiple years then an objective will clearly provide a measured step towards completing the goal.
- 4) Generally each goal will have 3-5 corresponding objectives.
- 5) Objectives are operational, by nature, and will describe what needs to be done to achieve the goal.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	6.c.(i) General Operating Fund Report to September 30, 2014			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Colleen Smith, Director, Finance & Budgets			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

**Material:** Report attached.

**Issue:**

**Background:**

**Motion:**

---

**Recommendation Approved:**     **Not Approved:**     **Date:**


**Remarks/Next Steps:**

# General Operating Fund Report For the Period Ended September 30, 2014

Submitted by:

Eileen Bray

Vice President, Administration & Finance



**UNBC  
25**

The logo features a central black circle with the text 'UNBC' in white, bold, uppercase letters above the number '25' in a larger, white, bold, sans-serif font. The circle is surrounded by several thick, colored lines radiating outwards: a teal line at the top, a light green line to the right, an orange line at the bottom right, a teal line at the bottom, and a light green line to the left. The background of the slide is white with faint, large numbers '1989' and '2014' visible behind the logo.



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT SEPTEMBER 30, 2014**

**REVENUES**

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Variance from Budget	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	%
<b><u>OPERATING FUND REVENUES</u></b>					
<b>Revenue Generated</b>					
Provincial Government Grants	46,058	46,058	23,047	(23,011)	-49.96%
Federal Government Grant	1,241	1,241	620	(621)	-50.04%
Student Fees (Note 3)	19,003	19,058	9,360	(9,698)	-50.89%
Interest, Miscellaneous & Other	853	794	1,254	460	57.87%
Ancillary Services (Note 4)	608	608	351	(256)	-42.17%
Internal Cost Recoveries	284	288	101	(187)	-64.85%
<b>Total Operating Revenues</b>	<b>68,046</b>	<b>68,046</b>	<b>34,733</b>	<b>(33,313)</b>	<b>-48.96%</b>

**Comments on Revenue Variances:**

The University of Northern British Columbia's fiscal year is April 1 - March 31. At September 30, it is expected that the variance from budget for most revenues would be in the range of 40% - 70%.

Provincial Government Grants	Within expected range.
Federal Government Grant	Within expected range. Indirect Cost of Research Grant is received in 4 instalments.
Student Fees	Within expected range.
Interest, Miscellaneous & Other	Within expected range. Interest income slightly higher than expected due to higher than predicted cash balances relating to research funding and the Northern Medical Program.
Ancillary Services	Within expected range.
Internal Cost Recoveries	Within expected range.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT SEPTEMBER 30, 2014**

**EXPENDITURES TRANSFERS**

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Committed	Budget Remaining	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's) (Note 5)	(000's)	%
<b><u>OPERATING EXPENDITURES</u></b>						
Salaries & Benefits (Note 5)						
President's Office / Executive Services	450	501	283	189	29	5.7%
External Relations	1,022	1,022	425	454	142	13.9%
Academic Services	7,591	7,314	3,445	3,239	630	8.6%
Research	832	833	381	335	116	14.0%
Academic Programs	30,525	31,050	13,540	13,355	4,154	13.4%
Student Engagement	2,297	2,314	1,020	1,014	281	12.1%
Administrative Services	5,367	5,427	2,534	2,663	230	4.2%
University Operations (Note 6)	2,377	1,971	375	-	1,596	81.0%
<b>Total Salaries and Benefits</b>	<b>50,461</b>	<b>50,432</b>	<b>22,004</b>	<b>21,250</b>	<b>7,178</b>	<b>14.2%</b>
<b>Operating Expenditures</b>						
President's Office / Executive Services	232	226	111	-	115	51.0%
External Relations	266	266	173	35	58	22.0%
Academic Services	812	842	613	16	213	25.3%
Research	175	175	127	12	36	20.6%
Academic Programs	2,344	2,410	1,801	84	524	21.7%
Student Engagement	699	767	466	67	234	30.5%
Administrative Services	750	754	550	83	120	16.0%
University Operations (Note 6)	8,787	8,591	3,952	1,190	3,448	40.1%
<b>Total Operating Expenditures</b>	<b>14,065</b>	<b>14,031</b>	<b>7,794</b>	<b>1,488</b>	<b>4,750</b>	<b>33.9%</b>
<b>Transfers to Other Funds (Note 8)</b>	<b>3,714</b>	<b>3,733</b>	<b>2,965</b>	<b>-</b>	<b>768</b>	<b>20.6%</b>
<b>Transfers from Other Funds (Note 9)</b>	<b>(2,687)</b>	<b>(2,647)</b>	<b>(1,828)</b>		<b>(819)</b>	<b>-30.9%</b>
<b>Total Operating Expenditures and Transfers</b>	<b>65,553</b>	<b>65,550</b>	<b>30,935</b>	<b>22,737</b>	<b>11,877</b>	<b>18.1%</b>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT SEPTEMBER 30, 2014**

**EXPENDITURES**

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Committed	Budget Remaining	% Remaining
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	(000's)	
<b><u>CAPITAL EXPENDITURES</u></b>						
Library Acquisitions	1,693	1,693	1,693	-	-	0.0%
Capital Equipment Replacement Reserve	800	800	800	-	-	0.0%
<b>Total Capital Expenditures</b>	<b>2,493</b>	<b>2,493</b>	<b>2,493</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>2014/15 Total Budget</b>	<b>68,046</b>	<b>68,042</b>	<b>33,428</b>	<b>22,737</b>	<b>11,877</b>	<b>17.5%</b>

**Comments on Expenditures, Labour & Transfers:**

The University of Northern British Columbia's fiscal year is April 1 - March 31. At September 30, it is expected that the variance from budget for most expenditures would be in the range of 40% - 60%. However, since many expenses do not occur evenly during the year, eg. hydro, individual departments are reviewed to identify potential problem areas. Based on this review, no issues requiring Board attention were identified. Because not all expenses have committed values, it is difficult to project the exact totals to year end.

Salaries and benefits are committed to March 31st. However, costs such as casual wages, sick leave replacement, sessional instructor contracts, and overtime vary due to circumstances in each area and are difficult to predict to year end.

Transfers to and from other funds are recorded at various points during the year, with most occurring at the beginning of the year. No issues have been identified in the transfer accounts that will have a significant impact on the total annual financial results.

## GLOSSARY

All salary, benefit and non-salary expenditures are included in the following groupings:

President's Office/ Executive Services:	Board of Governors, Chancellor's Office, and President's Office
External Relations:	Vice President External Relations, Communications, Alumni, and University Development
Academic Services:	Provost's Office, Registrar's Office, Financial Aid, Admissions & Advising, Student Recruitment, Senate, Convocation, Library, Information Technology Services, and Teaching, Learning & Technology
Research:	Vice President Research, Research Services & Partnerships, and Northern Health Sciences Research Facility
Academic Programs:	College of Arts, Social & Health Sciences, College of Science & Management (which includes the Laboratory), Regional Operations, Master of Business Administration, and Graduate Programs
Student Engagement:	Vice Provost Student Engagement, First Nations Centre, Student Success (incl. International Operations), Student Engagement, and Athletics & Recreation
Administration:	Vice President Administration & Finance, Finance & Budgets, Facilities, Purchasing, Contracts & Risk Management, and Human Resources
University Operations:	All expenditures made and revenues collected centrally. Examples: tuition fees, tuition waivers, utilities, legal fees and audit fees

## NOTES TO THE OPERATING STATEMENT

1. The 2014/15 Approved Budget comprises the amounts approved at the March 29, 2014 Board meeting.
2. The 2014/15 Revised Budget comprises the approved budget plus reallocations and transfers that occur during the fiscal year.
3. Student fee revenue represents revenue recorded when a student registers. It does not mean that the fees have been collected. Over the fiscal year the system adjusts student fee revenue as students add or drop courses. At year end an assessment is made to determine whether outstanding fees are collectible. Where they are determined to be doubtful the amount is recorded as bad debt.
4. This revenue represents the rent paid to UNBC by Compass Group Canada, National Collaborating Centre for Aboriginal Health, and Rogers Communications for on-campus space, and by other agencies renting space at the University. As well, it includes the chargeback for personnel services provided to the Northern Sport Centre, the 2% of gross sales administration fee charged to Ancillary operations and 15% of gross revenue administration fee charged to the Master of Business Administration program for the administrative and operational (heat, light and power) services provided to them, and an additional \$150,000 contribution from Ancillary operations.
5. The budget for salaries and benefits includes \$833,011 in salary savings prorated amongst the various operating areas. The committed amount includes benefits on contractual salaries estimated at 8 to 21.5%.
6. Salary budget in University Operations includes estimated costs of: tuition waivers for employees, increases occurring July 1, 2014, and other items under the various employee agreements (e.g. previous year amounts not yet reallocated to units pending conclusion of employee group negotiations), long term leaves such as maternity/parental leaves, and new positions approved in the 2014/15 budget but not yet allocated to the appropriate unit(s), pending completion of the hiring process. This budget is reallocated to the operational areas incurring the expenses during the year. The spending under this category represents the cost of tuition waivers for staff and faculty, any employee severance pay, and administrative leaves.
7. The University Operations budget includes the plant operation costs of \$3,354,047.
8. Transfers to other funds include such items as transfers to capital, sponsored research, professional development and scholarship funds, as included in the 2014/15 approved budget. These transfers occur at various points during the year.
9. Transfers from other funds include such items as transfers from endowments, research funds and the Northern Medical Program, as included in the 2014/15 approved budget. These transfers occur at various points during the year.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	6.c.(ii) Consolidated Financial Report to September 30, 2014			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Colleen Smith, Director, Finance & Budgets			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

**Material:** Report attached.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

# Consolidated Financial Report For the Period Ended September 30, 2014

Submitted by:

Eileen Bray

Vice President, Administration & Finance

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2015

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT SEPTEMBER 30, 2014**

(unaudited)  
(thousands of dollars)

**ASSETS**

	<u>2014</u>	<u>2013</u>
<b>CURRENT ASSETS</b>		
Cash and temporary investments	\$ 56,492	\$ 56,148
Accounts receivable	4,353	4,041
Inventory	1,875	1,862
Prepaid and deferred charges	1,080	1,278
	63,800	63,329
 <b>INVESTMENTS AND RESTRICTED CASH</b>	 63,130	 57,177
 <b>CAPITAL ASSETS</b>	 <u>217,672</u>	 <u>221,144</u>
	 <b>\$ 344,602</b>	 <b>\$ 341,650</b>

**LIABILITIES & NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 5,417	\$ 6,508
Unearned revenue	7,460	7,412
	12,877	13,920
 <b>DEFERRED CONTRIBUTIONS</b>	 27,191	 21,959
 <b>LONG-TERM DEBT</b>	 179	 1,454
 <b>UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS</b>	 169,834	 175,493
 <b>NET ASSETS</b>	 <u>134,521</u>	 <u>128,824</u>
	 <b>\$ 344,602</b>	 <b>\$ 341,650</b>



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE QUARTER ENDED SEPTEMBER 30, 2014**  
(Unaudited)

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored Research		Totals	
	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 23,668	\$ 24,077	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 286	\$ 261	\$ 33	24,021	\$ 24,396
Other govt/univ/college	2,804	2,577	-	-	-	-	-	-	-	-	2,804	2,577
Federal government	620	683	-	-	-	-	-	8	2,925	2,950	3,545	3,641
Tuition	3,591	3,950	1,680	977	-	-	92	-	-	-	5,363	4,927
Other fees	224	385	24	6	-	-	65	46	7	-	320	437
SF earnings	-	-	-	-	-	-	-	-	-	-	-	-
Debt premium	-	-	-	-	-	-	-	-	-	-	-	-
Investment	280	284	-	-	-	-	2,005	5,304	-	-	2,285	5,588
Misc	511	519	783	525	-	-	1,231	1,056	2,193	2,457	4,718	4,557
Sales	464	403	3,020	3,348	-	-	468	364	314	409	4,266	4,524
Amortization of deferred capital contributions	-	-	-	-	3,286	3,473	-	-	-	-	3,286	3,473
	<u>32,162</u>	<u>32,878</u>	<u>5,507</u>	<u>4,856</u>	<u>3,286</u>	<u>3,473</u>	<u>3,953</u>	<u>7,064</u>	<u>5,700</u>	<u>5,849</u>	<u>50,608</u>	<u>54,120</u>
<b>EXPENSES</b>												
Salaries and benefits	23,580	24,479	2,217	2,073	-	15	857	617	2,419	2,303	29,073	29,487
Operating expense	7,865	7,991	1,876	1,469	1,337	1,599	1,879	2,308	2,131	2,353	15,088	15,720
Amortization	-	-	-	-	4,450	4,650	-	-	-	-	4,450	4,650
Debt service costs	-	-	352	482	-	-	-	-	-	-	352	482
Debt discount	-	-	-	-	-	-	-	-	-	-	-	-
Cost of goods sold	79	33	261	423	-	-	194	-	1	-	535	456
	<u>31,524</u>	<u>32,503</u>	<u>4,706</u>	<u>4,447</u>	<u>5,787</u>	<u>6,264</u>	<u>2,930</u>	<u>2,925</u>	<u>4,551</u>	<u>4,656</u>	<u>49,498</u>	<u>50,795</u>
Excess (deficiency) of revenue over expenses	\$ 638	\$ 375	\$ 801	\$ 409	\$ (2,501)	\$ (2,791)	\$ 1,023	\$ 4,139	\$ 1,149	\$ 1,193	\$ 1,110	\$ 3,325

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	6.c.(iii) Quarterly Forecast			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Colleen Smith, Director, Finance & Budgets			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

**Material:** Report attached.

**Background:** This report is prepared for the Ministry of Advanced Education on a quarterly basis. The information forms part of a consolidated report presented by the Ministry for the entire sector. The template is formula driven and in a format consistent with the needs of the Province.

It has been signed by the Board Chair and provided to the Board for information.

Assumptions are formed during planning and budgeting. They are updated to reflect the assumptions included in the General Operating Fund Budget Planning Framework presented at the November/December meeting of the Board and any changes in other funds based on prior year trends. Since this report was prepared prior to the preparation of the 2015/16 Budget Planning Framework, the information may not include all current assumptions.

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

**STATEMENT OF CONTRIBUTIONS AND DEFERRED REVENUE**

Please enter amounts received as positive amounts and amounts amortized to revenue as negative.	Forecast	Projections		
	2014/15	2015/16	2016/17	2017/18
<b>Operating Contributions</b>				
<b>From Ministries</b>				
Contributions deferred from previous years	1,739	1,739	1,739	1,739
plus: Operating contributions from <b>AVED</b>	46,950	46,404	46,404	46,404
plus: Operating contributions from <b>other Ministries</b>	1,300	1,300	1,300	1,300
plus: <b>Routine Capital</b> (received through EFT) recognized as r	169	169	169	169
minus: Amounts amortized to revenue	(48,419)	(47,873)	(47,873)	(47,873)
Deferred contribution balance at the end of the year	1,739	1,739	1,739	1,739
<b>From Other Service Delivery Agencies</b>				
Contributions deferred from previous years	3,332	2,937	2,418	1,773
plus: Contributions received in the current year	5,805	5,805	5,805	5,805
minus: Amounts amortized to revenue	(6,200)	(6,324)	(6,450)	(6,579)
Deferred contribution balance at the end of the year	2,937	2,418	1,773	999
<b>From the Federal Government</b>				
Contributions deferred from previous years	2,835	2,835	2,835	2,835
plus: Contributions received in the current year	7,241	7,386	7,534	7,685
minus: Amounts amortized to revenue	(7,241)	(7,386)	(7,534)	(7,685)
Deferred contribution balance at the end of the year	2,835	2,835	2,835	2,835
<b>From Other Sources</b>				
Contributions deferred from previous years	10,743	10,743	10,743	10,743
plus: Contributions received in the current year	2,500	2,499	2,498	2,497
minus: Amounts amortized to revenue	(2,500)	(2,499)	(2,498)	(2,497)
Deferred contribution balance at the end of the year	10,743	10,743	10,743	10,743
<b>Endowment Deferred Contributions</b>				
Opening Balance	7,450	5,700	3,933	2,149
New endowment spend contribution (Endowment Matching)				
Unrealized gains/(losses)				
Realized gains/(losses)				
Transfers (to)/from Capitalization	(850)	(867)	(884)	(902)
Transfers to Stmt of Remeasurement				
Amortized/Transferred to revenue	(900)	(900)	(900)	(900)
Balance at end of period	5,700	3,933	2,149	347
<b>Deferred Capital Contributions</b>				
<b>From Ministries: Cash</b>				
Contributions deferred from previous years	147,580	145,968	140,248	134,586
plus: Certificates of Approval (COAs) received	4238	72	72	72
plus: other (please specify nature in Notes)				
minus: Amounts amortized to revenue	(5,850)	(5,792)	(5,734)	(5,677)
Deferred capital contribution balance at the end of the year	145,968	140,248	134,586	128,981
<b>From Ministries: Depreciable Assets</b>				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
<b>From the Federal Government: Cash</b>				
Contributions deferred from previous years	10,642	10,382	10,125	9,871
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(260)	(257)	(254)	(251)
Deferred contribution balance at the end of the year	10,382	10,125	9,871	9,620
<b>From Other Sources: Cash</b>				
Contributions deferred from previous years	14,594	14,204	13,818	13,436
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(390)	(386)	(382)	(378)
Deferred capital contribution balance at the end of the year	14,204	13,818	13,436	13,058
<b>From Other Sources: Depreciable Assets</b>				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
<b>Contributed Surplus</b>				
<b>Cash</b>				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
<b>Non-depreciable Assets</b>				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
<b>Externally Restricted Assets</b>				
Opening balance	43,719	45,069	46,436	47,820
plus: Contributions received in the current year	500	500	500	500
Endowment transfers (to)/from other institutions/entities				
Transfers to/(from) Deferred Endowment Contributions to Stmt of Remeasurement Gains/Losses				
Transfers to/(from) Deferred Endowment Contribution (income permanently restricted for inflation protection)	850	867	884	902
Closing balance at the end of the year	45,069	46,436	47,820	49,222

## STATEMENT OF OPERATIONS

**Please report all debits as positive numbers and credits as negative numbers**

	Forecast	Projections		
	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
	----- \$thousands -----			
<b>Revenue - (credits)</b>				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(48,419)	(47,873)	(47,873)	(47,873)
Operating contributions from Provincial Crown Corps & Agencies	(6,200)	(6,324)	(6,450)	(6,579)
Operating contributions from the Federal Government	(7,241)	(7,386)	(7,534)	(7,685)
Operating contributions from other sources	(2,500)	(2,499)	(2,498)	(2,497)
Deferred capital contributions from Province	(5,850)	(5,792)	(5,734)	(5,677)
Deferred capital contributions from Federal Government	(260)	(257)	(254)	(251)
Deferred capital contributions from Other Sources	(390)	(386)	(382)	(378)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)				
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	-1200	-1212	-1224	-1236
Sales of goods and services to others (Ancillary Services)	(8,900)	(8,989)	(9,079)	(9,170)
Domestic Tuition and Mandatory Fees	(16,364)	(16,691)	(17,025)	(17,539)
International Tuition and Mandatory Fees	(3,209)	(3,273)	(3,338)	(3,439)
Recognition of endowment investment income	(900)	(900)	(900)	(900)
Realized investment earnings (gains)/losses	-	-	-	-
Earnings from commercial subsidiaries (GBE's)				
Investment Earnings (not included above)	(1,500)	(1,500)	(1,500)	(1,500)
Other revenue (not included above)	(400)	(404)	(408)	(412)
<b>Total Revenue</b>	<u>(103,333)</u>	<u>(103,486)</u>	<u>(104,199)</u>	<u>(105,136)</u>
<b>Expenses - debits</b>				
Salaries and benefits	61,000	61,610	62,226	62,848
Cost of goods sold	2,002	2,022	2,042	2,062
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	27,000	27,540	28,091	28,653
Capital asset amortization expense	8,900	8,989	9,079	9,170
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	2,500	2,525	2,550	2,576
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)	487	270	270	270
Amortization of debt issue costs				
Other				
<b>Total Expense</b>	<u>101,889</u>	<u>102,956</u>	<u>104,258</u>	<u>105,579</u>
<b>Net (Revenues)/Expenses before extraordinary items</b>	(1,444)	(530)	59	443
(Gain) loss on sale of capital assets	-	-	-	-
<b>Net (Revenues)/Expenses</b>	(1,444)	(530)	59	443
Unallocated Pressures (use in Q1 only)				
<b>Operating Net (Income) Loss (for Ministry)</b>	<u>(1,444)</u>	<u>(530)</u>	<u>59</u>	<u>443</u>
Endowment (restricted asset) contributions	(1,350)	(1,367)	(1,384)	(1,402)
<b>Net (Income) Loss (PSI)</b>	<u>(2,794)</u>	<u>(1,897)</u>	<u>(1,325)</u>	<u>(959)</u>

## STATEMENT OF FINANCIAL POSITION

**Please report all debits as positive amounts and credits as negative amounts**

	Forecast <u>2014/15</u>	<u>Projections</u>		
	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	
<b>Financial assets - debits</b>				
Cash and temporary investments	57,612	54,424	51,729	48,626
Accounts receivable (net):				
from Ministries				
from other Service Delivery Agencies				
other receivables	2,500	2,525	2,550	2,576
	<u>2,500</u>	<u>2,525</u>	<u>2,550</u>	<u>2,576</u>
Sinking Funds:				
Sinking funds on Fiscal Agency Loan program debt	487	651	815	979
Sinking funds on other debt		-	-	-
	<u>2,987</u>	<u>3,176</u>	<u>3,365</u>	<u>3,555</u>
Inventory held for resale	780	788	796	804
Loans, advances and mortgages receivable (net)				
Investments in commercial subsidiaries (GBE's)				
Investments - other (net)	15,000	15,300	15,606	15,918
<b>TOTAL FINANCIAL ASSETS</b>	<u>76,379</u>	<u>73,688</u>	<u>71,496</u>	<u>68,903</u>
<b>Liabilities - (credits)</b>				
Accounts payable (net):				
to Provincial Ministries				
to Provincial Crown Corporations and Agencies				
other payables (excluding current portion of debt and/or leases)	(7,500)	(7,575)	(7,651)	(7,728)
	<u>(7,500)</u>	<u>(7,575)</u>	<u>(7,651)</u>	<u>(7,728)</u>
Unfunded pension and other accrued liabilities				
Deferred income on externally restricted assets	(5,700)	(3,933)	(2,149)	(347)
Deferred contributions:				
deferred operating contributions - Ministries & SDAs	(4,676)	(4,157)	(3,512)	(2,738)
deferred operating contributions - Federal & Other	(13,578)	(13,578)	(13,578)	(13,578)
deferred capital contributions - Ministries	(145,968)	(140,248)	(134,586)	(128,981)
deferred capital contributions - Federal & Other	(24,586)	(23,943)	(23,307)	(22,678)
Deferred Tuition				
Deferred Other	(600)	(606)	(612)	(618)
Unearned lease revenue				
	<u>(189,408)</u>	<u>(182,532)</u>	<u>(175,595)</u>	<u>(168,593)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)		-	-	-
P3 liabilities		-	-	-
Fiscal Agency Loan program debt	(3,000)	(3,000)	(3,000)	(3,000)
other debt		-	-	-
	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
<b>TOTAL LIABILITIES</b>	<u>(205,608)</u>	<u>(197,040)</u>	<u>(188,395)</u>	<u>(179,668)</u>
<b>Net assets/(liabilities)</b>	<u>(129,229)</u>	<u>(123,352)</u>	<u>(116,899)</u>	<u>(110,765)</u>
<b>Non-financial assets - debits</b>				
Inventory for operating purposes	100	101	102	103
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges	1,600	1,616	1,632	1,648
Endowment Funds (restricted assets)	45,069	46,436	47,820	49,222
Capital assets (net of amortization)	216,369	211,005	204,476	197,882
<b>TOTAL NON-FINANCIAL ASSETS</b>	<u>263,138</u>	<u>259,158</u>	<u>254,030</u>	<u>248,855</u>
<b>Accumulated (surplus)/deficit - Operating</b>				
Share capital		-	-	-
Contributed surplus		-	-	-
Accumulated Surplus	(133,909)	(135,806)	(137,131)	(138,090)
Accumulated Remeasurement Gains and (losses)		-	-	-
<b>TOTAL ACCUMULATED (SURPLUS)/DEFICIT</b>	<u>(133,909)</u>	<u>(135,806)</u>	<u>(137,131)</u>	<u>(138,090)</u>
<b>Guarantees of Third Party Debt</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## STATEMENT OF CHANGES IN FINANCIAL POSITION

Please enter cash inflows as positive amounts and  
outflows as negative amounts

	Forecast	Projections		
	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
<b>Opening balance - cash &amp; temporary investments</b>	49,950	57,612	54,424	51,729
<b>Operating activities:</b>				
<b>Net (Income) Loss (PSI)</b>	2,794	1,897	1,325	959
Less:				
non-cash revenue	(70,860)	(70,517)	(70,725)	(70,940)
(gain) loss sale of assets	-	-	-	-
Add:				
non-cash expenses	8,900	8,989	9,079	9,170
cash received for operating contributions	63,965	63,563	63,710	63,860
Net change in working capital	411	48	49	49
Net change in investments	8,514	(300)	(306)	(312)
Net change in restricted assets & Deferred Endowment Contributor	(3,100)	(3,134)	(3,168)	(3,204)
Net change in other assets	14	(17)	(17)	(17)
	<u>10,638</u>	<u>529</u>	<u>(53)</u>	<u>(435)</u>
<b>Financing activities:</b>				
Cash received for deferred capital contributions	4,238	72	72	72
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt	(4,500)			
Sinking fund instalments - Fiscal Agency Loan program debt	4,306	(164)	(164)	(164)
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	<u>4,044</u>	<u>(92)</u>	<u>(92)</u>	<u>(92)</u>
<b>Capital asset activities:</b>				
Capital assets additions ( <b>with</b> Provincial funding)	(4,520)	(1,100)	-	-
Capital assets additions ( <b>without</b> Provincial funding)	(2,500)	(2,525)	(2,550)	(2,576)
Capital assets additions (including P3s and capital lease assets)	<u>(7,020)</u>	<u>(3,625)</u>	<u>(2,550)</u>	<u>(2,576)</u>
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	<u>(7,020)</u>	<u>(3,625)</u>	<u>(2,550)</u>	<u>(2,576)</u>
<b>Closing balance - cash &amp; temporary investments</b>	<u>57,612</u>	<u>54,424</u>	<u>51,729</u>	<u>48,626</u>

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	6.d. Capital Project Update			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Shelley Rennick, Director, Facilities Management			
<b>Reviewed By:</b>	Eileen Bray, VP Administration & Finance			

The Five Year Capital Plan 2015 – 2020 includes the following projects.

- 1/ Allied Health Sciences Building
- 2/ Facilities Management building c/w multi-purpose lab
- 3/ Engineering Program space – Repurposing
- 4/ Sustainable Communities & Bioenergy Expansion
- 5/ Residence Renewal
- 6/ International Education and Continuing Studies Building
- 7/ Charles Jago Northern Sports Centre Expansion

### UPDATE

#### 1/ Allied Health Sciences Building

Status:

We are awaiting a consultant report to UBC, MAVED, and UNBC.

#### 2/ Facilities Management building c/w multi-purpose lab

Status:

There is no project update at this time.

#### 3/ Engineering Program space – Repurposing

Status:

There is no project update at this time.

#### 4/ Sustainable Communities and Bioenergy Expansion

Phase 1 is the connection of the Daycare and Residence to the Bioenergy loop is almost complete. IDL Projects was awarded the construction contract for this piping project and the completion date has been extended to November 21<sup>st</sup>.

**Funding:**

Funding for Phase 1 is in place through a combination of Ministry funding, internal and external partnerships. Spending is on track for the Ministry funding to be completely expended by March 31, 2015. The remainder of the project will be completed next spring/summer.

**5/ Residence Renewal**

**Status:**

HCMA Architects won the bid for designing the project. Detailed design is underway and the first costing report will be available within the next couple of weeks. Construction of the project will be completed using the Construction Management @ Risk procurement process. This tender has gone out and will close December 9, 2014 with construction to begin in the Spring.

**6/ International Education and Continuing Studies Building**

**Status:**

There is no project update at this time.

**7/ Charles Jago Northern Sports Centre Expansion**

**Status:**

There is no project update at this time.

**OTHER CAPITAL PROJECTS**

**Wood Innovation and Design Centre Update:**

**Building:**

The building is now complete and our Masters in Engineering folks have now moved in.

Planning and identification of the Research lab equipment is ongoing. Due to the type and lead time on some of this complex equipment, and the challenges around outfitting the lab around the Canada Winter Games, we have asked the Ministry for an extension on this Certificate of Approval past the fiscal year end. An extension for a portion of the funding (\$500,000) was approved. It is anticipated that the remaining \$2.2 million will be expended by fiscal year end.



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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	6.e. Enrolment Report			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Brenda Sitter, Executive Assistant to the Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic & Provost			

**Material:** Report attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## November 1st Snapshot FTE Summary Fall 2014 vs. Fall 2013

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### Executive summary:

- Total FTE (excluding international fee paying FTE) down -5.3% (-146.7).
  - At 79.4% of estimated fall portion of ministry FTE targets<sup>2</sup>.
  - At 94.4% of Measure (M) 1.
- Overall registrations down -5.9% (-221hc).
  - At 82.9% of estimated fall portion of head count needed to meet ministry FTE targets<sup>2</sup>.
  - At 94.7% of Measure (M) 1.

### More detailed:

#### Full Time Equivalentents (FTE)

- Undergraduate FTE down -5.9% (-133.6).
  - At 64.3% of estimated fall portion of ministry FTE targets<sup>3</sup>.
  - At 92.5% of Measure (M).
- Graduate FTE down -3.1% (-18.7).
  - At 121.9% of estimated fall portion of ministry FTE targets.
  - At 99.4% of Measure (M).
- Continuing Studies FTE down -14.0% (-8.1).
  - At 315.6% of estimated fall portion of ministry FTE targets.
  - At 120.7% of Measure (M).

#### Included in above numbers:

- International (domestic tuition paying) FTE up 4.5% (5.9).
  - At 115.7% of Measure (M).
- International (international tuition paying) FTE down -8.5% (-13.7).
  - At 93.2% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -5.3% (-146.7).

#### Registrations (hc)

- Undergraduate registrations down -4.9% (-135hc).
  - At 74.6% of estimated fall portion of head count needed to meet ministry FTE targets.
  - At 91.8% of Measure (M).
- Graduate registrations down -2.7% (-18hc).
  - At 115.6% of estimated fall portion of head count needed to meet ministry FTE targets.
  - At 97.1% of Measure (M).
- Continuing Studies registrations down -21.9% (-68hc).
  - At 152.3% of estimated fall portion of head count needed to meet ministry FTE targets.
  - At 130.3% of Measure (M).

#### Included in above numbers:

- International (domestic tuition paying) registrations up 4.3% (6hc).
  - At 106.1% of Measure (M).
- International (international tuition paying) registrations down -1.9% (-4hc).
  - At 95.9% of Measure (M).

Total registration down -5.9% (-221hc).

## International Student Enrolment

### 2013 Undergraduate Students:

China	92
Saudi Arabia	63
Nigeria	12
USA	11

### 2013 Graduate Students:

India	18
China	15
Nigeria	13
USA	9

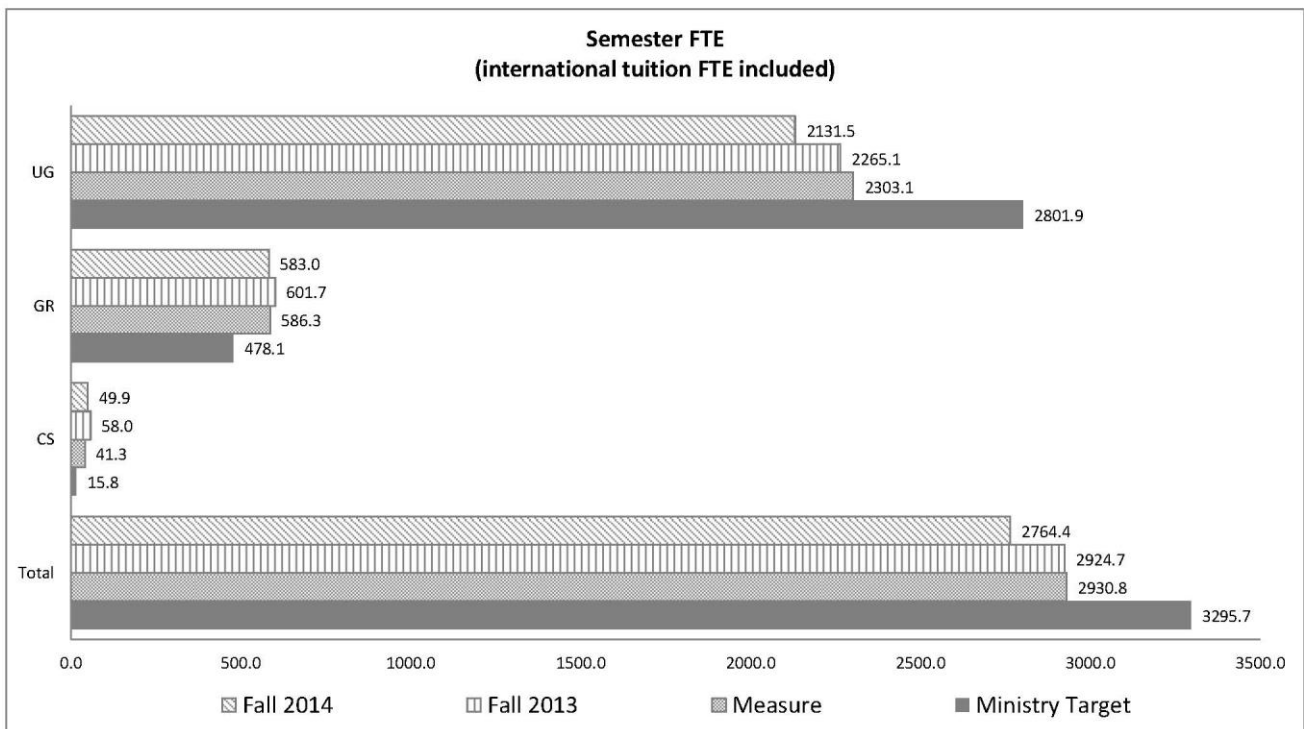
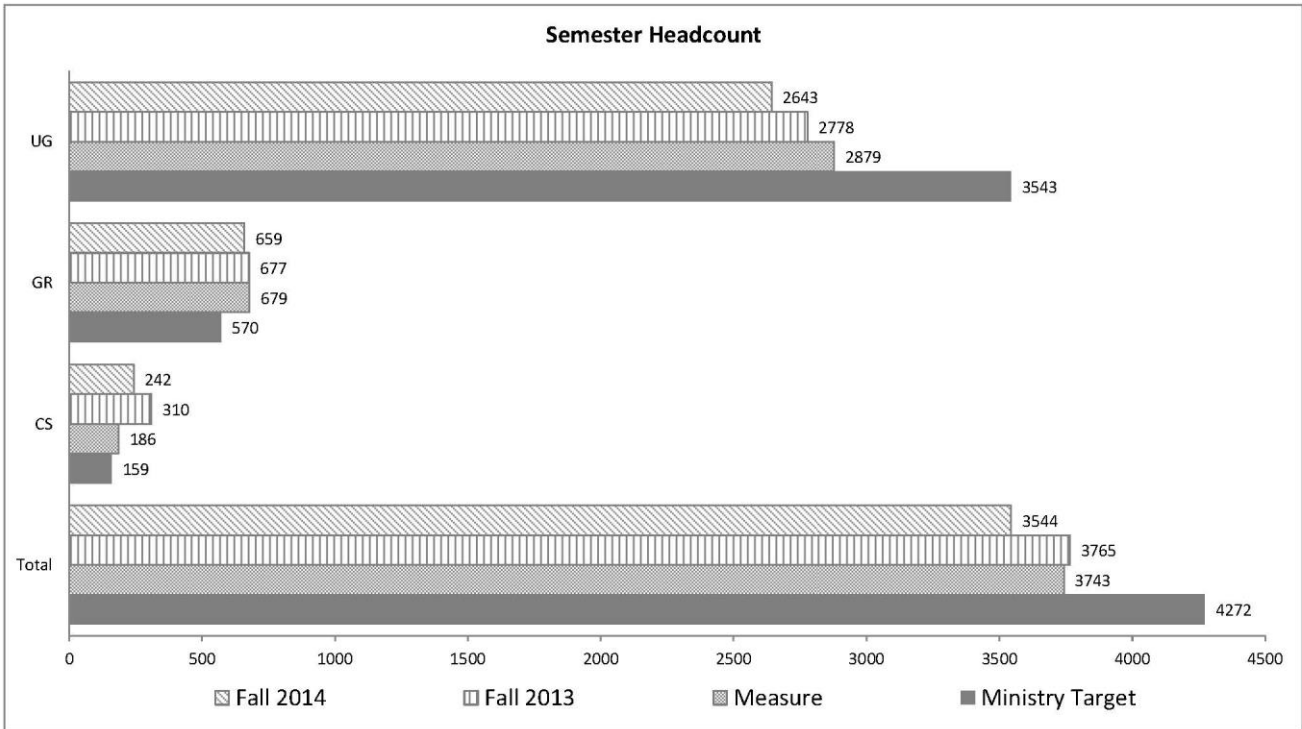
### Retention Rate of 1<sup>st</sup> to 2<sup>nd</sup> Year Students:

- The retention rate is 76.2% based upon 294 students in the Fall of 2012 and 224 that returned for the Fall 2013 semester
- The attrition rate is 23.8%.

### Notes:

1. Measure (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example the Measure (M) for a fall 2013 FTE report would be based on the official numbers from the fall 2010, 2011 and 2012 terms.
2. Ministry targets are based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.
3. International tuition group UG FTE are not included in the % of estimated ministry target calculations.
4. The ministry targets proved to UNBC includes a portion of “undesigned” FTEs; for the purpose of this report these “undesigned” FTE are used as the targets for continuing studies.

**Head Count and FTE Breakdown**  
**Fall 2014 vs. Fall 2013**  
 November 1st snapshot



\*\* estimated portion of the ministry yearly annualized target needed to meet final FTE target

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	6.f. Agreements, Scholarships, Bursaries and Awards			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Brenda Sitter, Executive Assistant to the Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic & Provost			

**Material:** Report Attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**  **Not Approved:**  **Date:**

**Remarks/Next Steps:**

Motion Number (assigned by  
Steering Committee of Senate): S-201410.25

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the letter of agreement between CNC and UNBC be approved as proposed.

**Effective Date:** Upon approval by Senate

**Rationale:** UNBC and CNC first entered into this agreement in 2003. It has been renewed once, and expired a few years ago. It is an agreement that has worked well for both institutions and helped to encourage the transfer of international students from CNC to UNBC, rather than to other post-secondary institutions. At its peak we received 204 applications in 2004 as a result of this agreement. The staff in the Registrar's Office are well versed in the procedures surrounding the agreement, and because of its success in the past it could be implemented with little to no disruption. The letter of agreement was brought before CASH College Council in July and CSAM College Council in August for discussion. No further recommendations or concerns were brought forward at either council meeting.

**Motion proposed by:** Pam Flagel and Sylvester Chen

**Academic Program:** not applicable

**Implications for Other Programs / Faculties?** None

**College:** not applicable

**College Council / Committee Motion Number:**

**College Council / Committee Approval Date:**

**Attachment Pages (if applicable):** 2 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201410.102

**Moved by:** B. Owen

**Seconded by:** I. Hartley

**Committee Decision:** CARRIED.

**Approved by SCAAF:** October 1, 2014  
Date

  
Co-Chair's Signature

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

## Letter of Agreement

June 4, 2014

This letter is between:

**College of New Caledonia**  
3330 – 22<sup>nd</sup> Avenue  
Prince George, B.C., V2N 1P8

And

**University of Northern British Columbia**  
3333 University Way  
Prince George, B.C., V2N 4Z9

### **The Purpose:**

Guaranteed Admission to UNBC for International/Domestic students for whom English is not their first language.

### **The Agreement:**

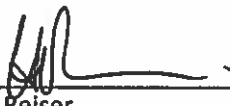
To successfully administer this agreement, the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC) agree to the following terms:

1. CNC provides English Language training (ELT) for students whose first language is not English. At CNC the passing grade for ELT is 80% (B). In addition, all students will complete 15 university transferable credits in other courses with a minimum cumulative grade point average of 2.0 or "C" in the university transfer credit courses
2. Three of the 15 credits must be completed in a 100 level university transfer English course. A final grade of 75% (B) or better in a university transferable English course is required in order to be considered for admission
3. The University of Northern British Columbia guarantees that upon completion of the above requirements, applicants will be guaranteed a general offer of admission
4. Each institution will appoint an administrator or coordinator for this agreement. It will be the responsibility of these two people to coordinate the agreement and keep in contact on a regular basis to ensure that it is administered consistently
5. Promotional materials related to this agreement will be jointly approved. This includes materials used for international recruitment.



This Agreement comes into effect at signing and will remain in effect unless terminated. It will be reviewed every two years. Either institution may terminate the agreement by providing the other institution with six months written notice of intent to terminate. If either party terminates the agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

\_\_\_\_\_  
Dr. Mark Dale  
Interim President and Vice Chancellor  
UNBC

  
\_\_\_\_\_  
Henry Reiser  
President  
CNC

Date: \_\_\_\_\_

Date: June 10, 2014



Motion Number (assigned by SCS): SCSB20140827.03

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Youth In Care Tuition Waiver be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To activate the Youth in Care Tuition Waiver commencing the 2014-2015 Academic Year.

**Proposed by:** Linda Fehr, Coordinator

**External Relations Contact:** N/A

**Faculty / Academic Department:** Awards and Financial Aid

**Date:** August 27, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140827.03

**Moved by:** Schwab

**Seconded by:** Erasmus

**Committee Decision:** CARRIED

**Attachments:** 5 Pages

**Approved by SCSB:** August 27, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION**

**Award Category:** General

**Award Name:** Youth In Care Tuition Waiver

**Awards Guide Description/Intent:** These waivers are offered by UNBC to assist students who are current or former youth in care as defined by the Child, Family and Community Service Act. The waiver is intended to enable these students to begin and continue their studies at the University in a full-time program leading to their first undergraduate degree, diploma, or certificate. The waiver will cover the full cost of tuition.

**Donor:** The University of Northern British Columbia

**Value:** Cost of tuition

**Number:** Variable

**Eligibility:**

To be eligible for the Youth in Care Tuition Waiver, students must be residents of British Columbia, currently living in care or have lived as a Youth in Care (as defined below) in BC for at least one year and be enrolled in full-time studies as defined by the University.

Students must have started post-secondary education within five years of being in care and must enroll in post-secondary education at UNBC within an additional five years.

A Youth in Care is defined as:

- ❖ In the continuing custody of the director under the Child, Family and Community Service Act or a delegated Aboriginal agency
- ❖ In the permanent custody of the Superintendent of Family and Child Services (under the Family and Child Service Act); or
- ❖ Under the guardianship of a director as referred to in the Family Law Act; or
- ❖ Were in temporary custody of the director under the Child, Family and Community Service Act or a delegated Aboriginal agency or under a Youth Agreement at your 19<sup>th</sup> birthday; or
- ❖ Were in the temporary care of the director under the Child, Family and Community Service Act or a delegated Aboriginal agency for a minimum period of three years between the ages of 12 and 19.

**Eligible Programs:**

A tuition waiver will be applied to an eligible student's tuition account for credit courses/programs leading to the student's first undergraduate degree, certificate or diploma.

Eligible students who are enrolled in collaborative/joint degree programs such will receive the waiver for classes undertaken at UNBC only. The waiver is not transferable to another post-secondary institution.

**Ineligible Programs/courses:**

- All non-academic cost recovery courses
- All non-degree Diploma and Certificate programs
- Bachelor of Education
- All Graduate and Postdoctoral studies programs

**Criteria:** Admission to the University and satisfactory academic standing.

**Note:** The waiver may be renewed for up to three additional consecutive years, provided the student maintains satisfactory academic standing and continues to pursue full time studies towards a first undergraduate degree, diploma, or certificate.

**Application Instructions:** *Complete the Youth in Care Tuition Waiver Application Form.*

**Effective Date:** August 2014

**Recipient Selection:** Senate Committee on Scholarships and Bursaries, upon recommendation by the Awards and Financial Aid Office.



REPRESENTATIVE FOR  
CHILDREN AND YOUTH



June 20, 2014

Ref: 20591

Troy Hanschen  
University Registrar  
University of Northern British Columbia  
3333 University Way  
Prince George BC V2N 4Z9

Dear Troy Hanschen;

Accessibility is a key value of post-secondary institutions. In fact, universities and colleges attract students from all walks of life. But did you know that only a handful of kids who grew up in government care ever have the chance to go further than high school? That's an inequity that together we can fix – and it's easier than you might think.

The first step is to embrace the idea of a tuition waiver program for former youth in care. Then, take the steps to make it a reality. Vancouver Island University's tuition waiver program came together in just a few short weeks, and your institution's could, too.

At the end of April, a gathering with cross-sectoral representation met to discuss the tuition waiver program. An overview of this meeting is attached, which may be helpful.

Of the 700 youth who age out of government care every year, only about half complete high school. These youth face poor short- and long-term outcomes – more likely to be homeless, experience mental health issues, be underemployed – with multiple barriers to post-secondary education, including high school preparation and being without a family to guide them towards post-secondary education.

We have the opportunity to remove a major barrier as a first step, and that is the financial barrier of tuition costs. To date, five of B.C.'s post-secondary institutions have risen to the challenge I issued last summer and waived tuition for former youth in care. Two more institutions have indicated that they plan to follow suit. Find out how they did it, and how your institution could put this program in place as soon as September 2014. For more information please contact Bev Biffard at (250) 356-2300.

Accessibility can become reality for former youth in care. Let's make it happen.

Sincerely,

Mary Ellen Turpel-Lafond  
Representative for Children and Youth

Attachment

A unique gathering this spring brought post-secondary schools and businesses together with youth, government reps and service providers to talk about one goal – improving the lives of vulnerable youth by making post-secondary education a reality for more former youth in care.

This summary provides an overview of discussions and presentations during the April gathering, sponsored by the Representative for Children and Youth and Coast Capital Savings.

The 700 youth who age out of government care every year in B.C. are often left to flounder once they turn 19. Without a family home or a supportive adult in their lives, the transition to adulthood these youth face can be rocky. They are more likely to end up in poverty, poor health, homelessness or substance misuse than youth who have not been in care. Attending any kind of post-secondary school can often seem out of the question.

*"Because youth who grow up in care already face many barriers, our support can make all the difference in helping them reach their full potential."*

- Mary Ellen Turpel-Lafond  
Representative for Children  
and Youth B.C.

Momentum is growing among B.C.'s post-secondary institutions to support former youth in care. Two schools now waive tuition for these youth, including the largest, UBC, prompting the Representative to repeat her call for all of this province's post-secondary schools to follow suit. Three more institutions have indicated they plan to do so. In addition, a fund launched to help former youth in care offset their living expenses while attending post-secondary institutes has been initiated with the first contribution of \$200,000 from Coast Capital Savings.

## What we heard

Presenters at the April gathering included: Mark Gifford, Director of Grants and Community Initiatives at the Vancouver Foundation; Vancouver Island University President Ralph Nilson with three VIU students; Tracy Redies, President and CEO Coast Capital Savings; Lori Culbert and Tracy Sherlock, Vancouver *Sun* journalists, and Ursula Baer from UBC.

Without exception, presenters agreed that education affects almost every measure of well-

*"We are starting on a new journey and are focused on paddling together. How do we lift up the community we serve?"*

- Ralph Nilson  
President, Vancouver  
Island University

being – from financial independence, to family functioning, to health. Presenters said that youth in care need to know they will be supported through their transition to adulthood, whether that means creating expectations for post-secondary learning at a young age, teaching youth about grocery shopping and finances before leaving care, assisting with a job or housing search, or waiving the cost of tuition.

Nilson and Baer both spoke about the need to connect with high schools to ensure youth in care can be ready to go to post secondary. The Vancouver *Sun* journalists reviewed their recent in-depth series on the transition of youth in care to adulthood and talked about the toxic stress many of these youth experience in their lives, from changing schools, trauma, abuse or poor nutrition. Gifford said we need to ensure youth in care receive the same message other youth receive from parents around opportunities for post-secondary education. And Redies said her company has stepped in to help because all youth deserve a bright future.



REPRESENTATIVE FOR  
CHILDREN AND YOUTH



## What we learned

Throughout the day, presenters and participants listened, talked and learned about the transition path of former youth in care and the benefits of providing support both before and during early young adulthood.

Participants heard that VIU's tuition waiver program came together in just a few short weeks, with a focused commitment to success. VIU staff said setting up such a program is very doable and fits with the value of accessibility. Former youth in care who are now students at VIU expressed appreciation for an opportunity they did not think they would have in life.

Discussions with former youth in care in a session on transitions centred on entering adulthood. Consensus was that this doesn't happen at the same time for everyone, underlying the need for supports to be there for those who need it over a range of ages.

A presentation on the results of the Vancouver Foundation's province-wide transitions survey *Fostering Change* discussed results showing that the majority of British Columbians want to extend the age of government support to youth in foster care from 19 to at least 21, citing a strong link between being in foster care and becoming homeless.

Interwoven throughout the day – and the focus of Baer's presentation – was the importance of former youth in care having at least one mentor or caring adult in their lives if they are to experience success.

## Next steps – what can we do?

B.C.'s post-secondary institutions and businesses can take a number of steps to substantially contribute to the goal of making post-secondary education a reality for more former youth in care.

In the words of VIU President Nilson, the first step for post-secondary schools is to realize that a tuition waiver program "is the right thing to do," and then take the steps to make it a reality.

Post-secondary institutions are fortunate that much has been learned by VIU as the first post-secondary institution in B.C. to set up a tuition waiver program. VIU is pleased to share with other institutions information around program start-up and other lessons learned.

Business can play an important role in supporting former youth in care to access post-secondary education by contributing to the fund set up in January 2014 to help cover expenses beyond tuition that are often a barrier for these youth. Without a family home to live in, a student can expect to spend three times more on living expenses than tuition. The fund is managed by the Vancouver Foundation.

Representative for Children and Youth Mary Ellen Turpel-Lafond kicked off the one-day April event with the release of a special report, *On Their Own: Examining the Needs of B.C. Youth as They Leave Government Care*. "The provincial government's responsibility to 'parent' the children in its care should not suddenly end when those youth turn 19," Turpel-Lafond said. "The province has a responsibility to provide services and supports to these youth to ensure they have the same opportunities as their non-care peers," she said, adding that the cost to society and government of not helping these youth is far higher than the cost of providing adequate support to them during this critical period. The report recommends a number of policy and legislative changes to assist and support youth as they transition out of care, and can be found at [www.rcybc.ca](http://www.rcybc.ca)





Motion Number (assigned by SCS): SCSB20140827.04

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Bryan Juelfs Memorial Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To activate the Bryan Juelfs Memorial Bursary commencing the 2014-2015 Academic Year.

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** June 25, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140827.04

**Moved by:** Young

**Seconded by:** Safaei Borojeny

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**



**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Bryan Juelfs Memorial Bursary

**Awards Guide Description/Intent:** The friends and family of Bryan Juelfs, RPF would like to honour Bryan's memory by establishing this endowment to support students in the area of forestry, which was his passion. Bryan completed his degree at UNBC and went on to obtain his Registered Professional Forester designation in October 2006.

**Donor:** Friends and Family of Bryan Juelfs

**Value:** \$750

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate student studying natural resources management with a focus on forestry and who has completed 60 credit hours.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Endowed 2014

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140827.05

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Re/Max Centre City Realty Athletics Award be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To activate the Re/Max Centre City Realty Athletics Award commencing the 2014-2015 Academic Year.

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** June 25, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140827.05

**Moved by:** Schorcht

**Seconded by:** Harris

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Athletic

**Award Name:** Re/Max Centre City Realty Athletics Award

**Awards Guide Description/Intent:**

**Donor:** Re/Max Centre City Realty and others

**Value:** \$750

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full time undergraduate student who is a current member of a UNBC Varsity Athletics Team.

**Criteria:** Satisfactory academic standing.

**Effective Date:** Established 2014

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Athletics Department.



Motion Number (assigned by SCS): SCSB20140827.06

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the WWNI Community Development Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To activate the WWNI Community Development Bursary commencing the 2014-2015 Academic Year.

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** June 25, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee had a robust discussion regarding the terms and background of the award and unanimously endorsed the motion.

**Motion No.:** SCSB20140827.06

**Moved by:** van Adrichem

**Seconded by:** Erasmus

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
Date

  
Chair's Signature

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** WWNI Community Development Bursary

**Awards Guide Description/Intent:** This bursary is intended to support a WWNI student each year in the pursuit of their goals to attain a university degree and be involved in the development of Nisga'a communities.

**Donor:** Katherine Scouten

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate student, registered with UNBC, at the Wilp Wilxo'oskw'i Nisga'a Institute (WWNI).

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Established 2014

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140827.07

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for The 16,000 Legacy Award be approved.

**Effective Date:** 2015 – 2016 Academic Year

**Rationale:** To activate The 16,000 Legacy Award commencing the 2015-2016 Academic Year.

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** August 27, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee had a robust discussion regarding the terms and background of the award and unanimously endorsed the motion.

**Motion No.:** SCSB20140827.07

**Moved by:** van Adrichem

**Seconded by:** Erasmus

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** 'The 16,000' Legacy Award

**Awards Guide Description/Intent:** In celebration of the University of Northern British Columbia's 25th anniversary, the University would like to thank and recognize 'The 16,000' original members of the Interior University Society (IUS). By signing membership cards and paying the \$5 membership fee to the IUS, the citizens and communities of the region led a movement that became UNBC and symbolized hope for the future of the North and generations to come. This act demonstrated the broad public support for the idea of a northern university and UNBC exists today as a manifestation of their resolve. UNBC is creating this endowed award in honour of 'The 16,000'.

**Donor:** UNBC

**Value:** \$2,500

**Number:** minimum of Two

**Award Type:** Award

**Eligibility:** Available to full time undergraduate students. First preference will be given to students who can provide identification confirming they are petition signers or descendants of The 16,000 petition signers. (The full list is located at: <http://www.unbc.ca/25/public-campaign>.)

**Criteria:** Academic proficiency and demonstrated financial need.

**Conditions:** Students are unable to receive this award more than once.

**Note:** There will be an equal opportunity scope for students at the Prince George and the regional campuses.

**Effective Date:** Established 2014

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140827.08

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Cliff-Marcel Trust Fund Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise and re-activate the Cliff-Marcel Trust Fund Bursary commencing the 2014-2015 Academic Year with alterations to the Award Name, Value and Award Type sections as follows:

**Award Name:** Cliff-Marcel Trust Fund Scholarship Bursary

**Value:** minimum of \$1,000 ~~\$1,500~~

**Award Type:** Scholarship Bursary

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** August 27, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140827.08


**Moved by:** Erasmus

**Seconded by:** Safaei Boroojeny

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
Date

  
Chair's Signature

**For information of Senate.**



**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Cliff-Marcel Trust Fund Scholarship Bursary

**Donor:** Mrs Marceline Fairbairn

**Value:** minimum of \$1,000 \$1,500

**Number:** One

**Award Type:** Scholarship Bursary

**Eligibility:** Available to a full or part time undergraduate Canadian First Nations student who has completed 30 credit hours.

**Criteria:** Academic proficiency and demonstrated financial need.

**Effective Date:** Established 2009

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140827.09

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the CGA Continuing Education Tuition Scholarship be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the CGA Continuing Tuition Scholarship commencing the 2014-2015 Academic Year with alterations to the Eligibility and Conditions sections as follows:

**Eligibility:** Available to a full time undergraduate graduating from the Bachelor of Commerce (Accounting) degree program who will be continuing their professional education in the GGA program CPA program.

**Conditions:** Tenable upon confirmation of enrolment in the GGA CPA program

**Proposed by:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** August 27, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140827.09

**Moved by:** van Adrichem

**Seconded by:** Erasmus

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** August 27, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** CGA Continuing Education Tuition Scholarship

**Donor:** Certified General Accountants Association of British Columbia

**Value:** \$2,000

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to a full time undergraduate graduating from the Bachelor of Commerce (Accounting) degree program who will be continuing their professional education in the ~~GGA program~~ CPA program.

**Criteria:** Academic excellence.

**Conditions:** Tenable upon confirmation of enrolment in the ~~GGA~~ CPA program

**Note:** This scholarship is awarded in the spring.

**Effective Date:** Established 1996

**Recipient Selection:** Senate Committee on Scholarships and Bursaries upon nomination by the School of Business.



Motion Number (assigned by SCS): SCSB20140924.03

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Din Family Award be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the Din Family Award commencing the 2014-2015 Academic Year with alterations to the Award Value, Eligibility and Note sections as follows:

**Value:** ~~\$2,500~~ \$1,500

**Eligibility:** Available to a Northern Medical Program aboriginal student, ~~who is a parent with children residing with them, or who is a single parent with full time custody.~~ First preference will be given to an aboriginal student. Second preference will be given to Northern Medical Program students who are parents with children residing with them or who are single parents.

~~If there are no students who meet the above eligibility requirements, the award may be given to a Northern Medical Program student who is in great financial need. the award will be available to a Northern Medical Program student who has committed to participating in an (international) global health project through the Global Health Initiative.~~

~~Note: Students will be required to provide an essay outlining their experiences in the Global Health Initiative program, if applicable.~~

**Proposed By:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** September 24, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140924.03

**Moved by:** Erasmus

**Seconded by:** Schwab

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** September 24, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

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**AWARDS GUIDE INFORMATION:**

**Award Category:** NMP

**Award Name:** Din Family Award

**Awards Guide Description/Intent:** Recognizing that medical education can be costly upfront and having been personally at risk of not completing medical school because of an unanticipated severe lack of finances it was only upon the unrelenting, unquestioning monetary aid of his Mum and Uncle was the donor able to complete his studies. Benefiting from such graciousness and generosity the donor wishes to return the favor to those whose studies may be hampered by significant personal financial difficulties.

**Donor:** The Din Family

**Value:** ~~\$2,500~~ \$1,500

**Number:** 1

**Award Type:** Award

**Eligibility:** Available to a Northern Medical Program aboriginal student. ~~who is a parent with children residing with them, or who is a single parent with full-time custody. First preference will be given to an aboriginal student. Second preference will be given to Northern Medical Program students who are parents with children residing with them or who are single parents.~~

If there are no students who meet the above eligibility requirements, the award may be given to a Northern Medical Program student who is in great financial need. ~~the award will be available to a Northern Medical Program student who has committed to participating in an (international) global health project through the Global Health Initiative.~~

**Criteria:** Must be enrolled in the Northern Medical Program.

**Application Instructions:** Fill out all sections of the Northern Medical Program Awards Application form.

~~**Note:** Students will be required to provide an essay outlining their experiences in the Global Health Initiative program, if applicable.~~

**Effective Date:** Established 2011

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Associate VP Medicine, UNBC or designate.



Motion Number (assigned by SCS): SCSB20140924.04

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the UNBC Board of Governors Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the UNBC Board of Governors Bursary commencing the 2014-2015 Academic Year with alterations to the Award Value section as follows:

Value: ~~\$500~~ \$1,000

**Proposed By:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** September 24, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140924.04

**Moved by:** Erasmus

**Seconded by:** Schwab

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** September 24, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** UNBC Board of Governors Bursary

**Awards Guide Description/Intent:** This award was established by former members of the UNBC Board of Governors to assist students in need with their education and career goals.

**Donor:** UNBC Board of Governors

**Value:** ~~\$500~~ \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate or graduate student.

**Criteria:** Demonstrated financial need.

**Conditions:** Student is unable to receive this award more than once.

**Effective Date:** Endowed 2012

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140924.05

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Awards Guide Information for the UNBC Faculty and Staff Scholarship be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the UNBC Faculty and Staff Scholarship commencing the 2014-2015 Academic Year with alterations to the Award Value section as follows:

**Value:** ~~\$700~~ \$1,000

**Proposed By:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** September 24, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140924.05

**Moved by:** Erasmus

**Seconded by:** Schwab

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** September 24, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**



**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** UNBC Faculty and Staff Scholarship

**Awards Guide Description/Intent:**

**Donor:** UNBC

**Value:** ~~\$700~~ \$1,000

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to a new student who is a resident of northern British Columbia.

**Criteria:** Academic excellence.

**Effective Date:** Endowed 1993

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20140924.06

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Awards Guide Information for the UNBC Faculty and Staff Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the UNBC Faculty and Staff Bursary commencing the 2014-2015 Academic Year with alterations to the Award Value section as follows:

Value: ~~\$600~~ \$1,000

**Proposed By:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** September 24, 2014

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20140924.06

**Moved by:** Erasmus

**Seconded by:** Schwab

**Committee Decision:** CARRIED

**Attachments:** One Page

**Approved by SCSB:** September 24, 2014  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** UNBC Faculty and Staff Bursary

**Awards Guide Description/Intent:**

**Donor:** UNBC

**Value:** ~~\$600~~ \$1,000

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a new post-secondary student who is a resident of northern British Columbia.

**Criteria:** Satisfactory academic standing and demonstrated financial need.

**Effective Date:** Endowed 1993

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

## 2015 Canada Winter Games UNBC Tuition Credit

### Background:

In February of 2015, UNBC will be playing a significant role in hosting the Canada Winter Games. As part of the games approximately 3,500 high-performance athletes, aged 12-35, and officials will be travelling to Prince George to participate in a wide variety of events. While the athletes will be focused on excelling in their events and the officials on officiating, it is the goal of the Student Recruitment Unit (SRU) to come into contact with and promote UNBC as the university of choice for 2015 Canada Games participants.

### 2015 Canada Winter Games UNBC Tuition Credit:

UNBC will provide a \$2,500 Tuition Credit (\$1,250/semester) to any Canada Winter Games athlete or official (verified by the CWG Society) that wishes to study at the undergraduate or graduate level, that comes into contact with the Student Recruitment Unit (in-person or electronically), and that creates a profile in UNBC's "UNBC4u" student recruitment portal through the period October 1, 2014 to March 31, 2015. UNBC will guarantee any verified CWG athlete or official a \$2,500 tuition credit for their first and second semesters of study (\$1,250/semester) up to, and including, the September 2019 semester.

### Contacting Athletes & Promoting the Initiative:

The Student Recruitment Unit will engage in a variety of activities to promote the initiative and the University to athletes, officials, and their families ranging from:

1. **In-Person:** The SRU will work with the Canada Winter Games Society (through the UNBC/CWG MOU) to establish a presence inside the Athletes Village that will be regularly staffed. Through this presence, the Student Recruitment Officers will promote UNBC and encourage athletes and officials to provide contact details and create a profile in the UNBC4u student recruitment portal.
  - Coordination Responsibility: Shannon Rodriguez, UNBC Student Recruitment Officer
2. **CWG Tour Program:** Run in conjunction with the UNBC Athletics Department, the SRU will organize a formal tour program targeted to CWG Athletes. The premise being that CWG athletes be hosted by UNBC athletes. UNBC athletes will promote the tuition credit to CWG Athletes and will encourage them to provide the SRU with their contact details
  - Coordination Responsibility: Dennis Stark, UNBC Student Recruitment Officer
3. **UNBC Student Recruitment Portal:** A dedicated code/landing page will be designed for CWG Athletes that promotes the University and the \$2,500 2015 CWG UNBC Tuition Credit. Athletes and officials that enter through the portal directly through the UNBC website or through a link from the CWG Website (provided to us as a major corporate sponsor) will be linked to a specific code and be managed appropriately.
  - Coordination Responsibility: Marlina Hawes, UNBC Enrolment Services Officer

## **Expectations/Tracking:**

The SRU will set two goals, one being recruitment based and the other being registration based:

1. **Recruitment Goal:** Given the age range of CWG Athletes (12-35), the SRU will set a goal of collecting 350 prospective CWG athlete and official prospective student profiles (approximately 10% of participating athletes and officials).
2. **Registration Goal:** The SRU and Enrolment Services Unit will set a goal of registering 10% of the prospective CWG athlete records collected over the 5-year eligibility period.
3. **Tracking:** Prospective CWG athletes that participate in the recruitment program will be tracked through a specific code in the UNBC Prospective Student Database and the BANNER student system. Only CWG athletes that sign up in UNBC4u between October 1, 2014 and March 31, 2015 and are verified as an athlete or official by the CWG Society will be eligible for the 2015 Canada Winter Games UNBC Tuition Credit.

## **Additional Details:**

1. The 2015 Canada Winter Games UNBC Tuition Credit is open to all athletes and officials that participate in the 2015 Canada Winter Games and that register within the established timeframe at the undergraduate or graduate level at the University of Northern BC.
2. Any 2015 Canada Winter Games athlete or official that signs up through the UNBC4u student recruitment portal in the period October 1, 2014 to March 31, 2015, applies for admission to UNBC for any semester up to and including the September 2019 semester, meets published admission requirements, and registers in courses will have their student account credited \$1,250 for two semesters of study at the University.
  - a. Any applicant that wishes to study in the Northern Collaborative Baccalaureate Nursing Program will have the tuition credit applied to their first two semesters of study at the appropriate College.
3. The \$1,250 2015 Canada Winter Games UNBC Tuition Credit will be applied to tuition only. All other associated fees are the responsibility of the student.

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 29, 2014			
<b>Agenda Item:</b>	6.g. RFP Responses for Audit Services			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Prepared By:</b>	Colleen Smith, Director, Finance & Budgets			
<b>Reviewed By:</b>	Eileen Bray, Vice-President, Administration			

**Material:** Memo attached.

**Issue:**

**Background:** RFP14-1488, Request for Audit Services was issued on October 9, 2014 and responses were required by October 30, 2014. Four qualifying responses were received by the required deadline. Details of the analysis of the proposals submitted are provided in the attached memo.

**Motion:** That, on the recommendation of the Finance and Audit Committee, the Board of Governors the awards the RFP14-1488 to KPMG LLP and the appointment of KPMG LLP, as the auditor for the University for 2014/15 – 2016/17, with the option to renew for two one-year extensions, with fees as follows:

<u>Year</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18*</u>	<u>2018/19*</u>
<b>Proposed fees</b>	\$58,450	\$59,800	\$61,150	\$62,500	\$63,850

*\*Subject to renewal*

**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**



**MEMORANDUM**

**TO: Finance & Audit Committee**

**CC: Eileen Bray, Vice President, Administration & Finance**

**FROM: Colleen Smith, Director, Finance & Budgets**

**DATE: November 21, 2014**

**RE: Results of review of Audit Services RFP responses**

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On November 7, 2014, a committee consisting of the following people met for the Phase I review of responses received for RFP14-1488, Request for Audit Services:

- Colleen Smith, Director, Finance & Budgets
- Leanne Murphy, Financial Services & Systems Manager
- William Chew, Manager, Treasury Services

A total of four responses were received. The committee used a “Best Value” approach to review each of the proposal packages; at the time of the Phase I review, the committee was not directly informed of the identity of the proponents. Each member of the committee assigned a score to the proponents based on the following weighted criteria included in the RFP:

1. Capability (35%)
2. Audit Strategy (45%)
3. Pricing (20%)

The average of the committee members scoring for each proponent was as follows:

<b>Criteria</b>	<b>Proponent 1</b>	<b>Proponent 2</b>	<b>Proponent 3</b>	<b>Proponent 4</b>
Audit Strategy	10.50	6.15	11.25	5.55
Capacity	19.95	14.93	22.75	12.02
Price	1.00	1.00	1.00	1.67
<b>Total</b>	<b>31.45</b>	<b>22.08</b>	<b>35.00</b>	<b>19.23</b>
Rank	<b>2</b>	<b>3</b>	<b>1</b>	<b>4</b>

As a result of the scoring, the proposals were ranked overall as follows:

1. KPMG LLP
2. BDO Canada LLP
3. Deloitte LLP
4. MNP LLP

**Based on the above analysis, the Committee recommends that the Finance and Audit Committee approve the award of RFP14-1488 to KPMG LLP and the appointment of KPMG LLP, as the auditor for the University for 2014/15 – 2016/17, with the option to renew for two one-year extensions at the following fees for each year:**

<b>Year</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18*</b>	<b>2018/19*</b>
Proposed fees	\$58,450	\$59,800	\$61,150	\$62,500	\$63,850

*\*Subject to renewal*



## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	7.a. Summary of Maclean's Magazine and Globe & Mail			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Brenda Sitter, Executive Assistant to the Provost			
<b>Reviewed By:</b>	Mark Dale, Vice President Academic & Provost			

**Material:** Summary of Maclean's Magazine and Globe and Mail University Rankings 2014 attached.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**  **Not Approved:**  **Date:**

**Remarks/Next Steps:**

## Globe & Mail – Canada’s University Report November 2014

The Globe and Mail reported a snapshot of 61 campuses across the country, with minimal details and incorrect facts.

The following is the University of Northern British Columbia profile:

### UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Prince George (main), Peace River, Terrace, Prince Rupert and Quesnel

Students: 4,200

Cost: \$5,500

UNBC’s focus on preparing students for work in the resource sector aligns with the region’s strong oil, gas and forestry industries. The school, which calls itself “Canada’s Green University,” is heated by wood pellets made from trees killed by pine beetles. Students enjoy interesting lab opportunities, thanks to considerable research funding for its size; however, co-op placements are scarce.

Your typical classmate: Eats most meals at the cafeteria. Starting next year, a seven-day meal plan (\$2,166 per semester) will be mandatory for both first and second year students living in residence.

Students say: They are worried about budget cuts; with a decreasing government funding and enrolment below capacity, UNBC has to make due with \$400,000 less than last year.

### Canada’s University Report 2013

	2013	2012	2011	2010	2009	2008
Student Satisfaction	A <sup>-</sup>	A <sup>-</sup>	B <sup>+</sup>	B <sup>+</sup>	A <sup>-</sup>	A <sup>-</sup>
Research Opportunities	B <sup>+</sup>	B <sup>+</sup>				
Environmental Commitment	A	N/Av	A	A <sup>-</sup>	N/Av	N/Av
Quality of Teaching and Learning	A <sup>-</sup>	A <sup>-</sup>	B <sup>+</sup>	B <sup>+</sup>	B <sup>+</sup>	B <sup>+</sup>
Student/Faculty Interaction	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>
Instructors’ Teaching Style	B <sup>+</sup>	B <sup>+</sup>				
Class Size	A	A	A	A <sup>+</sup>	A <sup>+</sup>	A <sup>+</sup>
Course Registration	B <sup>+</sup>	A <sup>-</sup>	B	A <sup>-</sup>	A	A
Recreation and Athletics	A <sup>-</sup>	A <sup>-</sup>	B <sup>+</sup>	A <sup>-</sup>	A	B
Buildings & Facilities	A <sup>+</sup>	A <sup>+</sup>	B <sup>+</sup>	B <sup>+</sup>	A <sup>-</sup>	B <sup>+</sup>
Student Residence	B <sup>-</sup>	B <sup>-</sup>	C <sup>+</sup>	C	C <sup>-</sup>	C <sup>-</sup>
Satisfaction with Town/City	B <sup>-</sup>	B <sup>-</sup>	C <sup>+</sup>	C <sup>+</sup>		
Libraries	A <sup>-</sup>	A <sup>-</sup>	B <sup>+</sup>	B <sup>+</sup>	A <sup>-</sup>	B <sup>+</sup>
Information Technology	B <sup>+</sup>	B <sup>+</sup>	B <sup>+</sup>	B	B	B <sup>+</sup>
Campus Atmosphere	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>	A <sup>-</sup>	A	A <sup>-</sup>
Career Preparation	B	B	B <sup>-</sup>	B <sup>-</sup>	B <sup>-</sup>	C <sup>+</sup>
Academic Counselling	B	B				
Work-Play Balance	B	B				
Co-op/Internships	C <sup>+</sup>	C <sup>+</sup>				
Reputation with Employers	B <sup>+</sup>	B <sup>+</sup>				

## Maclean's – University Rankings

### November 2014

UNBC is currently ranked number 2 in the Primarily Undergraduate category, up one spot from tied for 3<sup>rd</sup> last year. Mount Allison University is ranked number 1. Maclean's ranking takes a measure of the undergraduate experience, comparing universities in three peer groupings. Those in the Primarily Undergraduate category are largely focused on undergraduate education, with relatively few graduate programs.

	Category	2014	2013	2012	2011	2010	2009	2008
<b>Students &amp; Classes</b>	Student Awards	3	3	3	3	3	3	3
	Student/Faculty Ratio	3	2	2	2	2	8	6
<b>Faculty</b>	Awards Per Full-Time Faculty	4	4	4	3	3	2	3
	Social Sciences & Humanities Grants	7	10	8	3	10	4	1
	Medical/Science Grants	9	8	7	4	7	7	4
<b>Resources</b>	Total Research Dollars	5	3	1	6	1	1	1
	Operating Budget	6	5	4	6	6	7	2
<b>Student Support</b>	Scholarships & Bursaries (% of Budget)	15	16	12*	14	17	17	16
	Student Services (% of Budget)	9	8	6*	8	10	14	11
<b>Library</b>	Expenses	1	6	6	3	7	4	4
	Acquisitions	1	10	2	6	3	5	3
	Holdings Per Student		17	17	17	18	19	18
<b>Reputation</b>	Reputational Survey (Best Overall)	9	11	7	9	9	11	8

The overall ranking is composed of a weighted score:

- 20% Students & Classes, including success of students winning national academic awards over the previous five years.
- 20% Faculty, including the numbers who have won major national awards and success in securing research grants from three major federal granting agencies.
- 12% Resources, including amount of money available for current expenses per weighted full-time equivalent student.
- 13% Student Support, including percentage of the budget spent on student services, as well as scholarships and bursaries.
- 15% Library, including the breadth and currency of the collection, and the percentage of a university's operating budget allocated to library services and the percentage of the library budget spend on updating the collection.
- 20% Reputation. This is rated on four categories: best overall, highest quality; most innovative and leaders of tomorrow.

In the National Reputational Ranking, UNBC did best in the "Leaders of Tomorrow" category, 26<sup>th</sup> out of 49, up 4 from 30<sup>th</sup> last year.

**Research Infosource Inc.**  
**Canada's Top 50 Research Universities List**  
**October 2014**

Research income fell by -14.8% at University of Northern British Columbia, to \$10.1 million, which dropped UNBC to rank #44 overall from 42<sup>nd</sup> last year.



## BRIEFING NOTE

<b>Date:</b>	November 17, 2014	
<b>Agenda Item / Prepared For:</b>	External Relations – Public Session	
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
<b>Prepared by:</b>	Katherine Scouten, Development Manager Christine Dillabaugh, EA to Vice President External Relations	
<b>Reviewed by:</b>	Robert van Adrichem, Vice-President External Relations	

### 1. Fundraising/Development:

Distribution of Donations	April 2013 – September 2013		April 2014 – September 2014	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$125,232	162	\$193,292	76
General	\$164,524	91	\$195,399	107
Athletics	\$47,100	91	\$72,003	100
Northern Medical Program Trust	\$55,662	332	\$59,976	513
First Nations	\$13,612	2	\$10,542	4
Library	\$11,330	7	\$23,860	9
Green Initiatives	\$900	4	\$901	6
General Research	\$59,464	9	\$84,837	7
Area of Greatest Need	\$36,731	84	\$14,097	59
Gift in Kind	\$101,245	35	\$32,902	52
Office of Research	\$329,197	3	\$0	0
<b>Total</b>	<b>\$944,997</b>	<b>820</b>	<b>\$687,809</b>	<b>933</b>

Giving by Constituency	April 2013 – September 2013		April 2014 – September 2014	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$14,484	21	\$24,222	19
Business / Corporation	\$471,712	113	\$359,181	127
Foundations	\$186,414	10	\$102,485	7
Government	\$79,025	7	\$1,907	2
Individuals (non-UNBC)	\$120,241	394	\$144,849	548
UNBC Individuals	\$31,329	100	\$30,710	104
Alumni	\$41,792	118	\$24,455	125
<b>Total</b>	<b>\$944,997</b>	<b>763</b>	<b>\$687,809</b>	<b>932</b>

- a. Total number of donors continues to increase year over year, in most constituent categories. Total giving for F2015 expected to be on par with 2014. Major gifts for Sustainable Communities Demonstration Project not counted to date. Pledges for F2015 continue to be higher than previous year.
- b. Athletics fundraising plan is on target, showing year-over-year increase. The Legacy Breakfast is a new fundraising event, March 20, 2015 with Hayley Wickenheiser as keynote speaker.
- c. The Fall solicitation letter for Area of Greatest Need donations, was authored by UNBC alumni Bjorn (Commerce) and Susie (Planning and Medicine) Butow. The parents of both of them are among the 16,000 “petition-signers” who advocated for UNBC in the late 1980s.
- d. Donor relations activities are underway in Calgary. Two trips with the President before year end are planned.
- e. R. van Adrichem attended several community and UNBC events including: the annual Council of Forest Industries dinner (with Dan Ryan, Ranjana Bird, Guido Wimmers, and John Turner), Prince Rupert Port Authority reception at UNBC (with Dan Ryan), Canfor’s annual forestry student event at UNBC (with Kathy Lewis), the Citizen of the Year banquet (UNBC hosted a table that included Eileen Bray, Dan Ryan, Angela Kehler, and Kathie Scouten), the

Northern Gateway Business Summit welcome reception, student night at the Spruce Kings hockey game, The Romanowski lecture, and the annual Doug Little Memorial Lecture.

- f. UNBC's annual Donor Appreciation event was held on October 3 in the Bentley Centre. More than 200 people attended.
- g. D. Weeks, R. van Adrichem and K. Scouten met with UNBC's Vancouver Advisory Committee in early October in Vancouver. This group provides advice and connections for UNBC in the lower mainland. UNBC hosted a table at the Variety Club Golden Heart Award Gala in honour of Peter Bentley on Oct 29 in Vancouver.
- h. R. van Adrichem and K. Scouten attended the BC Business Summit in Vancouver on Nov 7.
- i. Recent donor visits to campus: Mitsui Homes, RBC, Encana, plus various individuals.

## 2. Communications with Stakeholders:

- a. External Relations regularly distributes communiqués to northern government officials (municipal, provincial, federal), donors, and influencers on UNBC developments. Recent messages sent by President Weeks are as follows:

### Oct 22 - UNBC update:

Greetings from UNBC. I am now in my second month at UNBC and am happy to provide this brief update for you on some timely developments at the University:

- The Prince George campus hosted an inaugural "Knowledge Exchange and Exploration" conference this past weekend, bringing together researchers and representatives from Aboriginal communities to dialogue about the importance of research to communities. UNBC partnered with many organizations, including the Lheidli T'enneh and the Carrier-Sekani Tribal Council, to present the event, which featured presentations by grand chiefs, chiefs, UNBC alumni, and others related to diverse experiences and opportunities involving research and Aboriginal communities in the region.
- Yesterday was National Bioenergy Day and UNBC was among a few organizations recognized in the BC Legislature. This was timely as an expansion of our campus energy system is currently being constructed. The "sustainable communities demonstration project" was announced in September during the kick-off of our 25th anniversary and is connecting the bioenergy plant and wood pellet system to the residences and daycare to model a sustainable northern/rural community. The project is being funded by the BC Government, TransCanada, the BC Bioenergy Network, UNBC, and the Omineca Beetle Action Coalition. Pellets are being donated by Pacific BioEnergy. Here's a link for more info: [www.unbc.ca/energy](http://www.unbc.ca/energy).
- Also yesterday, our Senate approved the courses that will comprise our new Master of Engineering in Integrated Wood Design. This program is to be based at the impressive new Wood Innovation and Design Centre in downtown PG, which is nearly finished. UNBC has begun moving into the spaces that it will occupy.
- Finally, here are a few "save the dates" given that everyone has busy schedules. UNBC will be hosting Hayley Wickenheiser (March 20 in support of Athletics) and Romeo Dallaire (April 11 in support of the Northern Medical Programs Trust) as 25th anniversary activities. Tickets are now available for both events through [www.unbc.ca/giving](http://www.unbc.ca/giving). Also, I'm very much looking forward to my installation, which will take place on May 28, the day before the Prince George Convocation ceremony.

Thank you for your continued support of UNBC. Please watch your mailbox for the Fall issue of Update magazine, which you will receive soon.

Oct 30 - The Maclean's rankings are in, and it's good news!

Good morning,

Today, Maclean's Magazine released its annual rankings of Canadian Universities. I'm pleased to tell you that UNBC has matched its best-ever result, placing second in its category. This is an improvement of one place over last year, and a testament to the hard work and passion our students, faculty, and staff have for this University.

To learn more, you can read UNBC's news release:

<http://www.unbc.ca/releases/35484/unbc-improves-second-macleans-rankings>

I encourage you to share this e-mail, and to share our news on your social media platforms.

This is an exciting and rewarding day for all of us at UNBC, but the feelings of accomplishment should be felt by all those who support UNBC.

- b. The story about the Maclean's magazine ranking of UNBC (#2 nationwide) on Facebook set UNBC records for views (137,000), likes (2,469), and shares (389). The previous record for likes was about 400.
- c. Alumni Relations is currently developing a survey that will be sent to all alumni in the new year. This survey will assess their satisfaction and relationship with UNBC, employment and current residency location, and demographic information.

### **3. Government and Political Relations:**

- a. UNBC, together with the PG Citizen, CKPG and the Chamber of Commerce, co-hosted a Mayoral Forum on Nov 6. Candidates D. Zurowski and L. Hall answered questions posed by UNBC Political Science professor Tracy Summerville. 300 people attended.
- b. Meetings with provincial government representatives included:
  - i. D. Weeks and NUGSS President Angela Kehler presented to the provincial Select Standing Committee on Finance & Government Services. This committee travels British Columbia annually, gathering budgetary information from various constituents to help frame the following year's provincial budget.
  - ii. David Eby (MLA Vancouver-Point Grey and Opposition Spokesperson for Tourism, Housing & Liquor Policy), Coralee Oakes (MLA for Cariboo North and Minister of Community, Sport, and Cultural Development), and Mary Polak (Minister of Environment) have visited the Quesnel River Research Centre to discuss ongoing research related to the Mt. Polley Tailings Pond breach.
  - iii. Shane Simpson, MLA Vancouver-Hastings and Opposition Spokesperson for Economic Development, Jobs, Labour & Skills visited the PG campus on Oct 7
  - iv. The Wood Innovation & Design Centre (WIDC) was officially opened on Oct 31 by MLAs Shirley Bond and Mike Morris. D. Weeks, E. Bray, D. Ryan, D. Claus, S. Rennick, and R. van Adrichem attended and participated on behalf of UNBC
  - v. Other meetings attended by UNBC's senior administration included:
    - M. Dale and Tony Loughran, Susan Burns (AVED Executive Director, Research Universities & Health Programs Branch) – an update on UNBC



- M. Dale and Bobbi Plecas, Tony Loughran, Kevin Perrault (AVED) – regarding feasibility plan development for physical therapy development in the north
- D. Weeks, E. Bray, R. Bird, M. Dale, with Shirley Bond re WIDC space
- R. van Adrichem, E. Bray with Vera Sit and Jane Burns (Ministry of JTST) regarding the opening of the WIDC.

#### 4. UNBC's 25<sup>th</sup> Anniversary

- a. Various departments and units around the University have been hosting 25<sup>th</sup> anniversary activities such as lectures, student engagement sessions, and athletic events. These were endorsed through the "call for proposals" that was issued to the University community early in 2014.
- b. Planning is underway for the finale leading up to June 22, the actual day of UNBC's 25<sup>th</sup> anniversary
- c. The 25<sup>th</sup> anniversary visual identity is being widely used in advertising, promotional materials, bookstore merchandise, and social media channels.
- d. UNBC is working with Initiatives Prince George and the Northern Development Initiative Trust to engage with provincial and national media on stories that integrate the University's 25<sup>th</sup> anniversary with the Canada Games and the City's Centennial.

**Recommendation Approved:**

**Not Approved:**

**Date:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	9.a. Office of Research Report			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Dr. Ranjana Bird			
<b>Reviewed By:</b>				

**Material:** Attached

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**     **Not Approved:**     **Date:**

**Remarks/Next Steps:**

### ACTIVITIES EXTERNAL TO UNBC DURING THE PAST THREE MONTHS

**Agriculture Project with Nak'azdi Band:** I met with the Band members to discuss their research and development needs. Agriculture (unused lands) and extinction of plant species were two key issues. My office is working with the Band to develop a research strategy.

#### **Travelled to Ottawa to attend a number of meetings (October 27-November 4)**

**AUCC (October 27-28):** AUCC organized an innovation focused two day meeting with leaders from Germany and Israel. It was noted that all disciplines have roles in Canadian innovation agenda. It was emphasized that we need to strengthen the innovation and entrepreneurial culture at all levels including in the communities who are around us.

**SSHRC – Imaging Canada's Future Conference (November 3):** There are six future challenge areas selected by SSHRC through the Imaging Canada's Future initiative. The six areas are:

1. What new ways of learning, particularly in higher education, will Canadians need in order to thrive in an evolving society and labour market?
2. What effects will the quest for energy and natural resources have on our society and our position on the world stage?
3. How are the experiences and aspirations of Aboriginal Peoples in Canada essential to building a successful shared future?
4. What might the implications of global peak population be for Canada?
5. How can emerging technologies be leveraged to benefit Canadians?
6. What knowledge will Canada need in order to thrive in an interconnected, evolving global landscape?

An impressive discussion took place pertaining to the experience and aspirations of Aboriginal Peoples in Canada, essential to building a successful shared future and how digital media and technology in social sciences and humanities can be leveraged to benefit Canadians.

One afternoon was dedicated to recognize SSHRC award winners and research stories from students. The Governor General gave an inspiring speech in which he emphasized and reminded the attendees that Universities belong to their communities and we must embrace community needs in our educational and innovation strategies.

**Canadian National Vice Presidents Research Meeting (November 4):** This was the first meeting to engage VP Research's from all Canadian institutions. The discussion topics included internationalization to inter-institutional collaborations as well as streamlining the funding agencies.

A discussion on the key performance indicators to measure research successes was another topic.

## **SELECTED ACTIVITIES INTERNAL TO UNBC**

**Knowledge Exchange and Exploration Conference (October 16-18):** UNBC, in partnership with the College of New Caledonia, the Lheidli T'enneh First Nation, Carrier Sekani Tribal Council, and the Prince George Native Friendship Centre, were pleased to co-host this gathering and offer conference participants the opportunity to network, engage, and hear about some of the exciting initiatives happening in communities throughout northern British Columbia and beyond. The organizing committee has been working on the details for more than a year and Rheanna Robinson from the Office of Research fully participated in organizing the conference. The conference had several sponsors and over 150 participants. This conference was accompanied by a Youth Conference "Voices and Visions" led by Dr. Annie Booth and supported by UNBC Office of Research along with a number of external sponsors. Both events were vibrant and the exchange of ideas and knowledge was extensive and positive. The program details and brief report which was submitted to the Natural Sciences and Engineering Research Council (a silver sponsor) is provided below. All presentations were taped and the main message emerging from this conference will be translated into a "Partnership Building and Best Practices" document. This document will be shared with the participants, the partners and the university community.

*A brief report to the Natural Sciences and Engineering Research Council is highlighted below:*

This post-event report is a review of the "Knowledge Exchange and Exploration (KEE): A Gathering for Aboriginal and Academic Communities" conference held at UNBC from October 16 to 18, 2014. This conference was in the making for the past year and a half. The program booklet highlights the contributions made by several volunteers, as well as personnel recruited on a temporary basis. Researchers from various disciplines at UNBC and CNC, including the social sciences and natural sciences and engineering, were involved in the conference, along with private-sector and First Nations partners and others. This conference augmented the relationship between Aboriginal communities and UNBC. In total, more than 150 individuals attended this two day conference.

Many resource-based activities are undertaken in Northern BC and developing best practices in building relationships among the various stakeholders is critical. The KEE conference was the first community-based collaboration of this nature in northern BC, and it was a resounding success. The conference brought together 161 people, including representatives of Aboriginal communities and organizations, university and college-based researchers (faculty, staff and students), as well as representatives from the health sector, research-engaged industries, and others. Among the industry participants were three environmental/ecological consulting firms, a forest products company, a pipeline company, a bank, a law firm, a construction company, and a First Nations economic development office. The main objective of the conference was to discuss best practices for maintaining reciprocal research relationships that are respectful, meaningful, productive and mutually beneficial; this objective was fully achieved.

This conference and the sponsorship by several organizations, including NSERC helped enhance partnerships among academics, industrial partners and Aboriginal communities; a key requirement for research success. It is anticipated that increasing numbers of research partnerships involving First Nations, businesses, industries and academics will occur as a result of the conference.

All conference presentations were taped and the plan is to transcribe the content into a final report outlining the best practices for successful partnerships among Aboriginal communities, universities and the private sector.

**Royal Society of Canada Lecture (October 23):** UNBC was honoured to host, for the first time, the Royal Society of Canada's Romanowski Lecture Series presented by Dr. John P. Giesy. Dr. Giesy is the recipient of the 2013 Miroslaw Romanowski Medal and Canada Research Chair in Environmental Toxicology, University of Saskatchewan. His talk and visit were in part sponsored by the Royal Society of Canada. The title of Dr. Giesy's lecture was, Toxicological Evaluation of Perfluorooctane (PFOS) in the Environment: Anatomy of an Environmental Issue. In total, more than 70 individuals attended the talk. The Office of VP Research organized a lunch, an afternoon reception and a dinner with researchers and graduate students.

**Building Environment Conducive to Research Growth and Facilitation Internal to UNBC:** Timely development of guidelines and best practices are critical to building a strong research ethos. The Office of Research has completed two major documents. The purpose and key introductory statements pertaining to these documents are provided below.

**Development of a Research Personnel Recruitment Guide and hiring of a part-time Research Personnel Coordinator in the Office of Research:** Timely recruitment of research personnel is crucial to maintaining UNBC's research competitiveness. In 2013, it was recognized as a major obstacle. During a retreat, members of the Human Resources department identified that the complexity surrounding definitions of different types of research personnel being recruited was problematic. The lack of a qualified individual in the Human Resources department to meet the timely recruitment of research personnel was also creating unacceptable hiring delays. In response, the Office of Research recruited part-time support to address these issues, and has since developed a "Research Personnel Recruitment Guide" (a copy is attached) that supports researchers in their hiring decisions, and is accompanied by a process which connects the Office of Research with the Human Resources department. This part-time support position will continue for one more year. The Office of Research is also providing financial support for two years to have an individual in the Human Resources department in charge of research personnel recruitment.

**Development of Postdoctoral Fellowship Guidelines:** In the early 1990s the Tri-Council agencies issued a request to all Canadian Universities that each university must develop a Post-doctoral Fellowship Guideline to host Postdoctoral Fellows (PDF) and define the roles and responsibilities of the university, as well as the PDF, for the duration of the research and scholarly activities. In 2012, the Office of the VP Research was mandated to develop such a guideline for UNBC and a committee was struck that same year. Due to changes in the Office of the VP Research, the Committee (UNBC PDF Committee) became active in April 2013 and was chaired by the current Vice President Research, Ranjana Bird.

A series of meetings took place to understand the processes and issues surrounding the recruitment and administration of PDF's and the provision of services. The UNBC PDF Committee, which consisted of two PDF's, was instrumental in identifying key areas of concern and improvement. A draft guideline was prepared by the Chair and distributed among the Committee members in the fall of 2013. An extensive consultation took place with the stakeholders, which included the Research Advisory Committee (researchers who have recruited as well as continue to recruit PDFs), and the administrative staff in Human Resources and Finance. The guideline has been revised based on the feedback received from a number of our stakeholders and has been modeled after similar guidelines developed by institutions such as:

the University of Windsor, University of Waterloo, University of British Columbia and University of Alberta.

The Postdoctoral Fellowship Guide is a living document which can be modified to align with changing research requirements or needs (a copy is attached). The UNBC 2013 PDF Committee Members are:

- Jeanne Robert, Postdoctoral Fellow;
- Erin Gibson, Postdoctoral Fellow;
- Angele Smith, Associate Professor;
- Brent Murray, Associate Professor;
- Ranjana Bird, Vice President Research (Chair);
- Meaghan Wyatt, Executive Assistant, Vice President Research.

The VP Research acknowledges the support and input from various stakeholders as well as the UNBC PDF Committee for their candid and constructive comments and suggestions. The staff of the Office of Research (Ms. Tracy Wilson and Ms. Isobel Hartley), Human Resources Department and Finance Department, were instrumental in bringing this project to fruition.

#### **SELECTED HIGHLIGHTS: RESEARCH FUNDING AND RECOGNITION**

Dr. Dana Wessell Lightfoot has been selected as a member of the inaugural cohort of the College of New Scholars, Artists and Scientists of the Royal Society of Canada. The Royal Society of Canada has been mandated to recognize excellence in intellectual achievement; promote a culture of knowledge in Canada; and advise governments and the public. The Society has fulfilled this mandate by annually electing approximately 80 Fellows, whose career achievements distinguish them as the leading figures in their fields.

OCTOBER 16-18  
PRINCE GEORGE UNBC CAMPUS



Pacific Institute  
for Climate Solutions  
Knowledge. Insight. Action.

Lheidli T'enneh

PRINCE  
GEORGE  
NATIVE  
FRIENDSHIP  
CENTER

# THE KNOWLEDGE EXCHANGE AND EXPLORATION CONFERENCE

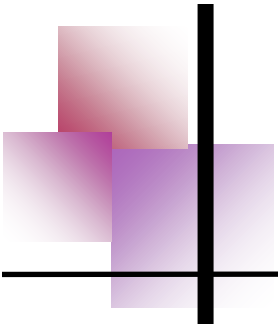
A GATHERING FOR ABORIGINAL AND ACADEMIC COMMUNITIES

## VOICES AND VISIONS

A GATHERING OF ABORIGINAL YOUTH

THE KNOWLEDGE EXCHANGE AND EXPLORATION CONFERENCE WILL BRING ABORIGINAL COMMUNITIES AND ORGANIZATIONS TOGETHER WITH ACADEMIC RESEARCHERS TO DISCUSS THE PROCESS OF MUTUALLY BENEFICIAL KNOWLEDGE CREATION AND RELATIONSHIPS. THE CONFERENCE WILL OFFER FACILITATED SESSIONS IN WHICH TO TALK ABOUT KNOWLEDGE BUILDING OPPORTUNITIES AND CHALLENGES IN THE BROAD AREAS OF LAND, HEALTH, CULTURE AND LANGUAGE, EDUCATION, ENVIRONMENT AND CLIMATE CHANGE, AND GOVERNANCE.

FOR MORE INFORMATION  
[UNBC.CA/KNOWLEDGE-EXCHANGE-AND-EXPLORATION-GATHERING](http://UNBC.CA/KNOWLEDGE-EXCHANGE-AND-EXPLORATION-GATHERING)  
OR  
[BLOGS.UNBC.CA/VOICES-AND-VISIONS](http://BLOGS.UNBC.CA/VOICES-AND-VISIONS)

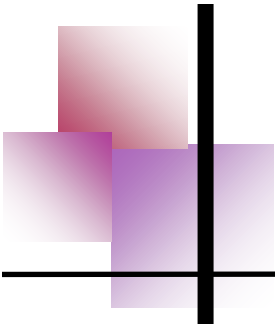


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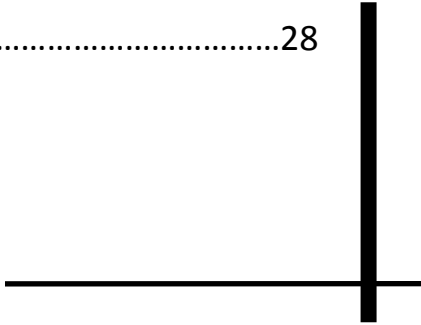




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# Welcome from Lheidli T'enneh



LHEIDLÍ T'ENNEH - WALK TO WAG-UL-ETEE

1641 Whenuis Road | Prince George, BC V2R 3X0 | phone 963 8451 or 1-877-963-9651 | fax 963 6354  
www.lheidli.ca

**Lheidli T'enneh**

October 18, 2014

## **Lheidli T'enneh welcomes everyone to the Knowledge Exchange and Exploration Conference – A Gathering for Aboriginal and Academic Communities**

On behalf of our Nation, we are honoured to welcome the delegates, youth, and respected dignitaries from all of British Columbia and our neighboring Nations to our territory for this event.

We welcome everybody to participate in this gathering, in celebratory exchange of academic, knowledge exchange and new friendships! We will be showcasing our culture and hospitality to welcome everybody to our homelands and traditional territory.

We want to ensure every delegate has a positive and memorable experience. We want to acknowledge and thank all the partners and our host, University of Northern British Columbia for the planning and preparation of this key event.

On behalf of Lheidli T'enneh, we wish you all a most enjoyable experience for this unique conference!

***WE WELCOME YOU TO OUR TRADITIONAL TERRITORY!***

***"Ts'uhooont'l Whuzhadel"***

Respectfully,

**LHEIDLÍ T'ENNEH**

**DOMINIC FREDERICK**  
Chief

**JENNIFER PIGHIN**  
Councillor

**LOUELLA NOME**  
Councillor

**CLARENCE JOHN**  
Councillor

# Welcome from UNBC



## Office of the President

3533 University Way Phone: 250-800-9629  
Prince George, BC Fax: 250-800-7301  
Canada V2N 4Z6 Email: [office@unbc.ca](mailto:office@unbc.ca)

October 16, 2014

Dear Participants,

It is my great pleasure to welcome you to the *Knowledge Exchange and Exploration: A Gathering for Aboriginal and Academic Communities (KEE)* conference taking place on the traditional territory of the Lheidli T'enneh and the beautiful campus of the University of Northern British Columbia (UNBC). This conference, representing a unique partnership between UNBC, the College of New Caledonia, the Lheidli T'enneh, the Carrier Sekani Tribal Council, the Prince George Native Friendship Centre, and the Pacific Institute for Climate Solutions, is a significant opportunity to engage our Northern communities, their leaders, and academic scholars in a creative space for dialogue and understanding. Understanding people and their values are the main pillars for building a new knowledge base, a healthy society, prosperity, and improving the quality of life for all.

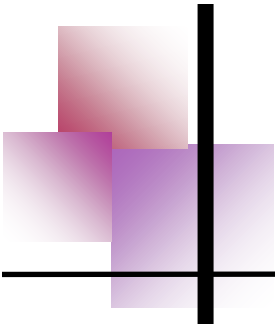
I trust that you will make new connections at this conference and will be engaged in meaningful knowledge sharing. We value your partnership and participation and thank you for participating in KEE.

Yours truly,

A handwritten signature in black ink, appearing to read 'Daniel J. Weeks', written in a cursive style.

Dr. Daniel J. Weeks  
President and Vice-Chancellor





## *Knowledge Exchange and Exploration (KEE) & Voices and Visions (VV) Steering Committees:*

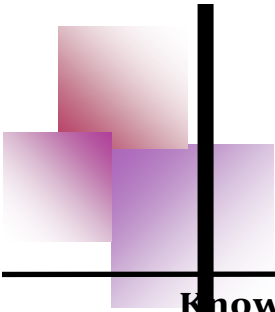
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Thank you to the *Knowledge Exchange and Exploration (KEE)* Steering Committee:

Agnes Pawlowska-Mainville	Assistant Professor, First Nations Studies, UNBC
Alycia Mutual	Graduate Student, UNBC
Amy Blanding	Graduate Student, UNBC
Barbara Otter	Event Assistant, UNBC
Blanca Schorcht	Dean, College of Arts, Social and Health Science, UNBC
Chad Thompson	Dean, School of University Studies and Career Access, CNC
Cindy Hardy	Chair, Department of Psychology, UNBC
Marlene Erickson	Acting Director Aboriginal Education, CNC
Niki Lindstrom	Education Coordinator, Lheidli T'enneh
Kyle Aben	Pacific Institute for Climate Solutions (PICS)
Ranjana Bird	Vice President Research, UNBC
Rena Zatorski	Red Earth Management
Rheanna Robinson	Office of Research and Sessional Instructor Department of First Nations Studies, UNBC
Shobha Sharma	Community Development Specialist, Volunteer, UNBC
Terry Teegee	Tribal Chief, Carrier Sekani Tribal Council

Thank you to our *Voices and Visions* Steering Committee:

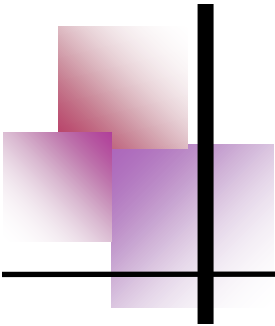
Alycia Mutual	Graduate Studies, UNBC
Amy Blanding	Graduate Studies, UNBC
Annie Booth	Professor, Environmental Arts, UNBC
Barbara Otter	Events Assistant, UNBC



## Conference at a Glance: KEE

### Knowledge Exchange and Exploration: Conference at a Glance

	THURSDAY OCT 16	FRIDAY OCT 17	SATURDAY OCT 18
<b>MORNING</b>		Registration & Breakfast 8:00am-9:00am	Registration & Breakfast 7:30am-8:30am
		Opening Prayer & Remarks 9:00am-9:40am	Opening Prayer 8:30am-8:40am
		Panel: Northwest British Columbia 9:45am-11:00am	Panel: Aboriginal Governance 8:50am-10:05am
		Refreshment Break 11:00am-11:15am	Refreshment Break 10:05am-10:15am
<b>AFTERNOON</b>		Panel: Northeast British Columbia 11:15am-12:30pm	Concurrent Facilitated Discussion Session 1 10:15am-11:45am
		Lunch 12:30pm-1:00pm	Lunch 11:45-12:15pm
		Keynote: Grand Chief Stewart Phillip, Union of BC Indian Chiefs 1:00pm-1:30pm	Keynote: Grand Chief Edward John, BC First Nation Summit 12:15pm-12:45pm
		Panel: Central British Columbia 1:45pm-3:00pm	Concurrent Facilitated Discussion Session 2 12:45pm-2:00pm
<b>EVENING</b>		Refreshment Break 3:00pm-3:15pm	Closing Remarks 2:10pm-2:25pm
		Panel: South Central British Columbia 3:15pm-4:30pm	End of Third Day
		Legal Panel 4:30pm-5:00pm	
		Registration Begins 6:00pm	Pre-Banquet Entertainment and Social 5:00pm-5:45pm
		Light Reception Begins 6:30pm	Banquet Begins 5:45pm
		NSERC Presentation (Optional)* 6:30pm-7:30pm	Keynote: Dr. Greg Halseth, Canada Research Chair in Rural and Small Town Studies, UNBC 6:30pm-7:00pm
	Welcoming Remarks 7:00pm-8:00pm	End of Second Day	
	End of First Day		



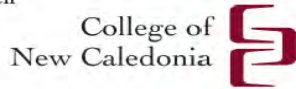
# Agenda: KEE

## Knowledge Exchange and Exploration: A Gathering for Aboriginal and Academic Communities

### Conference Partners



Carrier Sekani  
Tribal Council



College of  
New Caledonia



Lheidli T'enneh



THE POWER OF FRIENDSHIP  
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### Keynote Speakers



Grand Chief Stewart Phillip  
President, UBCIC



Grand Chief Edward John, *Akile Ch'oh*  
First Nations Summit



Dr. Greg Halseth  
Canada Research Chair in  
Rural and Small Town Studies

## CONFERENCE AGENDA

Thursday, October 16th, 2014

6:00pm - 8:00pm

**REGISTRATION AND WELCOME**

**Location: UNBC Campus Bentley Centre**

6:00pm - 6:30pm

6:30pm - 8:00pm

7:00pm - 8:00pm

**PRE-RECEPTION SOCIAL AND REGISTRATION**

**LIGHT RECEPTION AND REGISTRATION**

**WELCOMING REMARKS AND LIGHT RECEPTION CONTINUED**

Drs. Margo Greenwood and Sarah de Leeuw, National Collaborating  
Centre for Aboriginal Health

Knowledge Exchange and Exploration Conference Committee

\*Optional Presentation

6:30pm - 7:30pm

**NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF  
CANADA PRESENTATION Room 7-150 (Agora Lecture Theatre)**



# Agenda: KEE

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Friday, October 17th, 2014

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- 8:00am - 9:00am      **REGISTRATION AND CONTINENTAL BREAKFAST**  
**Location: UNBC Campus Bentley Centre**
- 9:00am - 9:10am      **OPENING PRAYER**  
**Location: UNBC Campus Bentley Centre**
- Elder Darlene McIntosh, Lheidli T'enneh
- 9:10am - 9:40am      **CONFERENCE WELCOME & OPENING REMARKS**  
**Location: UNBC Campus Bentley Centre**
- Councillor Louella Nome, Lheidli T'enneh
  - UNBC Vice-President Research, Dr. Ranjana Bird
  - CNC First Nations Studies Instructor, Bruce Allan
  - Tribal Chief Terry Teegee, Carrier Sekani Tribal Council
- 9:45am - 11:00am      **PANEL PRESENTATION - NORTHWEST BRITISH COLUMBIA**  
**Location: UNBC Campus Bentley Centre**  
**Moderator: Rheanna Robinson**
- Tahltan Nation, Oscar Dennis  
Title: *Tahltan language research program*
  - Nisga'a Nation, Andrew Robinson  
Title: *Research engagement and reciprocal respect*
  - Dakelh, Nak'azdli Whuten, Tina Erickson  
Title: *20 years later: How far have we come?*
  - Dakelh, Nak'azdli Whuten, Pete Erickson *TsohDih*  
Title: *Researching in Dakelh territory*
  - Question and answer period
- 11:00am - 11:15am      **REFRESHMENT BREAK**  
**Location: UNBC Campus Bentley Centre**
- 11:15am - 12:30pm      **PANEL PRESENTATION - NORTHEAST BRITISH COLUMBIA**  
**Location: UNBC Campus Bentley Centre**  
**Moderator: Antonia Mills**
- Treaty 8 Tribal Association, Diane Abel  
Title: *Linking engagement, relationships and research*
  - West Moberly First Nation, Bruce Muir  
Title: *Community "based" research: Lessons from Elders*
  - Fort Nelson First Nation, Chief Liz Logan  
Title: *Research for who and for what? The research agenda in an LNG context*
  - Question and answer period
- 12:30pm - 1:45pm      **LUNCH BREAK**  
**Location: UNBC Campus Bentley Centre**
- **Keynote Address**  
**Grand Chief Stewart Phillip, Union of BC Indian Chiefs**  
Title: *Confronting the impacts of industry and resource development on Aboriginal communities: A time for critical assessment*
-



# Agenda: KEE

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1:45pm - 3:00pm

## **PANEL PRESENTATION - CENTRAL BRITISH COLUMBIA**

**Location: UNBC Campus Bentley Centre**

**Moderator: Andrew Robinson**

- Saik'uz Nation, Jasmine Thomas  
Title: *We are all connected: Holistic environmental health approaches*
- Métis Nation of British Columbia, Lyle Lambert  
Title: *Métis proof*
- Lheidli T'enneh, Jason Morgan  
Title: *Lheidli T'enneh oral histories and research engagement*
- Carrier Sekani Tribal Council, Karyn Sharp  
Title: *Traditional ecological knowledge and LNG: Examining the relationship*
- Question and answer period

3:00pm - 3:15pm

## **REFRESHMENT BREAK**

**Location: UNBC Campus Bentley Centre**

3:15pm - 4:30pm

## **PANEL PRESENTATION - SOUTH CENTRAL BRITISH COLUMBIA**

**Location: UNBC Campus Bentley Centre**

**Moderator: Titi Kunkel**

- Xat'sùll First Nation, Jacinda Mack  
Title: *When the dam breaks: Responding to an 'impossible' event in Northern Secwepemc territory*
- Tsilhqot'in National Government, J.P. Laplante  
Title: *Mining and the Tsilhqot'in National Government: A policy framework*
- Tletincox-t'in First Nation and Tribal Chairman of the Tsilhqot'in National Government, Chief Joe Alphonse  
Title: *Tsilhqot'in National Government Tribal Chairman on the Tsilhqot'in decision*
- Nits'il?in ?Esdilagh Tsilhqot'in Nation, Chief Bernie Elkins Mack  
Title: *Tsilhqot'in Supreme Court of Canada decision*
- Question and answer period

4:30pm - 5:00pm

## **LEGAL PANEL PRESENTATION - LEGAL ISSUES**

**Location: UNBC Campus Bentley Centre**

**Moderator: Tribal Chief Terry Teegee**

- Gowlings Associate, Scott Smith
- Ratcliff Associate, Kristy A. Pozniak,  
Title: *The Tsilhqot'in decision*

5:00pm - 6:00pm

## **PRE-BANQUET ENTERTAINMENT AND SOCIAL**

**Location: UNBC Campus WINTER GARDEN**

6:00pm - 7:30pm

## **BANQUET DINNER**

**Location: UNBC Campus Bentley Centre**

- **Keynote Address**  
**Dr. Greg Halseth, Canada Research Chair in Rural and Small Town Studies, UNBC**  
Title: *Researching like a circle: The value and importance of engaging communities from an academic perspective*
-





# Agenda: KEE

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**Saturday, October 18th, 2014**

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7:30am - 8:30am

**REGISTRATION AND CONTINENTAL BREAKFAST**

**Location: UNBC Campus Bentley Centre**

8:30am - 8:40am

**OPENING PRAYER**

**Location: UNBC Campus Bentley Centre**

- Elder Darlene McIntosh, Lheidli T'enneh

8:50am - 10:05am

**ABORIGINAL GOVERNANCE PANEL PRESENTATION**

**Location: UNBC Campus Bentley Centre**

**Moderator: Ross Hoffman**

- Carrier Sekani Tribal Council, Tribal Chief Terry Teegee  
Title: *LNG and Aboriginal community engagement*
- Prince George Native Friendship Centre, Edie Frederick and Gwen Budskin  
Title: *Nez Keh bulh nus ts'edulh: Modeling community-based research*
- Tsilhqot'in National Government, Crystal Verhaeghe  
Title: *Relationship building: The Tsilhqot'in National Government and the University of Northern British Columbia*
- Question and answer period

10:05am - 10:15am

**REFRESHMENT BREAK**

**Location: UNBC Campus Bentley Centre**

10:15am - 11:45am

**CONCURRENT FACILITATED DISCUSSION SESSION 1**

**Location: Various**

- *Education and Aboriginal communities: A vision of opportunity*  
Facilitator: Rheanna Robinson and Kathy Banks  
**Room: 5-173 (Library Building)**
  - *Research ethics, protocol agreements, and community protocol*  
Facilitators: Andrew Robinson and Henry Harder  
**Room: 5-175 (Library Building)**
  - *Industry, research, and community relations*  
Facilitators: Margot Parkes and Geoff Kershaw  
**Room: ADM 1079 (Senate Chambers)**
  - *Natural resources and forestry*  
Facilitators: Tribal Chief Terry Teegee and Bruce Muir  
**Room: 5-155 (Library Building)**
  - *Climate change and Aboriginal communities: Measuring the impact*  
Facilitator: Kyle Aben and Hilary McGregor  
**Room: 5-159 (Library Building)**
-



# Agenda: KEE

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11:45am - 12:45pm

## **LUNCH BREAK**

**Location: UNBC Campus Bentley Centre**

- **Keynote Address**  
Grand Chief Edward John, BC First Nation Summit  
Title: *UNBC and Aboriginal community engagement*

12:45pm - 2:00pm

## **CONCURRENT FACILITATED DISCUSSION SESSION 2**

**Location: Various**

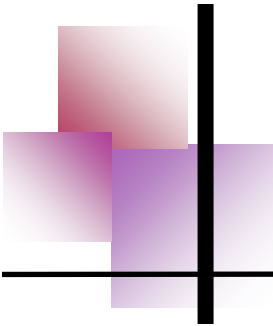
- *Protecting Indigenous languages: A critical investment*  
Facilitators: Agnes Pawlowska-Mainville and Antonia Mills  
**Room: 5-173 (Library Building)**
- *Traditional medicines and Aboriginal health*  
Facilitators: Alice Muirhead and Henry Harder  
**Room: 5-175 (Library Building)**
- *Aboriginal governance and economic self-determination*  
Facilitators: Andrew Robinson and Ross Hoffman  
**Room: ADM 1079 (Senate Chambers)**
- *Natural resource development and social tensions: The voices of women and community*  
Facilitator: Titi Kunkel and Theresa Healy  
**Room: 5-155 (Library Building)**
- *Health, well-being, and reconciliation*  
Facilitators: Cindy Hardy and Jessie King  
**Room: 5-159 (Library Building)**

2:10pm - 2:25pm

## **CLOSING REMARKS**

**Location: UNBC Campus Bentley Centre**

- Tribal Chief Terry Teegee, Carrier Sekani Tribal Council and Dr. Blanca Schorcht, Dean of College of Arts, Social, and Health Sciences, UNBC



## Agenda: *Voices and Visions* (VV)

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### **Voices and Visions: A Gathering for Aboriginal Youth**

*In conjunction with Knowledge Exchange and Exploration:*

*A Gathering for Aboriginal and Academic Communities*

**October 16-18, 2014**

**University of Northern British Columbia, Prince George, BC**

#### **Gathering Objectives:**

- Increase student's comfort level with post-secondary institutions
- Foster dialogue about their visions and goals for the future
- Understand what role post-secondary education can play in the manifestation of these goals

**Thursday, October 16<sup>th</sup>, 2014** Youth will be with the adults this day and have the same agenda.

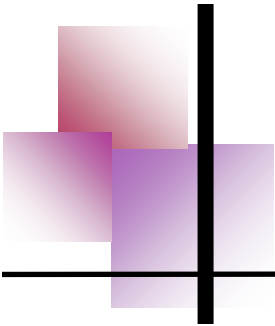
<i>Time</i>	<i>Activity</i>
6:00pm – 8:00pm	Registration, Light Reception and Welcome (Bentley Centre)

**Friday, October 17<sup>th</sup>, 2014**

<i>Time</i>	<i>Activity</i>
8:00am – 9:00am	Registration and Continental Breakfast (Bentley Centre)
9:00am – 9:10am	Opening Prayer (Bentley Centre)
<i>The youth separate out from the adults. (Meet between the registration tables and the vendor tables.)</i>	
9:10am – 9:30am	Introductions with Dr Annie Booth and supervisors
9:30am – 10:00am	Transit to CNC (compliments of the City of Prince George)
10:00am – 11:30am	Tour of CNC
11:30am – 12:15pm	Lunch at CNC
12:15pm – 1:00pm	Transit to UNBC (compliments of the City of Prince George)
1:00pm – 3:00pm	Tour of UNBC with the Student Recruitment and Advising Centre
3:00pm – 3:15pm	Refreshment break (Room 7-152)
3:15pm – 4:15pm	Dr Todd Whitcombe, "The Chemistry of Love" (Room 7-152)
4:15pm – 5:15pm	Dr Ken Otter, "Tour of the UNBC Vertebrate Collection" (Room 8-325)
<i>The youth will reconnect with the adults at the Bentley Centre.</i>	
5:15pm – 6:00pm	Pre-banquet social (Bentley Centre)
6:00pm – 7:00pm	Banquet dinner and entertainment (Bentley Centre)

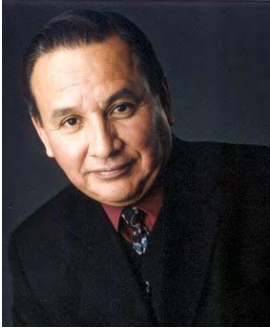
**Saturday, October 18<sup>th</sup>, 2014**

<i>Time</i>	<i>Activity</i>
7:30am – 8:30am	Registration and continental breakfast (Bentley Centre)
8:30am – 8:40am	Opening Prayer (Bentley Centre)
<i>The youth separate from the adults. (Meet between the registration tables and the vendor tables.)</i>	
8:40am – 9:00am	Meet with supervisors and Dr Annie Booth
9:00am – 10:00am	Tour of the Pit House (compliments of UNBC's 25 <sup>th</sup> Anniversary Celebration and the UNBC Office of Recruitment )
10:00am – 11:00am	Guided return walk in the woods (with Allan Carson and Emily Braam)
11:00am – 11:15am	Return to campus and the Gathering Place (Room 5-123) for refreshments
11:15am – 2:00pm	Stay in the Gathering Place for: Artwork with Si Transken, Lunch break with door prizes, Question and Answer session (with UNBC Peer Counsellors Moyin Adefisayo, Bill Clyne, and Kara Brigden)
<i>The youth will reconnect with the adults at the Bentley Centre.</i>	
2:00pm – 2:25pm	Closing remarks (Bentley Centre)



## Keynote Speakers Biographies

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### **Grand Chief Stewart Phillip**

In October 2008, Grand Chief Stewart Phillip concluded his fourth consecutive term as Chief of the Penticton Indian Band (PIB) after having served the Band as Chief for a total of 14 years. In addition, he served as an elected Band Councilor for a 10 year period and continues to serve as the Chair of the Okanagan Nation Alliance.

Over the last 37 years, Grand Chief Stewart Phillip has worked within the Penticton Indian Band Administration holding a variety of positions such as Band Administrator, Director of Land Management, Education Counselor, Economic Development Officer and Band Planner.

Grand Chief Phillip has been married for twenty-seven years to his wife Joan. They have four grown sons, two daughters, six granddaughters and seven grandsons. He is currently enjoying his 24th year of sobriety. In this regard, he is a firm believer in leading by example.



### **Grand Chief Edward John**

Grand Chief Edward John is a Hereditary Chief of Tl'azt'en Nation located on the banks of the Nak'al Bun (Stuart Lake) in Northern BC. He is an Indigenous leader who has dedicated his life to the pursuit of social and economic justice for Canada's Indigenous people, having worked as a leader in Indigenous politics, business and community development.

Chief John has been a lawyer for more than 30 years. He holds a B.A. from the University of Victoria, an LL.B from the University of British Columbia and an Honorary Doctor of Laws degrees from the University of Northern British Columbia and the University of Victoria.



## Keynote Speakers Biographies

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### **Dr. Greg Halseth**

Greg Halseth is a Professor in the Geography Program at the University of Northern British Columbia, where he is also the Canada Research Chair in Rural and Small Town Studies and Director of UNBC's Community Development Institute. His research examines rural and small town community development, and community strategies for coping with social and economic change, all with a focus upon northern B.C.'s resource-based towns.

Greg has served on the governing council of the Social Sciences and Humanities Research Council of Canada, the Advisory Committee on Rural Issues for the Federal Secretary of State for Rural Development, the Community Advisory Committee for the BC Ministry of Forests Mountain Pine Beetle Task Force, and other advisory committees. Greg's books include "Building Community in an Instant Town" and "Building for Success", as well as an edited volume on the "Next Rural Economies" which includes contributions from 12 OECD countries. His most recent book is "Investing in Place: Economic Renewal in Northern British Columbia" which is published by UBC Press.



## Panel Speakers Biographies: NORTHWEST BRITISH COLUMBIA

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### **Oscar Dennis**

My name is Oscar Dennis and my Tāltān name is Hotseta, I am a member of the Tahltan Nation and my people are from Tlegō'in (Telegraph Creek) and Łuwe Chon (Iskut) British Columbia, Canada. I come from the Talok'otīne tribe. I am a member of the Tsesk'iye (Raven) Clan.

I have a BA in Anthropology / First Nations Studies and I am just finishing up my Masters program in First Nations Studies at UNBC (I'll be defending My Thesis on November 3rd 2014). I currently work as the Tahltan Language Revitalization Coordinator.



### **Tina Erickson**

I am a Dakelh woman born into the Lusilyoo (Frog) Clan in Nak'azdli. I was raised knowing that our people were put upon this earth to take care of the land.

My western education includes: high school graduation; first and second year courses from the College of New

Caledonia; third and fourth year courses from the University of British Columbia. I did not complete the final semester to obtain my degree.

My traditional education was obtained through the teachings of my parents and some very traditional and powerful grandmothers and grandfathers. Though my father was a half breed, he was blessed with a mother who was very traditional, therefore he did not attend residential school, had a strong traditional faith, and was trained as a Dakelh thinker. My mother having begun her life traditionally, became orphaned as a child, was very much affected by that and her residential school experience. Unfortunately, due to her experiences, my siblings and I were taught mostly English. I have a fair understanding of our language but lack the confidence to speak. That being said, our parents and grandparents lived, shared, and taught us how to live off the land, know that we are truly Yinka Dene, people of the earth/land. My worldview is Dakelh.

My work experience includes: thirteen years as an employment counsellor; many years as a Researcher of land use, traditional knowledge, and genealogy. I was the Treaty Office Manager for Nak'azdli Band for seven years which involved research, management, preparing position papers for negotiations, dealing with all government ministries regarding land, water, and air issues, liaising with other First Nations communities, while providing updates and gathering opinions from the Elders and people in the territory.



## Panel Speakers Biographies: NORTHWEST BRITISH COLUMBIA

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### **Andrew D. Robinson**

Andrew is the Chief Administrative Officer for the Laxgalts'ap Village Government. Andrew was raised in the community of Laxgalts'ap in the Nass Valley of Northwest British Columbia and is a proud member of the Nisga'a Nation. He belongs to the *Giskaast* (Killer Whale) Clan in the House of *Nisyuus*. His Nisga'a name, *Apdii Laxha'a*, translates to "from the pole to the people in the sky" where he has been given distinct responsibilities by his Nation and family.

He is an active member of his community serving on numerous societies and participating in other community-based activities. Mr. Robinson sits as a Director of the board for the Wilp Wilxo'oskwhl Nisga'a Institute where he strongly advocates for promoting the education of Nisga'a and all residents of the Nass Valley in a local home setting whenever feasible. He also sits as a Board Member to the Nisga'a Group of Companies where he brings his expertise in public relations, business, and governmental engagement. Here, he strives to bring forward a greater focus on recreational and cultural tourism in the Nass area.

Mr. Robinson previously served as a Deputy Representative for the Office of the Representative for Children and Youth where he worked toward establishing a wide variety of strategic working relationships amongst young people and their respective Nations across BC. He also worked as the Band Manager for McLeod Lake First Nation. Mr. Robinson holds a Master of Arts degree in First Nations Studies from the University of Northern British Columbia and a Bachelor of Arts degree from Vancouver Island University. He looks forward to one day beginning a doctoral program at the University of Arizona.

In his current role, Andrew strives to develop robust relationship with the community of Laxgalts'ap, calling on the people to embrace their roles as community members in the governance and effective management of the community and its assets. Mr. Robinson values principles of reciprocal respect and meaningful engagement for building effective and sustainable relations.

**Peter Erickson TsohDih** - Picture and Biography not available at the time of printing



## Panel Speakers Biographies: NORTHEAST BRITISH COLUMBIA

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### **Diane Abel**

Diane is Dunneza / Cree and is a member of the West Moberly First Nations; for the past 6 years she has been employed at the Treaty 8 Tribal Association in Fort St John, BC and is currently the Director of Administration and Economic Development for Treaty 8 Tribal Association and prior to that she was the Director for Strategic Planning for the T8 Lands Department. Her primary role for the organization is to engage with the member Nations on political and technical priorities and to provide advisory services for the purpose of achieving economic prosperity, self-sufficiency while protecting the land, environment and preserving the culture and Treaty rights and interests.

Diane is a strong advocate in Nation building and enhancing social and cultural relationships as the foundation of her work.



### **Bruce Muir**

Bruce does community-based research with First Nations in British Columbia. He has a master's degree in Natural Resources and Environmental Studies from the University of Northern British Columbia. His nickname is *Gah-na-che* (Big Rabbit) and his traditional name is "Wah tzee" (Caribou).





## Panel Speakers Biographies: NORTHEAST BRITISH COLUMBIA

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### **Liz Logan**

Liz Logan is a Dene woman from the Fort Nelson First Nation.

Liz is a descendent of Chief Jimmie Badine who signed the Fort Nelson First Nation adhesion to Treaty #8. She has continued in her ancestor's path in her beliefs that the promises made in that Treaty are to be honoured, for the good of her people today, and for those yet to be born.

She was first elected in 1998 as Chief of the Fort Nelson First Nation and served for four terms; and she was just recently elected and is serving her fifth term as the Chief of her Nation.

She was also the Tribal Chief of Treaty 8 Tribal Association for nine years, with delegated authority from the Council of Treaty 8 Chiefs, on matters related to negotiations with the Province of BC, some major projects proposed through Treaty 8 Territory, and meetings with senior government officials and industry representatives. In her role as Tribal Chief, she served as the political spokesperson, negotiator, chair and advisor to the Council of Treaty 8 Chiefs.

Liz's hard work on behalf of her people was recognized by being nominated and winning the Aboriginal Woman of the Year Aurora Award of Distinction at the 2006 Northern Women's Symposium. Several years ago she was profiled on the Aboriginal People's Network television show called *Venturing Forth*. In December 2011, the Northern Rockies Aboriginal Women Society awarded Liz with the Most Dedicated Aboriginal Leader Award.

She is also involved in many committees and currently serves on the BCAFN Board of Director.

In her spare time, Liz enjoys being with her family, being in the bush, reading, listening to music, gardening, fishing and exploring the country on her Harley Davidson motorcycle.



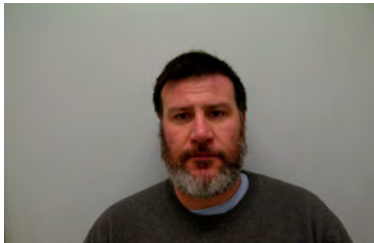
## Panel Speakers Biographies: CENTRAL BRITISH COLUMBIA

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### **Jasmine Thomas**

Jasmine is a Dene woman, member of the frog clan, who lives in her mother's community of Saik'uz. She has been involved in research projects and other educational initiatives related to the inter-connectedness of the environment, health, and community well-being. Through a holistic environmental health lens, research partnerships and relationships have evolved from Youth Photovoice projects exploring connections to the land, to traditional food and medicine security initiatives, and advocacy work around environmental and climate justice issues based upon an Indigenous rights and title framework.



### **Lyle Lambert**

I am Métis and currently work as a consultation coordinator in the Ministry of Natural Resources for the Métis Nation of British Columbia. I have over 20 years of work experience with federal and provincial governments in natural resource management. My undergraduate degree is in Natural Resource Management from UNBC where I am currently a graduate student in First Nations Studies.



### **Jason Morgan**

Jason Morgan has been a long-time resident of Prince George for the past 25 years. His hereditary name is Am-Bax-Gxan, Gitksan (originally from Gitwangak and Anspayawx). Jason currently works for Lheidli T'enneh as their Executive Director. His professional career spans within the aboriginal community as the General Manager with Carrier Sekani Tribal Council, the Director of Education with Tsay Keh Dene, and a Program Officer with the Prince George Nechako Aboriginal Employment & Training Association. He has an undergraduate degree in Business Administration from Trinity Western University. Currently in progress of the Banff Centre's Indigenous Leadership Management Program, and is slated to enroll in the Masters Certificate of Project Management with UNBC this October 2014.



## Panel Speakers Biographies: CENTRAL BRITISH COLUMBIA

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### **Karyn Sharp BA, MA, Ph.D. Candidate**

Karyn is Denesuliné from northern Saskatchewan and she has worked closely with Aboriginal communities in both the United States and Canada for over 10 years. Her research focuses on the interrelationship between Aboriginal peoples, the land, and animals.

For the past five years she has worked closely with Dakelh peoples on traditional use studies, governance issues, and land use management. Currently she is working with the Carrier-Sekani Tribal Council and as a consultant with Dancing Raven in response to several proposed natural gas pipeline projects in northeastern British Columbia.

She taught for seven years at the University of Northern British Columbia (2005-2012) in the First Nations Studies Department and is currently adjunct with the Department of Anthropology at UNBC. She has co-authored a book with Dr. Henry S. Sharp, to be released in June 2015 through Nebraska Press, entitled Caribou Hunting: Subsistence Hunting along the Northern Edge of the Boreal Forest and she has also contributed to The Answer Is Still No: Voices of Pipeline Resistance by P. Bowles and H. Veltmeyer, 2014, and in July 2012 co-authored a paper with Dr. Heather Smith entitled Indigenous climate knowledges in the online journal WIREs Climate Change.

Karyn enjoys the outdoors in all seasons mountain-biking, hiking, kayaking and snowshoeing.



## Panel Speakers Biographies: SOUTH CENTRAL BRITISH COLUMBIA

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### **Jacinda Mack**

Jacinda Mack was born and raised in the small, Northern Secwepemc community of Xat'sull (also known as Soda Creek). She has a Master's degree in Communication and Culture from York University, and has focused her academic and professional career on Indigenous land protection. Jacinda's experience spans the central and northwest coast, where she helped develop the Coastal Guardian Watchmen training program at Northwest Community College in Terrace, BC, in which she was also an instructor.

She also worked as a natural resources policy advisor and traditional use study researcher and manager for the Nuxalk Nation, of which she is also a member. She has worked in the fields of fisheries, community organizing, self government and natural resource management. Jacinda was raised with the traditions of her Secwepemc and Nuxalk heritage, and enjoys fishing, hunting, and harvesting traditional foods. She is currently working for the Northern Shuswap Tribal Council, as the Project Coordinator for the Mount Polley Mine Disaster Response Team.

### **Chief Joe Alphonse**



Chief Joe Alphonse has been the Tribal Chairman of the Tsilhqot'in National Government (TNG) since 2010 and elected Chief of the Tl'etinqox-t'in Government since 2009. From 2000 to 2009 Chief Alphonse acted as the Director of Government and Services at the TNG. From 1997 to 2000 he attended Lethbridge Community College for Environmental and Political Science and managed Punky Lake Wilderness Camp Society in 2000. Chief Alphonse also acted as a Council member of Tl'etinqox-t'in from 1989 to 1993.

Chief Alphonse played an instrumental role in the Tsilhqot'in Nation vs. British Columbia Aboriginal Title case. As a fluent Chilcotin speaker, Chief Alphonse is a fifth generation Tsilhqot'in Chief and the direct descendant of Chief Anaham, the Grand Chief of the Tsilhqot'in Nation during the Chilcotin War of 1864. Chief Alphonse has brought stability, consistency and respectability into the many roles he has been honoured to hold within his community and Nation.



## Panel Speakers Biographies: SOUTH CENTRAL BRITISH COLUMBIA

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### **Chief Bernie Elkins Mack**

Bernie Elkins Mack was elected off-reserve Chief for ?Esdilagh (pronounced eS-day-law) of the Tsilhqot'in Nation since 2008. He previously held the Tsilhqot'in (pronounced Ts-i-llh-qo-teen) Tribal Chair and Vice Chair positions.

He is the son of late Chief Bernard Elkins (Joe Elkins and Matilda LongJohnny) and story teller Theresa Stump (Clarence Twan and Nellie Stump). He has not forgotten the struggles of those among us, he reminds us to stop and celebrate all good moments no matter how small. Recently under the precedent setting Supreme Court of Canada land settlement decision, he influenced a winning strategy seeded from Tsilhqot'in leaders, Elders, and youth. He was also successful in the historic transfer of Health Canada to BC First Nations authority, representing 54 Bands within 7 Nations in partnership with the Interior Health Authority of BC.

Stemming from his insight of the proposed Prosperity mine, the only major Canadian project to undergo two Canadian environmental assessments, Bernie is determined to create wealth by balancing all interests in today's globally connected economies and environments.

#### Other achievements:

- Chief Treaty Negotiator of Northern Shuswap Tribal Council
- Mentored first female supervisor of wildland fire crews
- Guided troubled youth, K'an Dene Jalilh alternate school
- Holds a Thompson River's University diploma in Human Service, Associate in Business Administration, and leadership and negotiation certificates from Justice Institute British Columbia.



### **J.P. Laplante**

J.P. Laplante is the Tsilhqot'in National Government's Mining, Oil and Gas Manager. His role includes coordinating staff and community engagement for all mining, oil and gas related referrals received by the 6 Tsilhqot'in member communities. J.P. has experience in natural resource policy development for First Nations, environmental assessments for major mine proposals, human health impact assessments, ecological risk assessments, and monitoring and reclamation planning for abandoned mines. J.P. has a degree in Bio-Medical Sciences from the University of Guelph and recently completed his M.A. thesis in Natural Resource and Environmental Studies at UNBC.



## Panel Speakers Biographies:

### LEGAL

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**Scott Smith**

Scott A. Smith regularly advises Aboriginal peoples and companies across Canada on Aboriginal, environmental assessment, regulatory and constitutional issues for major energy and natural resource projects.

Scott has extensive experience advising clients on the Crown's duty to consult and accommodate Aboriginal peoples. He also negotiates and drafts agreements between Aboriginal peoples and companies. Scott works closely with his Aboriginal clients to develop innovative legal strategies to help them leverage their rights and title to achieve their goals — whether to successfully oppose projects or secure direct economic benefits from them.

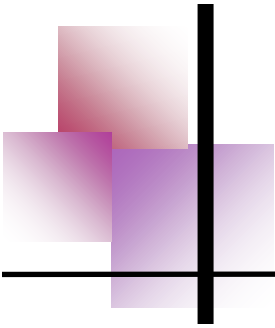
Scott's Aboriginal and environmental advocacy practice includes representing Aboriginal peoples in regulatory hearings, judicial review and appeals of administrative decisions (such as the Crown's failure to consult Aboriginal peoples), multi-party civil litigation in respect of contaminated sites, and complex tort litigation. Scott is currently representing Aboriginal clients in environmental assessment and regulatory hearings for a number of proposed major oil and natural gas pipelines, including Enbridge's Line 9B Project, Kinder Morgan's Trans Mountain Expansion Project, TransCanada's Energy East Pipeline Project and natural gas pipelines in B.C. Scott has appeared before the Ontario Court of Justice, Ontario Superior Court, Ontario Divisional Court, Federal Court of Appeal, National Energy Board, Ontario Energy Board and the Tax Court of Canada. Prior to pursuing a law degree, Scott completed a Master's Degree and one-and-a-half years of study in a PhD program in biology at McGill University. Scott is the recipient of numerous scientific and legal scholarships. His scientific work has been published in high-impact international journals, and has been reported on internationally in the popular press.

Scott's scientific expertise provides him with a unique perspective through which he provides strategic litigation and regulatory advice to his clients. Scott is fluent in English and French, and speaks Spanish. Scott works out of Vancouver and Toronto.

**Kristy A. Pozniak**



Kristy joined Ratcliff in 2007 after having clerked at the Saskatchewan Court of Appeal. She works exclusively for First Nation clients in the areas of governance, economic development, consultation and treaty implementation. Her practice includes drafting First Nation laws, advising on corporate structures, drafting commercial leases and negotiating impact benefit agreements. Outside of work, Kristy enjoys running, snowshoeing and knitting.



## Panel Speakers Biographies: ABORIGINAL GOVERNANCE

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### **Terry Teegee**

Terry Teegee is a Registered Professional Forester (RPF) and the Tribal Chief of the Carrier Sekani Tribal Council (CSTC) since July 2012. Terry also served 3 years as Vice Tribal Chief from 2009 to 2012. Many aspects of Terry's position in CSTC involve being an advocate for the membership's rights and title and to address indigenous rights issues with the Federal and Provincial

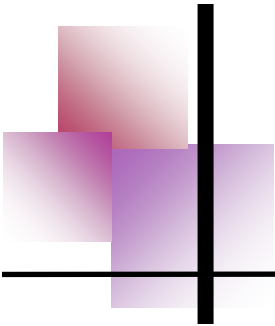
governments.

Prior to his political endeavors, Terry was the Forestry Coordinator for his community of Takla Lake First Nation from 2005 to 2009. In 2005 Terry graduated from the University of Northern British Columbia (UNBC) with a Bachelors of Science Degree in Forestry. Terry has also completed his Diploma in Forest Resource Technology from the College of New Caledonia in 2001.

Terry was appointed to the Fraser Basil Council Board which is an advocacy group that promotes sustainability in the Fraser River Basin. Terry also holds the position of Vice President of Sustut Holdings, a joint venture company owned by Takla Lake, Nakazdli and Tlazten First Nations. Terry is also the President of LTN Contracting which is a joint venture company owned by Lheidli T'enneh First Nation, (which is located in Prince George, British Columbia) and Roga Contracting.

Terry was born in Saikuz Territory (Vanderhoof, British Columbia) and raised in Nakazdli Territory (Fort Saint James, British Columbia). Terry currently resides in Lhiedli Tenneh (Prince George, British Columbia) with his wife Rena and their two children Rylie and Rowan. Terry is part of the Laxgibuu (wolf) Clan and is of Carrier, Sekani and Gitxsan ancestry.





## Panel Speakers Biographies: ABORIGINAL GOVERNANCE

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### **Eddie Frederick**

Eddie Frederick is proud member of the L'heidli T'enneh Nation. Ms. Fredrick and her husband, Robert spend tireless hours of work sharing their teachings of culture through artwork and traditional language.



### **Gwen Budskin**

Gwen Budskin is of Cree ancestry and was born and raised in North-eastern BC. Ms. Budskin is the Director of Youth and Community Initiatives for the Prince George Native Friendship Centre and has been in this capacity for over the last 15 years. Gwen is an active advocate for Aboriginal children and families and is professionally and personally committed to activities that empower Aboriginal people.

### **Crystal Verhaeghe**

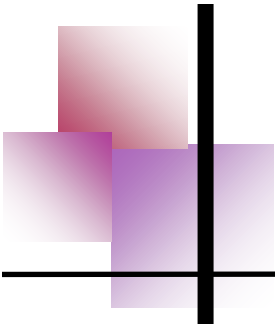
Crystal, a member of the Alexandria Band (?Esdilagh), has worked with the Tsilhqot'in National Government since November 2006, acting as the Executive Director since 2008.



In 2006, Crystal graduated from UNBC with a Masters of Business Administration. Prior to her Masters Crystal received a degree in Small Business and Entrepreneurial Studies from Mount Royal College in Calgary, Alberta. Crystal began her employment with the Tsilhqot'in National Government as the Economic Development Coordinator in 2006. In 2009 she obtained the position of Executive Director. Since May 2014, Crystal also serves as a Director for the Williams Lake and District Credit Union.

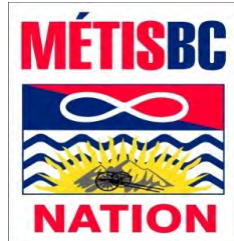






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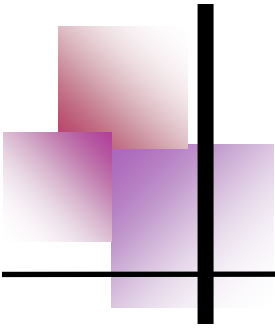
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### Special Contributions:

**Bruce Allan**, Instructor-First Nations Studies, CNC

**Darlene McIntosh**, Elder Lheidli T'enneh

**Jason Morgan**, Executive Director Lheidli T'enneh

**Louella Nome**, Councillor Lheidli T'enneh

**Louie Singers**

### Facilitators & Moderators

**Agnes Pawlowska-  
Mainville**

**Andrew Robinson**

**Antonia Mills**

**Bruce Muir**

**Cindy Hardy**

**Geoff Kershaw**

**Henry Harder**

**Hilary McGregor**

**Jessie King**

**Kathy Banks**

**Kyle Aben**

**Margot Parkes**

**Rheanna Robinson**

**Ross Hoffman**

**Theresa Healy**

**Titi Kunkel**

**Tribal Chief Terry**

**Teegee**

### Master(s) of Ceremony:

**Agnes Pawlowska-Mainville** Assistant Professor, First Nations Studies, UNBC

**Blanca Schorcht** Dean of College of Arts, Social and Health Science, UNBC

**Chad Thompson** Dean, School of University Studies and Career Access, CNC

**Cindy Hardy** Chair of Department of Psychology, UNBC

**Henry Harder** Leadership Chair for Aboriginal Environmental Health, UNBC

**Rheanna Robinson** Office of Research and Sessional Instructor, UNBC

### VOLUNTEERS for their passion, and unforeseen efforts:

**Allan Carson**

**Alycia Mutual**

**Andrew Robinson**

**Annette Maurice**

**Bill Clyne**

**Brenda Nome**

**Brooke Boswell**

**Carolee Clyne**

**Emily Braam**

**Gabrielle Solonas**

**Isaiah Singh**

**Julian Brown**

**Kara Bridgen**

**Ken Otter**

**Kyla Jensen**

**Lyle Lambert**

**Moyin Adefisayo**

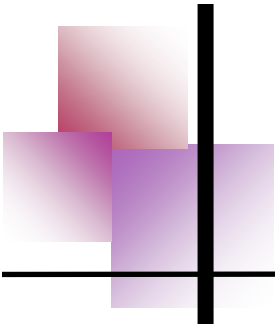
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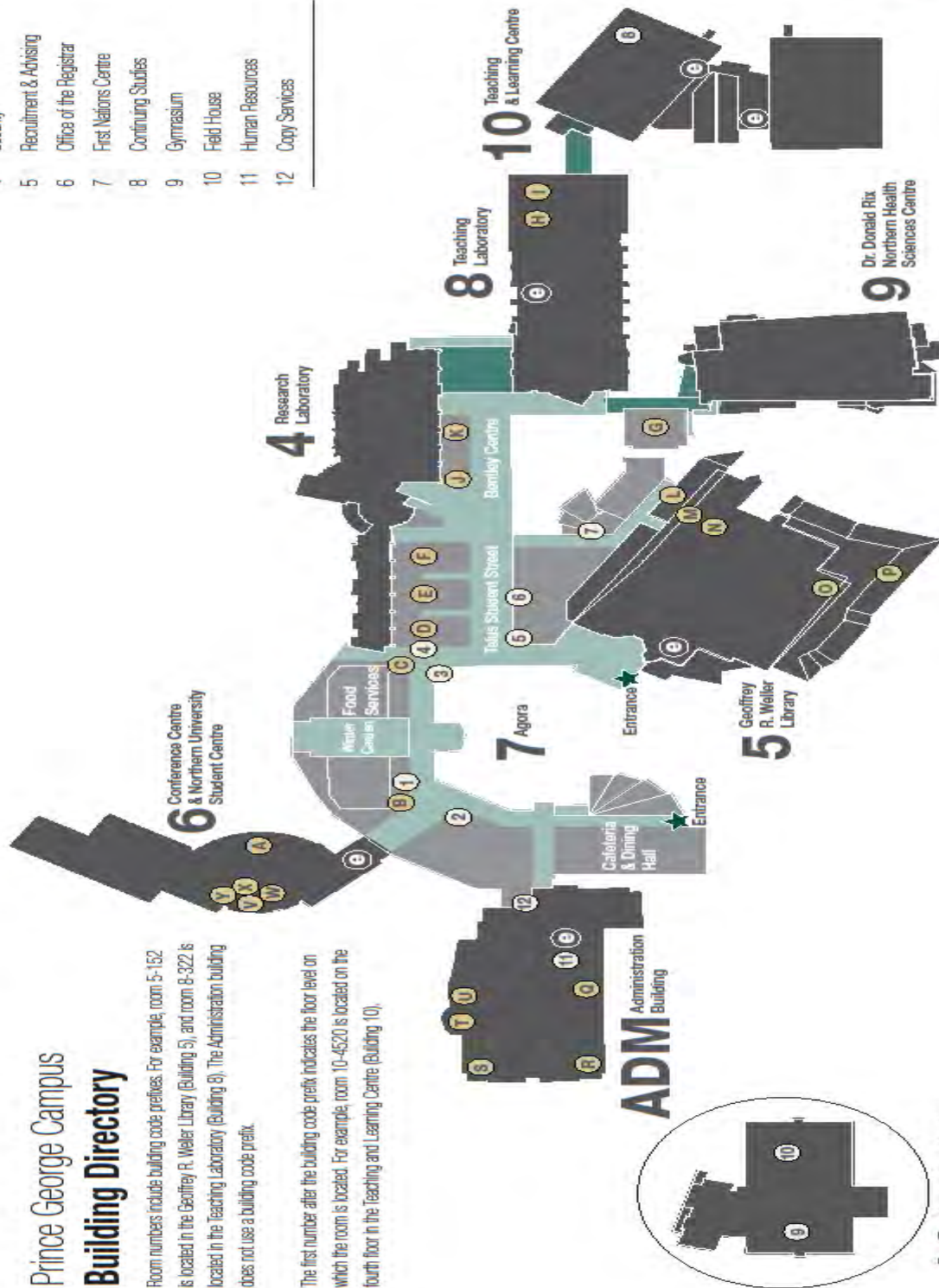
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## Prince George Campus Building Directory

Room numbers include building code prefixes. For example, room 5-152 is located in the Geoffrey R. Weller Library (Building 5), and room 8-322 is located in the Teaching Laboratory (Building 8). The Administration building does not use a building code prefix.

The first number after the building code prefix indicates the floor level on which the room is located. For example, room 10-4520 is located on the fourth floor in the Teaching and Learning Centre (Building 10).

1	Conference Services Office	A	Canfor Theatre
2	UNBC Bookstore	B	Welkwood Theatre 7-238
3	Corner Store	C	Lecture Theatre 7-212
4	Security	D	Lecture Theatre 7-150
5	Recruitment & Advising	E	Lecture Theatre 7-152
6	Office of the Registrar	F	Lecture Theatre 7-158
7	First Nations Centre	G	Lecture Theatre 9-200
8	Continuing Studies	H	Lecture Theatre 8-164
9	Gymnasium	I	Lecture Theatre 8-166
10	Field House	J	Bentley Centre 7-170
11	Human Resources	K	Bentley Centre 7-172
12	Copy Services	L	Gathering Place 5-123
		M	Classroom 5-121
		N	Classroom 5-122
		O	Video Conference Room 5-1400
		P	Classrooms/Lab 5-154 to 5-184
		Q	Video Conference Room 1030
		R	Meeting Room 1007
		S	Meeting Room 1084
		T	Meeting Room 1079-Senate Chambers
		U	Meeting Room 1069
		V	Meeting Room 6-205/211
		W	Meeting Room 6-305
		X	Meeting Room 6-306
		Y	Meeting Room 6-307



# Research Personnel Recruitment Guide

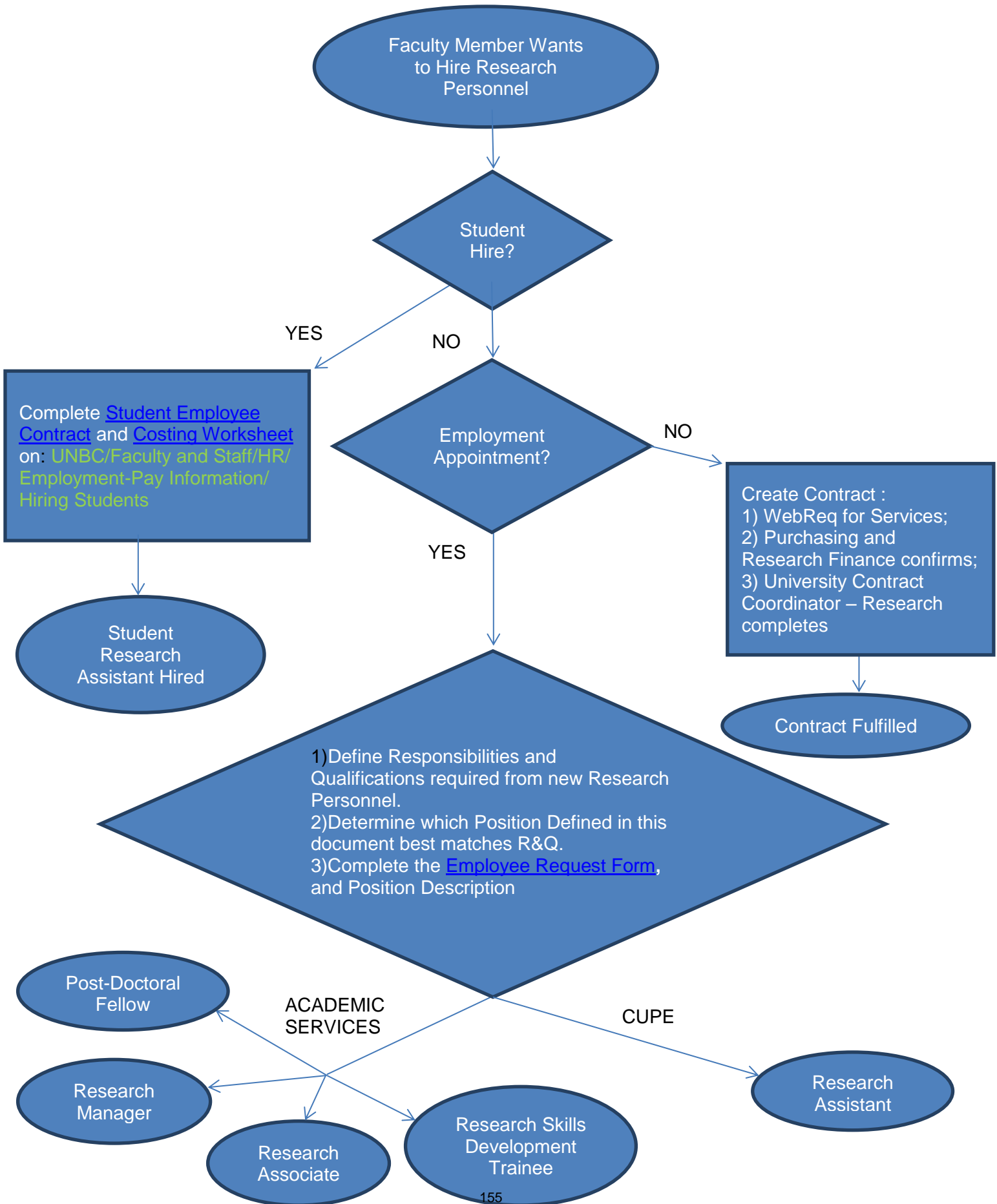
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April 30, 2014.

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# Research Hiring Flow Chart:



## **Purpose:**

This document is provided to guide UNBC researchers wanting to hire or contract research support services. The flow chart on the previous page shows the types of positions available at UNBC. To determine the type of employment appointment needed, a clear explanation of responsibilities and qualifications is required for each new position. The explanation helps to limit applicants, both at present and in the event of employee replacement, to only those able to competently fulfill the requirements of the position.

Cost of support personnel is calculated to include benefits, MSP and pension as applicable. Research proposals need to accurately reflect these costs, and can be calculated using the [UNBC Academic Services Costing Template spreadsheet](#) provided by HR.

\*\*\*Note: The UNBC Academic Services Costing Template spreadsheet is presently only available upon request to HR. It will be made available online, similar to the Student Costing Worksheet shortly (May 2014).

## **Categories of Support:**

### **Student Research Assistants:**

Continuing post-secondary students (registered at any post-secondary institution) may assist faculty in a wide variety of research related activities that are usually associated with their academic experience and focus. Term specific appointments only. It is possible to have a position continue within this category of employment for up to six months following termination of student relationship (*i.e.* Student graduates or halts student status).

To hire a student with secured research funds (or to cost out a student hire for a proposal) follow the very clear instructions in the [Student Employee Contract](#) and the [Costing Worksheet](#) both are available on our website at://UNBC/Faculty and Staff/HR/Employment & Pay Information/ Hiring Students as download-able and fill-able forms. The FAQ's provide answers to the most common supervisor and student questions. Our Human Resources Department is ready to help if questions are not answered in the documentation they have provided.

If an individual is in the process of being hired and is found to not qualify as a student, their position will be considered within the employee appointments framework described in this document, and the most appropriate position will be proposed to the supervisor. It will be up to the supervisor to decide how they wish to proceed.

### **Contract Services:**

For non-employment research support (a service that can be contracted out to an individual that is not associated with the university, nor needing support communication/equipment) follow [UNBC's Purchasing Policy](#).



An independent contractor must have their own WorkSafeBC Insurance, (or its equivalent in another jurisdiction) and liability insurance and they are responsible for their own tax remittances. Questions about hiring an independent contractor can be directed to UNBC's University Contract Co-ordinator-Research at the Purchasing contact number (see page 11).

- Create a WebReq for a research services contract along with the required, supporting documentation. Work with purchasing and have funds confirmed with Finance-Research before bringing contract to the University Contract Co-ordinator-Research for completion.

### **Employment Appointments:**

Support personnel needed by faculty members using secured research funds. Benefits are provided and funded through the research monies if eligible. Positions are often characterized by project management, supervision, longer term employment and soft funding.

- Describe the Position with Responsibilities and Qualifications clearly outlined. Use this description to determine the Employee Class and Position Title for use in the ERF.
- Complete the [Employee Request Form](#).

### **Support Personnel Positions Defined:**

#### **Post-Doctoral Fellow:**

Has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research.

The position is temporary, full-time and viewed as training in preparation for a full-time academic and/or research career. A letter of Appointment is sent to the successful candidate outlining the terms of the position (see Postdoctoral Fellow Guide). Fellowships can be renewed one year at a time, normally up to three years. Appointments may be extended for a further two one-year terms (up to a maximum of 5 years in total) with the Dean's written approval.

#### **Responsibilities**

- To undertake advanced research/scholarship in association with one or more UNBC faculty members.
- The individual would work under the supervision of a UNBC faculty member with roles and responsibilities as described in their appointment letter, and as assigned by their supervisor.

#### **Qualifications**

- Doctoral degree completed within the previous five years.

## **Research Associate:**

Possesses the qualifications and expertise to conduct research activities in collaboration with faculty members and other researchers.

Term specific appointment.

Salaries and Benefits (as appropriate) are paid from research grants, contracts, endowment funds or other “soft” funds that are not part of the normal operating budget of the university.

### **Responsibilities**

- Primarily to conduct research and/or scholarship with no formal teaching duties.
- May include supervision of other researchers and technical personnel and participation in student research.
- Expectation that the individual will be making judgment calls on the progression of the research
- Developing methodologies.
- Co-authoring papers (preparation of peer-reviewed publications).

### **Qualifications**

- Doctoral degree or combination of Masters/Professional degree and several years of experience (clinical or other origin).
- Experience (1+ years) with specific areas needed for success in the position.
- Able to work independently as well as collaboratively.
- Resourceful, organized, self-directed.
- Excellent written and oral communications skills.

## **Research Manager:**

Ensures the implementation of the research plan through a wide variety of operational, research, and administrative support services which include: project and financial management; organizational development; and supervisory tasks. This position supports, facilitates and coordinates research related activities to maximize the efficiencies of the research activities.

Appointment may be temporary or ongoing. [Depends on the security of funding, and need for service].

Salaries and Benefits (as appropriate) are paid from research grants, contracts, start-up funds, endowment funds or other “soft” funds that are not part of the normal operating budget of the university.

### **Responsibilities**

- Daily management of research activities and budget.
- Supervise, hire, terminate, discipline and otherwise manage research or research-related personnel.

- Support the research team(s) in planning field research activities, and being the check-in of all researchers in the field.
- Primary contact for liaison with scheduling of all field work, interfacing logistics, and responding to any questions or issues from the field.
- Debrief all field teams whenever they return from the field – communicate any important and transferable observations to other teams.
- Coordinate regular meetings of all participants to be followed by a project administration discussion. Ensure communication and action items/strategic plans that result from meetings are developed and communicated appropriately.
- Generate regular updates and quarterly written reports across the project, take the lead on annual progress reports with primary investigators as appropriate.
- Assist in organization of data and other outcomes from the research teams.
- Work with the UNBC Office of Safety and Risk Management to assist with necessary Health Safety and Environmental Plan training and implementation, including maintenance of records for all participants (safety training, daily safety and orientation meetings and all other required forms).

### **Qualifications**

- Masters or Doctoral degree (or equivalent experience).
- Strong, proven organizational abilities.
- Significant leadership and management experience (organization development, supervisory, project management and financial management).
- Ability to work with researchers from a range of disciplines.
- Ability to synthesize research approaches across disciplines.
- Familiar with the areas of study - strong background in “x, y, z” areas as needed for the study.
- Ability to communicate effectively in the area of study to various audiences, knowledge of pertinent nomenclature.

### **Research Skills Development Trainee**

Recent graduate from a post-secondary institution that is underemployed in their area of study. A mentored, short-term, internship position, to provide practical specialized training. The purpose is to improve and extend the individuals’ skill set both in, and peripheral to, their field of study to better their opportunity for meaningful future employment. Not a service position, does not lead to a degree.

Term-specific appointment [between four and eighteen months].

Salaries and Benefits (as appropriate) are paid from research grants, contracts, endowment funds or other “soft” funds that are not part of the normal operating budget of the university, may be in conjunction with Federal funding initiatives (presently-2014: [Young Canada Works-Heritage, English and French Languages](#) [employer deadline for applications for summer work program is the proceeding January]; [Science Horizons Youth Internship Program-Environment Canada](#) [employer deadline for application is the proceeding December]).

### **Responsibilities**

- Extend the skill set of the Research Trainee (eg. grant writing, field/lab/interview/survey techniques).
- Hands-on experience working on projects in internship (lasting no less than 6 months for Science Horizons; 4-12 months for Young Canada Works).
- To develop knowledge and skills to prepare the trainee for sustainable employment in and around their field of past study.

### **Qualifications**

- Have graduated from a university, college, post –secondary school of technology, post-secondary institution or CEGEP (college d’enseignement general et professionnel, Québec) within the past 12 years. [Young Canada Works requires underemployed recent (<= 2 years) graduate; Environment Canada Science horizons requires individual be under 30 years old]
- Will not be in school during their internship.
- Will not be in receipt of Employment Insurance during their internship.

## **Research Assistant I, II and III**

Assists in the implementation of an established and guided research plan. There are three levels of Research Assistants; determination between the levels is based on the complexity of work and qualifications required. (A Student Research Assistant is hired under the Student Employee Contract as described earlier in this document).

Term specific appointment. [Terms greater than 12 months generate CUPE Local 3799 Regular Full-Time Employee worker status as defined in section 1.02 of the [Collective Agreement](#). Layoff, seniority and recall procedures follow the Collective Agreement (section 17) at the end of a term appointment greater than 12 months. Worker’s qualifications are considered for all CUPE positions, and the Collective Agreement must be followed for all CUPE positions.] Salaries and Benefits (as appropriate) are paid from research grants, contracts, start-up funds, endowment funds or other “soft” funds that are not part of the normal operating budget of the university.

### **Research Assistant I**

#### **Responsibilities may include:**

- Conducting the program of research as provided.
- Following established methodologies for data gathering and data entry in a lab, the field or other.
- Literature searches.
- Compilation of survey results.
- Routine work duties where techniques and methods are relatively simple in nature.

#### **Qualifications:**

- Two to three year certificate with six months experience.

### **Research Assistant II**

#### **Responsibilities may include:**

- All the responsibilities of RA I.
- Preliminary analysis of raw data (in a lab, the field or other).
- Literature reviews and summations.
- Administration of various survey tools.
- Detailed instruction will be provided when complex tasks are assigned.

#### **Qualifications:**

- Undergraduate degree with more than one year relevant experience.

### **Research Assistant III**

#### **Responsibilities may include:**

- All the responsibilities of RA I and RA II.
- Data analysis and summation (in a lab, the field or other).
- Input into the selection of experimental techniques.
- Input into the development of various survey tools.
- Specialized knowledge and/or experience may be required to complete some tasks.

#### **Qualifications:**

- Graduate degree with more than two years relevant experience.

## **Category of Support Personnel Needed for the Proposed Research**

Proposed research may require one or more categories of support personnel to be completed successfully. To determine which category (or categories) are needed, look at the Research Hiring Flow Chart and read the definitions of both Student Research Assistants and Contract Services provided. The University supports and promotes the employment of students to provide experiential learning and retention while fulfilling our academic mandate and vision. If either of these options is appropriate for the proposed research, follow through with the online contract and WebReq forms indicated.

If an Employment Appointment is to be pursued, consider which of the five research positions best fits the proposed research needs. The definitions outline in general terms the responsibilities, qualifications and experience required for an individual to successfully perform in their position and meet any additional expectations the researcher may have in terms of supporting the proposed research. The definitions provided are also a resource to help in the preparation of the Position Description that needs to clearly explain the characteristics required of a successful candidate.

For additional assistance in determining the appropriate category of support personnel for the type of research project being undertaken, Faculty are encouraged to consult with their colleagues, Departmental Chair, the Office of Research and/or the Human Resources Department.

## How to Create an Employee Appointment

The researcher can prepare for hiring their support personnel by looking at the proposed research, determining the type and number of tasks to be completed by the support personnel, the qualifications needed to competently complete the tasks, and the number of positions the quantity of labour calls for.

Draft a rough Position Description for the new person(s), complete with responsibilities, qualifications, hours per week, approximate wage expected and duration of term required (see example of Position Description and ERF that follows this section). Working with the description, review the category of support personnel (at the beginning of this guide) being sought, paying particular attention to qualifications and experience required.

Once the research proposal has been approved and the employment category has been finalized the researcher completes the Position Description and an [Employee Request Form](#) with the pertinent funding numbers to be confirmed by finance for budget approval (the “ERF” can be found online at <http://www.unbc.ca/human-resources/employee-recruitment> ).

The ERF and the Position Description documents will be used by HR to help formulate a job posting, and eventually the letter of offer as they outline the expectations for the new hire. Funding has to be confirmed before the job posting can be made. There are several free online job posting sites available for use, however any sites that incur a cost will need the budget holder for the position to authorize the expense.

Researchers are free to undertake their own recruitment efforts when filling Post-Doctoral Fellowship, Research Manager, Research Associate, Research Skills Development Trainee or Student Employee positions. While Human Resources can assist with the formatting and distribution of advertisements, any sites or platforms with costs will be billed back to the Faculty member. Therefore where external recruitment is being contemplated, advertising costs should be considered when putting together the research proposal budget.

However, because Research Assistant positions are covered by the terms of the UNBC/CUPE (Local 3799) Collective Agreement, it is important that researchers follow the posting and selection criteria set out in the Agreement (eg. post for seven working days) have a CUPE member on the selection committee, complete a [Position Description Questionnaire](#) where applicable, etc.). The UNBC/CUPE Collective Agreement is online at <http://www.unbc.ca/human-resources/employee-agreements-handbooks> and Human Resources is available to assist with the process.

For any position the [Employment Standards Act](#) must be followed by both the employer and the employee. There are several short [videos](#) available on the Employment Standards Branch website for guidance, and many other resources to access when faced with unfamiliar work-related circumstances.

## **Example Position Description:**

Research Associate

Part time (20 hours/week April 15 through August 28, 2014)

Salary: the hourly wage range for this position is between \$24.00 and \$28.00 per hour depending on education and experience.

Duties:

The Research Associate provides a range of both assisting with and conduction research efforts under the lead researchers' direction. This includes working on a number of ongoing and possible research projects, including, but not limited to: a study of ....., and ....., and other duties as needed. [describe the research project they will be involved in, and their role.]

Responsibilities include, but are not limited to:

- Organizing and facilitating project focus groups;
- Literature searches for the project
- Quantitative data analysis
- Supervision of undergraduate research assistants
- Presentation and co-authorship of project results for publication in peer-reviewed journals.

Qualifications, the successful candidate will:

- Possess a doctoral or masters degree with commensurate experience in an area related to collection and analysis of large amounts of .....
- Have experience with programing languages
- Have the ability to engage and collaborate with a large network of researchers
- Have the ability to work independently as well as collaboratively
- Be highly organized and resourceful, possess excellent written and oral communication skills.

## Example Employee Request Form

<b>1. POSITION INFORMATION: (completed by Hiring Department)</b>		<b>HR USE ONLY:</b>	
Position Title: <u>Research Associate</u>		Posting #: _____	
Is this a New FTE? (check one): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, whom is it replacing? _____		Position #: _____	
Status: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours per week: <u>20</u> P/T Schedule: Sun... _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat... _____	Definition (check one): <input type="checkbox"/> Regular <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Term <input type="checkbox"/> Stipend	Employee Class (check one): <input type="checkbox"/> CUPE <input type="checkbox"/> Director <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Other
Proposed Start Date: <u>April 15, 2014</u>		Program/Department: <u>Geography</u>	
Proposed End Date: <u>August 28, 2014</u>		College: <u>CSAM</u>	
Immediate Supervisor: <u>John Smith</u>		Immediate Supervisor Reports to: <u>Jane Doe</u>	
Charged to: _____		Fund: <u>12345</u>	Org: <u>6789</u>
Budget Holder: <u>John Smith</u>		Account: _____	Program: _____
Signature: <u>John Smith</u>		Date: <u>February 13, 2014</u>	
<b>2. RECRUITMENT SOURCES: (completed by Hiring Department). Note: Approval is required by authorized budget holder.</b>			
<b>List Web Sites for Advertising:</b>		<b>List Publications for Advertising:</b>	
<b>Web Site</b>	<b>Cost</b> (HR to complete)	<b>Publication</b>	<b>Cost</b> (HR to complete)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>3. POSITION CONTROL: (completed by Human Resources)</b>			
Salary Grade (if applicable): _____ Salary Range: \$ _____ to \$ _____			
Effective date of last PDQ evaluation: _____			
Additional Information: _____			
<b>4. BUDGET CONTROL: (completed by Finance Department)</b>			
Budget/Research Analyst: _____		Date: _____	
<b>5. APPROVAL TO RECRUIT:</b>			
Dean/Director: _____		Date: _____	
President/Provost/Vice President: _____		Date: _____	



## How to Extend an Existing Appointment

When a term appointment is within six weeks of completion and the researcher wishes to extend the appointment four questions need to be answered in consultation with the employee, and budget approval needs to be requested through finance (Accounting Analyst – Research).

Contract extension base information:

- 1) Period of extension (date for extension to start and new end date)
- 2) Pay confirmation (salary in dollars, same as previous, or a proposed change)
- 3) Hours of work per week (if less than 18 hours/week the position is not eligible for benefits)
- 4) Funding codes

The HR department is able to provide the budget holder with the specific terms and conditions of the contracts they have entered into, however budget holders are encouraged to keep their own records to assist in the tracking their budget. HR can send a .pdf copy of the contract or look up funding codes/salary/hours of work/benefits etc. as needed.

To request budget approval through finance, e-mail our Accounting Analyst – Research with:

- 1) the funding code to be used;
- 2) the period of the extension and
- 3) the amount to be drawn from the account (pay times hours/week times term, as calculated using the Academic Services Costing Template, thus including benefits).

The positive response from finance can then be forwarded to HR along with the answers to the four contract extension questions from above.

There has been a long standing practice of Human Resources contacting supervisors (roughly a month prior to a term ending) to inquire how they would like to proceed with a position that is coming to a close. Proactive supervisors and budget holders that extend position terms as required and desired will help streamline the use of our Human Resources Department.

## Compensation

The category of support personnel required will directly influence the level of compensation to be budgeted. In general, the rates for Post-Doctoral Fellows, Research Managers and Research Associates are research funding dependent and vary between disciplines. Rates for Student Research Assistants are generally set in relation to whether they are in undergraduate or graduate programs, and rates for Research Assistants are set by reference to the CUPE collective agreement. To explore any potential flexibility of offering a position with benefits vs an increased pay rate, please consult Human Resources prior to entering into discussions with potential support personnel.

While some flexibility exists for other groups, it is important to note that positions covered by the UNBC CUPE Collective Agreement are expressed as full or part “Full Time Equivalents” based on a 35 hour work week. Furthermore, salaries are expressed as an annual amount with the proviso that they will be prorated for term length and full-time equivalency.

When developing a Research Proposal Budget all positions require fully calculated compensation values (hours/week, term of position, rate of pay, multiplier for statutory deductions, vacation and benefit costs). It may be difficult to project the actual amount of support personnel “work time” required for the proposed research; however the total labour cost will not be possible without this estimation. Consulting with Colleagues, Program/Department Chairs and/or the Office of Research is extremely helpful with generating sound estimate number of hours of work per week, and hourly rates of compensation.

Explore the [UNBC Academic Services Costing Template spreadsheet](#) provided by HR to complete the calculation of compensation values, (note that in the workbook, the worksheets are term specific, as position benefits and deductions vary by term of employment).

\*\*\*Note: The UNBC Academic Services Costing Template spreadsheet is presently only available upon request to HR. It will be made available online, similar to the Student Costing Worksheet shortly (May 2014).

## **Statutory Deductions, Vacation and Benefit Costs**

When budgeting for the cost of support personnel, consideration should be given not only to the amount of “work time” required and the hourly or annual salary, but also to costs associated with employer statutory contributions and employee benefits, where applicable. These are also addressed in the [UNBC Academic Services Costing Template spreadsheet](#) provided by HR.

\*\*\*Note: The UNBC Academic Services Costing Template spreadsheet is presently only available upon request to HR. It will be made available online, similar to the Student Costing Worksheet shortly (May 2014).

The cost of employer statutory deductions (Canada Pension Plan, Employment Insurance and Workers Compensation) is 7.822% as of January 1, 2014. This amount needs to be added to the budget to determine the total labour cost but it is not included in the rate offered to the employee.

Vacation pay is included in the rate paid to the employee and will show as 4% separated out on their pay stub (where 4% equals a two week entitlement). This 4% needs to be included in the labour cost budget but is not included in the rate offered to the employee. Note that 6% should be used for all CUPE positions and may also be used for other non-student positions where funding proposals permit and when required by Employment Standards.

Benefits will vary with the personnel category, whether the person will be working full or part-time, and the anticipated term of employment. These benefit amounts need to be added to the budget to estimate total labour cost but are not included in the rate offered to employees. Details of what benefits are provided, and how to calculate the associated costs, is to be done using the [UNBC Academic Services Costing Template spreadsheet](#) provided by HR. The attached “Schedule A” shows the source contents of the spreadsheet, and gives a brief description of the benefits available to non-student research support personnel. The spreadsheet is superior in its function, however in the event of not being able to access it, Schedule A has been included in this document

\*\*\*Note: The UNBC Academic Services Costing Template spreadsheet is presently only available upon request to HR. It will be made available online, similar to the Student Costing Worksheet shortly (May 2014).

Note that while students do not receive benefits (hence no benefit cost) the 7.822% cost of the statutory deductions needs to be budgeted as does the 4% of vacation pay (total of 11.822%). Additionally, when Faculty are planning to hire on an hourly basis rather than a salaried basis, a further 4.6% needs to be added for statutory holiday pay for a total cost of 16.022%.

## Once Hired – the Probationary Period

An initial probationary or assessment period is applicable to all research support personnel. Generally this period will be six months in length (for CUPE positions see the relevant collective agreement language at <http://www.unbc.ca/human-resources/employee-agreements-handbooks>.) The purpose of the probationary period is to allow the employee to demonstrate their suitability for the role and for the employee to assess their interest in the assignment. Supervisors are encouraged to discuss performance with new employees on a regular basis during this period and record these discussions. If an employee does not seem to be “working out” it is important to communicate with them how they could improve their performance. Keep record of these discussions, and seek advice from HR as early in the probationary period as you are aware there may be a problem.

## Contact Information

Human Resources	960-5521
Research Office	960-5852
Finance	960-6534
Purchasing	960-6477

## Schedule A - Benefits – Entitlement and Costing

Following is a summary of the benefits available to non-student research support personnel as well as a costing worksheet to help determine actual costs. Details of what benefits are provided, and how to calculate the associated costs, is to be conducted using the [UNBC Academic Services Costing Template spreadsheet](#) provided by HR. This summary shows the source contents of the spreadsheet, and gives a brief description of the benefits available to non-student research support personnel. The spreadsheet is superior in its function, however in the event of not being able to access it, we have included this summary.

\*\*\*Note: The UNBC Academic Services Costing Template spreadsheet is presently only available upon request to HR. It will be made available online, similar to the Student Costing Worksheet shortly (May 2014).

Benefit plan details are available in Human Resources. Please note that student employees do not receive non-statutory benefits (ie. fringe benefits).

### Using the Costing Guide and Costing Worksheet:

- Step #1 Refer to the Costing Guide on the next page, and using the contract term, determine which benefit package(s) the employee is eligible for. They may be able to choose PKG A or B, depending on their family status. Additionally, some employees may be eligible for MSP coverage, in which case they may choose PKG C, D or E depending on their family status (single/couple/family). As some research personnel may already have MSP coverage through family, spouse, etc., they would not need it while employed at UNBC. For costing purposes, it is prudent to select the family package if the employee family status is unknown.
- Step #2 Using the applicable benefit package(s) from the Costing Guide, fill in the blanks on the Costing Worksheet (attached below). The Worksheet has 2 options; term less than 2 years or term equal to or greater than 2 years. Only complete the section of the Worksheet that applies to the contract you are offering.
- Step #3 Use the resulting “Total Budget Required” to complete the labour cost section of any research proposals. Note that “Total Budget” will need to be prorated based on the specific term length and/or hours per month required.

**Costing Guide for Non-Student Research Support Personnel** (as of July 1, 2013)

NOTE: Please be sure you are using the most current Costing Guide and Worksheet as highlighted rates tend to change annually In January and July. Refer to the HR web page for the most current Guide and Worksheet.

If the family status of the employee is unknown (i.e. single/couple/family), then the family plan should be selected for costing purposes.

Contract Term	Fringe Benefits % (ADD/LIF/PEN)	% Cost	Fringe Benefits \$ (DEN/EAP/EHC/VIS)	PKG A	PKG B	MSP	PKG C	PKG D	PKG E
				Annual Cost Single Plan	Annual Cost Family Plan		Annual Cost Single Plan	Annual Cost Couple Plan	Annual Cost Family Plan
<b>TERM &lt; 2months</b>	Not eligible	0.0000%	Not eligible	0.00	0.00	Not Eligible	0.00	0.00	0.00
<b>TERM 2months - 6 months</b>	Not eligible	0.0000%	Employee Assistance Plan	66.48	66.48	Medical Services Plan	798.00	1,446.00	1,596.00
<b>TERM 6 months &lt;1 year</b>	Not eligible	0.0000%	Employee Assistance Plan	66.48	66.48	Medical Services Plan	798.00	1,446.00	1,596.00
			Extended Health	459.00	879.96				
			Vision	144.48	295.08				
			Total	669.96	1,241.52				
<b>TERM 1 year &lt;2 years</b>	Accidental Death/Dismemberment Ins Life Insurance	0.0408%	Dental	534.60	1,210.80	Medical Services Plan	798.00	1,446.00	1,596.00
		0.5784%	Employee Assistance Plan	66.48	66.48				
	Total	0.6192%	Extended Health	459.00	879.96				
			Vision	144.48	295.08				
		Total	1,204.56	2,452.32					
<b>TERM =&gt;2 years</b>	Accidental Death/Dismemberment Ins Life Insurance	0.0408%	Dental	534.60	1,210.80	Medical Services Plan	798.00	1,446.00	1,596.00
		0.5784%	Employee Assistance Plan	66.48	66.48				
	Pension	8.0000%	Extended Health	459.00	879.96				
	Total	8.6192%	Vision	144.48	295.08				
		Total	1,204.80	2,452.32					

**Costing Worksheet** (as of January 1, 2013)

Complete either calculation (A) or (B) as appropriate for contract term and prorate the “total budget” as required for less than full-year or less than full-time contracts.

**A) Annual Cost Calculation for Contracts of < 2 Years**

1) Annual Salary		_____
2) Vacation Pay	(Line 1 x 4%*)	_____
3) Total Remuneration	(Line 1 + 2)	_____
4) Statutory Benefits	Line 3 x 7.852%)	_____
5) Fringe Benefits (%)	(Line 3 x 0.6192%)	_____
6) Fringe Benefits (\$)	(Select PKG A or B**)	_____
7) MSP (\$)	(Select PKG C, D or E**)	_____
8) Total Benefit Cost	(Line 4 + 5 + 6 + 7)	_____
<b>Total Budget Required</b>	<b>(Line 3 + 8)</b>	<b>=====</b>

\*Note: use 6% for CUPE positions or if you are planning on offering three weeks leave to other non-student employees.

\*\*If the family status of the employee is unknown, then the family plan should be chosen.

**B) Annual Cost Calculation for Contract of => 2 Years**

1) Annual Salary		_____
2) Vacation Pay	(Line 1 x 4%*)	_____
3) Total Remuneration	(Line 1 + 2)	_____
4) Statutory Benefits	(Line 3 x 7.852%)	_____
5) Fringe Benefits (%)	(Line 3 x 8.6192%)	_____
6) Fringe Benefits (\$)	(Select PKG A or B)	_____
7) MSP	(Select PKG C, D or E)	_____
8) Total Benefit Cost	(Line 4 + 5 + 6 + 7)	_____
<b>Total Budget Required</b>	<b>(Line 3 + 8)</b>	<b>=====</b>

\*Note: use 6% for CUPE positions or if you are planning on offering three weeks leave to other non-student employees.

\*\*If the family status of the employee is unknown, then the family plan should be chosen.



# Postdoctoral Fellow Guide

**2014**

Prepared October 2014

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## PREFACE

The Postdoctoral Fellowship Guide has been written to support and recognize Postdoctoral Fellows and Faculty Members as valuable members of our research community. This guide is meant to clarify administrative requirements and initiate important conversations pertinent to developing a collegial working relationship. The Office of Research welcomes you to UNBC.

In the event of a conflict between approved university policy and the guide, policy will take precedence. The Office of Research will maintain this guide; any corrections, suggestions, or changes identified should be forwarded to the Office of Research (subject: PDF Guide).

## DEFINITION OF A POSTDOCTORAL FELLOW

A Postdoctoral Fellow (“PDF”) is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the supervising faculty or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not ongoing.

A PDF could receive an additional appointment as a Part Time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and supervision of undergraduate projects if desired and available in their field of research.

## CRITERIA OF A POSTDOCTORAL FELLOW

A PDF must meet the following criteria:

- Has completed a doctoral degree within the past four years;
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may withstand deferment, in which case an agreement in writing is required.
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).

Exceptions will be considered where the research career has been interrupted by circumstances such as parental responsibilities or illness.

## APPOINTMENT PROCEDURES

### Faculty Recruitment of a PDF

A Faculty Member interested in recruiting a PDF may post the position description on the university website with support from Human Resources or in journals and discipline specific organizations' websites, and other professional sites suited to attract the best candidate in the field. However, advertising is not required for PDFs. From time to time faculty members are approached by a potential PDF to pursue a training opportunity. Please note there are no immigration restrictions regarding citizenship of the person holding a PDF.

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation, such as the [Human Rights Code](#) and [Labour Relations Code](#) of British Columbia and the [Canada Immigration and Refugee Protection Act](#). [UNBC's employment equity](#) goals will be considered when recruiting PDFs, and a working agreement for the PDF position, as described later on in this guide, must be composed by the Supervising Faculty Member.

Most often a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position. Fellowships funded by external agencies are awarded by an adjudication process established by the external agency. In all cases, faculty members are encouraged to obtain letters of reference as well as following up with references either in person or by phone prior to offering a PDF appointment.

The Postdoctoral Fellow Intake Form (found in Appendix I, and posted as a fillable form on both the Research and Human Resources webpages) will be completed for the successful candidate by the Supervising Faculty Member with support from the Research Personnel Co-ordinator. Information included in this form will be used to produce the Letter of Appointment, and to facilitate the PDFs access to UNBC resources.

### Postdoctoral Fellow Application

If the job is posted by the Human Resources Department, applicants will be required to submit their resume and proof of education quoting the competition number. PDF job postings are found on the UNBC website under [Career Opportunities/staff-postings](#) as managed by the Human Resources Department. Only shortlisted candidates will be contacted by the faculty member recruiting a PDF.

## Letter of Appointment & Working Agreement

The successful candidate will receive a Letter of Appointment from the President/designate. It is essential that the Supervising Faculty Member prepare a written working agreement for inclusion in the Letter of Appointment, ideally in communication with the PDF.

The working agreement will contain the position title; hours of work; duration of the appointment; terms of renewal; amount and nature of the compensation, applicable benefits; vacation period; the nature of the research to be undertaken and the general confidentiality agreement statement:

*"A Postdoctoral Fellow is expected to maintain confidentiality of sensitive/proprietary information, programmes, and data that may be developed in their work or which they may have access to during the course of their appointment."*

The Letter of Appointment will contain any other applicable conditions or opportunities for the position that may apply, such as funding agency and health insurance requirements.

Acceptance of the appointment letter must be in writing. A signed copy of the Letter of Appointment needs to be return to the Office of the Vice President Research confirming acceptance of the terms of the appointment.

## Documentation Required

All PDFs must hold a formal appointment at UNBC, regardless of the funding source.

PDF appointments are made as three month to two year terms, and may be renewed, upon satisfactory review, up to 3 years. Appointments may be extended to a maximum of 5 years in total with appropriate written approval.

The following documentation is required for all appointments:

- Copy of the Letter of Appointment signed by the PDF;
- Proof of legal entitlement to perform work for UNBC);
- Current curriculum vitae – education and relevant work and professional experience sections only;
- Canadian Social Insurance Number (only if being paid through UNBC);
- Completed Postdoctoral Fellow Intake Form. The form will facilitate the PDF's appointment information being entered into the university system, and is needed to process university identification, library access, UNBC phone number, and e-mail address.

The following documentation is also required for foreign academics:

- Copy of a valid work permit;
- For unpaid appointments where the SIN is not provided, a copy of one of the following:
  - a passport;
  - birth certificate;
  - Citizenship card.

### Termination of Appointment

An appointment may be terminated at any time by the University for cause (a material breach to meet the specified service standards), in which case the Postdoctoral Fellow is not entitled to any further payments beyond those earned for services provided up to the date of the termination of the appointment. Early termination of the appointment may also occur if either party provides two months' notice in writing to the other party, or, in the case of the University, if it provides a payment in lieu of notice equivalent to the stipend that would have been earned over the course of the notice period.

### PDF'S CAREER AT UNBC

#### PDF and Supervising Faculty Member

The Supervising Faculty Member is one of the most important links between the PDF and the university. The university expects that the Supervising Faculty Member/PDF relationship will be one of mutual respect and consideration. The policies and practices of the university are geared to equitable treatment of all appointees with a measure of consistency; however, written materials cannot cover every situation. The Supervising Faculty Member has some latitude and discretion in handling individual situations as they arise.

Besides the PDF, the Supervising Faculty Member is the person most responsible for the continuing development of the PDF. The university encourages individual growth and the Supervising Faculty Member is in a good position to help determine what actions should be taken to ensure development within the university environment. The policy for [The Treatment of PDFs](#) should be reviewed by both PDF and Supervising Faculty Members; a recapitulation of the primary responsibilities is provided here.

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#### RESPONSIBILITIES OF THE PDF

Each PDF is responsible to her/his faculty supervisor for the satisfactory performance of the research activities specified in the Letter of Appointment; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding. PDFs are required to adhere to all applicable university policies, some of which are described later in this guide.

The PDF is expected to read the UNBC [Intellectual Property Policy](#) and [General Research Ethics Policy](#) to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline.

An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities. The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, *etc.* and in particular ownership of research results.

PDFs may wish to obtain teaching experience, and therefore may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects and assistance with the supervision of graduate students. Arrangements to participate in teaching should be made with the Faculty Supervisor, the Chair of the Program and the College Dean. Consultation with the Dean of Graduate Programs is required if the PDF is to teach graduate students as the primary instructor. Teaching activity must be consistent with the relevant University Policies and Regulations and with agreements with UNBC employee groups.

PDFs do not have voting privileges with respect to University Level Governance or Elections. However, programs may make provision for participation of PDFs in Program Governance.

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#### RESPONSIBILITIES OF THE SUPERVISOR

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation as described in the earlier section Faculty Recruitment of a PDF.

The Supervising Faculty Member prepared the written working agreement found in the Letter of Appointment that provides the PDF with an outline of the position's duties and responsibilities. It is the responsibility of the Faculty Supervisor to develop and document a clear agreement with the PDF about intellectual property and publication rights and responsibilities, at the start of the appointment, which must conform to the UNBC policies on intellectual property.

The PDF's orientation to the program and college are the responsibility of the Faculty Supervisor, program chair and/or dean. The PDF's orientation to the work site, and information about performance expectations, standards for work, safety procedures and ethical/scholarly integrity issues are the responsibility of the grant-holder or faculty supervisor. It is the

responsibility of the faculty supervisor to make the PDF aware of the university services and facilities available to PDFs, some of which are described at the end of this guide.

PDFs and their Faculty Member Supervisors must identify appropriate professional growth and career advancement goals and meet regularly to assess progress to ensure that goals are being achieved during the appointment at UNBC. Faculty members working in team environments are encouraged to select PDFs who will contribute to their research team, and in turn, the research team will be able to provide the support and resources needed for the PDF to contribute to their field of interest through publications, professional presentations, and teaching/mentoring the activities of junior researchers and graduate students. Performance Reviews will be provided to the PDF in a timely manner by the Supervising Faculty Member, and both should keep a record for future purposes (eg. reference material for letters of support and reference, job interviews, etc.).

If the Supervising Faculty Member plans to be on sabbatical leave during their PDFs appointment, it is up to the Supervising Faculty Member to arrange communication and mentoring options for the PDF, as well as on campus signing authority during their absence. These arrangements should be communicated by the Supervising Faculty Member to both the PDF and the program/department chair prior to the sabbatical leave.

### Orientation

The Supervising Faculty Member, Program/Department Chair and Dean are responsible for orienting PDFs to the Program/Department and College. Program/Departmental or College administrators prepare written materials about services, procedures and standards in the Program/Department and College, and useful contacts at UNBC. Viewing the [Web Req](#) and [IT Support](#) interfaces is helpful for people new to UNBC, as is the [Safety Checklist](#). The Supervising Faculty Member is responsible for orientation to the worksite, and for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues.

PDFs are generally regarded as advanced research trainees and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them. To aid the PDFs transition from graduate student to junior colleague, their participation in departmental meetings and collegial activities should be encouraged as appropriate.

### Renewal

PDF appointments at UNBC can be renewed one year at a time, depending on funding and field of study up to 3 years. With appropriate written approval, appointments may be extended for a further two one-year terms (i.e. up to a maximum of 5 years in total).

Supervising faculty members should give reasonable notice (2 months minimum) to a PDF on their intention to renew or not to renew an appointment. Renewals must be confirmed in writing using the Postdoctoral Fellow Intake Form, complete with the PDF signature accepting the renewal. If the terms and conditions for the renewal have changed significantly (change in wage, benefits or hours worked) from the previous appointment, a new Letter of Appointment will be sent from the President or designate to the PDF and should be signed and returned by the PDF to the Office of Research confirming acceptance of the new terms of appointment. Please review the list provided earlier in this guide of the documentation required for an appointment at UNBC.

For foreign academic a copy of the work permit and valid Social Insurance Number (if being paid through UNBC) that covers the additional term being offered should be obtained. Proof of application for work permit extension, and SIN extension prior to their expiration date, allows the individual to continue working while the extension is processed by Canadian Immigration and Citizenship. A copy of the renewed permit and SIN must be received by Human Resources when available. Keep in mind that foreign PDFs may require four months' notice to renew their work permit.

### Conflict Resolution

The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

### Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

The University's policy on [discrimination and harassment](#) addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related to discrimination or harassment, please bring them to the attention of the Supervising Faculty Member.



## UNBC'S Policies and Procedures

PDFs are required to adhere to all applicable University Policies; therefore it is important to review the [UNBC Policy and Procedures](#) that guide certain aspects of research related work. Listed below are some of the policies and guides that may be applicable to a PDF at UNBC:

- [Postdoctoral Fellows](#)
- [UNBC Research Guide](#)
- [General Research Ethics](#)
- [Standards of Conduct](#)
- Patents and Licensing ([Intellectual Property Policy](#))
- [Conflict of Interest](#)
- [Purchasing](#)
- [Travel Authorization, Reimbursement](#)
- [Employment Equity](#)
- [Discrimination and Harassment](#)
- [University Safety](#)

[The Reporting of Accidents and Hazardous Conditions](#) please see the [Safety and Risk Management](#) webpage for up-to-date information on [laboratory safety](#), Workplace Hazardous Materials Information System (WHMIS), mandatory and optional laboratory training courses. Supervising Faculty Members are responsible for ensuring that PDFs are made aware of policies and other governing documents of the university, especially safety policies and procedures as required. A PDF should not hesitate to approach the supervisor if any issue needs clarification.

## Resignation

PDFs who wish to leave their position prior to the appointment end date should provide two months' notice to their Supervising Faculty Member in writing. The notice period may be waived by the Supervising Faculty Member. The PDF and the Supervising Faculty Member should work to ensure a smooth transition for both. The Supervising Faculty Member must work with his/her Program/Department administration to inform Human Resources (accompanied with a copy of the resignation letter) and collaborating departments.

## RESEARCH

The experience of each PDF varies throughout the university and is influenced by such factors as the academic discipline, the needs and obligations of the Supervising Faculty Member, and the culture of the assigned lab or research unit. PDFs are encouraged to take ownership of their experience, within the bounds of common sense and University Policy, much as one would with any postgraduate career.

Universally accepted standards of academic achievement typically include publication of research in peer-reviewed academic journals, or books (eg. Monographs, essay collections, etc.) and/or the advancement of intellectual property through patenting or licensing. It is expected that PDFs will be appropriately recognized for their contributions to publications, patents and other products of research. It is the responsibility of the Supervising Faculty Member to develop a clear understanding of rights and obligations under [the policies](#) on Research, Patents and Conflict of Interest with the PDF at the beginning of the PDF's appointment. PDFs themselves should become familiar with their obligations under UNBC's Research and Policies ([General Research](#), [Intellectual Property](#)). When publishing research that was conducted at UNBC, acknowledgement of the institutions' support is encouraged.

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the Supervising Faculty Member, varies widely. Beyond the support offered by the Supervising Faculty Member and Academic Unit, additional support and information about available research funding is available from the Office of Research.

Professional development courses and workshops are regularly offered through the [Centre for Teaching, Learning and Technology](#) and through other avenues, including participation in graduate student programs on leadership, supervision, and peer coaching. PDFs are encouraged to participate in any courses of interest from faculty, staff and graduate student offerings. Professional development in grant proposal writing is offered periodically through the Office of Research.

## TEACHING

It is recognized that PDFs are an intellectual resource in the University and that both undergraduate and graduate programs benefit from their participation. PDFs may be involved in limited undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.

It is recognized that PDFs may wish to obtain teaching experience. PDFs should discuss their desire to participate in the teaching activities of the department with their Supervising Faculty Member and with the Program/Department Chair. In cases of formal assignment of teaching duties, the Program/Department Chair will arrange an additional appointment as a Part Time Instructor. In advance of making this type of appointment, Chairs should be aware of any granting agency restrictions on the amount of teaching that can be assigned to the PDF. Foreign PDFs that are not employed by the university will need a valid work permit and Social Insurance Number before the appointment can be completed.

## BENEFITS AND LEAVES

### Health and Welfare Benefits

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#### 1) POSTDOCTORAL FELLOWS RECEIVING EMPLOYEE EARNINGS FROM UNBC FUNDING SOURCES (PDF1)

A PDF receiving earnings from UNBC funding sources is an employee of the University and receives statutory benefits. Mandatory employer statutory benefit costs are provided from the Supervising Faculty Member's grant/trust funds to cover compulsory benefit costs which include:

- Canada Pension Plan (CPP);
- Employment Insurance (EI);
- WorkSafe BC (WCB).

If the Letter of Appointment states that additional benefits are available, the PDF will be contacted by Human Resources when their appointment begins. Group benefits are contingent on part-time/full-time equivalency of the employment position, length of appointed term, and initial negotiation with the Supervising Faculty Member. Benefits may include Extended Health, Dental and the Employee and Family Assistance Program. Further details are available through the Human Resources Department's [Employee Benefits](#) webpage.

Any earnings received while at UNBC are considered Canadian income, and are subject to statutory deductions for Canadian Pension Plan, and Employment Insurance and Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country. Canadian Income Tax will be deducted from each paycheque, and a T4 statement of remuneration will be issued by UNBC Finance by February 28 following the taxation year.

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#### 2&3) POSTDOCTORAL FELLOWS RECEIVING EARNINGS FROM EXTERNAL FUNDING SOURCES (PDF2 & PDF3)

A PDF who has been awarded a competitive fellowship from an external granting agency that allows funding to be redirected will choose between receiving the funding directly to self-administer, or redirecting the funding to be administered through UNBC.

- 2) UNBC-Administered External Funds:
- Receive income every two weeks, with the option of Canadian Income Tax deducted.
  - A T4A will be issued by UNBC Finance by February 28 following the taxation year.
  - Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

### 3) Self-Administered External Funds:

- Receive bulk income twice a year, (frequency will vary by funding source and may require application for payment).
  - Individual must be diligent in budgeting personal living expenses over long periods.
  - Must set aside funds to pay Annual Income Taxes.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

A PDF receiving earnings directly from external funding sources is not eligible for benefits through UNBC and is encouraged to make private arrangements for benefit plans and insurance coverage. The university wishes to include all PDFs in the health benefits, and is actively working on this with their benefits provider (September 2014). This guide will be updated as progress is made.

Any earnings received while at UNBC are considered Canadian income, and are subject to Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country.

### Medical Services Plan

All British Columbia residents are required to have basic medical coverage through the [BC Medical Services Plan \(MSP\)](#). For PDFs who are employees of UNBC, and are eligible for health benefits, arrangements for MSP coverage will be made through the Human Resources Department. PDFs who are not employees of the university must apply for coverage directly from MSP upon arrival in BC. There is a three-calendar-month residency waiting period prior to enrollment with MSP. PDFs are strongly encouraged to have arranged for private medical coverage prior to their and their families arrival to B.C. Private medical coverage for the waiting period can be purchased through various private insurance providers.

International PDFs holding work permits for six months or more are eligible to apply for Health Insurance BC. There is a 3 month waiting period for Health Insurance BC which means the applicant must have coverage in place with a provided of their choice. The work permit end date dictates the same Health Insurance BC coverage expiration date. PDFs with work permits for less than six months are required to purchase private health coverage for the duration of their stay through the private insurance provider of their choice.

## Vacation Entitlement

A PDF is entitled to annual vacation time during his/her appointment and must negotiate the vacation time with the supervisor. This is normally two weeks of vacation provided for a one year appointment. If there is a reappointment of a second or third year, annual entitlement is recommended to increase to three weeks of vacation.

## INFORMATION SPECIFIC TO INTERNATIONAL PDFS

### Immigration Process

International PDFs are required to obtain a temporary work permit in order to be employed or hold a trainee position at UNBC. The steps outlined below provide details on obtaining a temporary work permit and Social Insurance Number. The steps are broken down into the following sections: “Before Arrival”, “After Arrival” and “Extension of a Temporary Work Permit and Social Insurance Number”.

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#### BEFORE ARRIVAL

Once the PDF has been selected to hold a position at UNBC, their Supervisor and Program/Department will start the process to obtain the necessary authorization to work in Canada by contacting the Research Personnel Co-ordinator. Together they will draft the Letter of Invitation to be sent to the PDF. Note that PDFs do not require a Labour Market Opinion, and a Letter of Invitation is used instead to obtain the necessary permit/visas. In the case of employment (PDF1), The employer will also provide a completed [Employer Declaration Form](#) which the PDF will in turn provide to [Citizenship and Immigration Canada \(CIC\)](#) if requested.

As soon as the Letter of Invitation is received, the Postdoctoral Fellow must apply for a temporary work permit from the [nearest Canadian Immigration Office](#). Refer to Citizenship & Immigration Canada’s website on [Working Temporarily in Canada](#) for further details on how to apply. The application form and important information regarding applying for a temporary work permit can be found on the Citizenship & Immigration Canada (CIC) website. A fee is charged for the application of the work permit<sup>1</sup> and, depending on the immigration office, it may take several days, weeks or months to process the application. Individuals are advised to review the [website of their local Canadian Immigration Office](#) to ascertain processing times and required documentation.

It is important to note that if a PDF will hold an unpaid appointment at UNBC, or will be receiving fellowship funding directly, an application for a work permit must still be made. A work permit of at least six months in duration is required in order to be eligible for medical coverage under the BC Medical Services Plan.

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<sup>1</sup> \$ 115 CAD in 2014

When the temporary work permit is approved, the Canadian Immigration Office will issue a letter approving the issuance of a work permit. The work permit will actually be issued at the border. Travel and moving arrangements can be finalized at this point.

In addition to a work permit, the Citizenship and Immigration Canada office may also require the following items:

#### Temporary Resident Visa

In addition to the temporary work permit, citizens of some countries and territories will also require a temporary resident visa (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. A list of countries and territories whose citizens need a TRV can be found on the [CIC website](#). If you are planning to travel outside of Canada while at UNBC, please ensure that you notify CIC at the time of application to ensure that, if eligible, a multiple entry visa is obtained.

#### Biometric Data Requirements

Citizenship & Immigration Canada also requires citizens of certain countries to supply biometric data in order to enter Canada. Please refer to the [CIC website](#) for a list of countries whose citizens will be required to provide this data. Note that there is a fee per person<sup>2</sup> associated with this. Families applying together for a visitor visa will pay a maximum biometric fee<sup>3</sup>.

Upon entry into Canada the new Postdoctoral Fellow should have the following documents ready for the immigration official to assist the immigration officer in issuing a temporary work permit:

- The Letter of Approval from the Canadian Immigration Office (if applicable);
- The Letter of Invitation from the University;
- The Letter of Appointment from president/designate;
- Proof of PhD;
- Passport;
- Temporary resident visa (if applicable);
- Travel documents (*i.e.* airline tickets);

A temporary work permit will normally be issued for the dates outlined in the letter of invitation. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit.

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<sup>2</sup> A fee of \$85 CAD per visitor visa in 2014.

<sup>3</sup> Up to a maximum fee of \$170 CAD for a family visitor visa in 2014.

Spouses and accompanying children: If applicable, a spousal work permit and/or visitor records and/or study permits for accompanying dependent children will be issued at the same time. It is important for accompanying family to have the necessary documentation from CIC as this has an impact on benefits coverage.

- The letter of approval from the Canadian Immigration Office (if applicable);
- Passport(s);
- Temporary resident visa(s) (if applicable);
- Travel documents (*i.e.* airline tickets);
- Marriage certificate or Statutory Declaration of Common Law Union (for accompanying spouse/partner);
- Children's birth certificates (if applicable).

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#### AFTER ARRIVAL

After arrival, new PDF employees must apply in person for a Social Insurance Number (SIN) at a Service Canada office<sup>4</sup>. Upon receipt of the SIN card, a copy of this and the temporary work permit must be supplied to the office of Human Resources at UNBC.

Please note that you are not allowed to begin working until the effective date of your work permit; for example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15th.

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#### EXTENSION OF A TEMPORARY WORK PERMIT AND SOCIAL INSURANCE NUMBER

PDFs employed at UNBC on a work permit must apply to extend their work permit and SIN if their appointment is to continue beyond the expiry of their current work permit. It is important to begin the dual extension processes for a work permit and SIN well in advance of the expiry date. Please refer to the [Extension of your Work Permit](#) CIC's webpage for important details on timing, and contact a Service Canada office for information on extending the SIN.

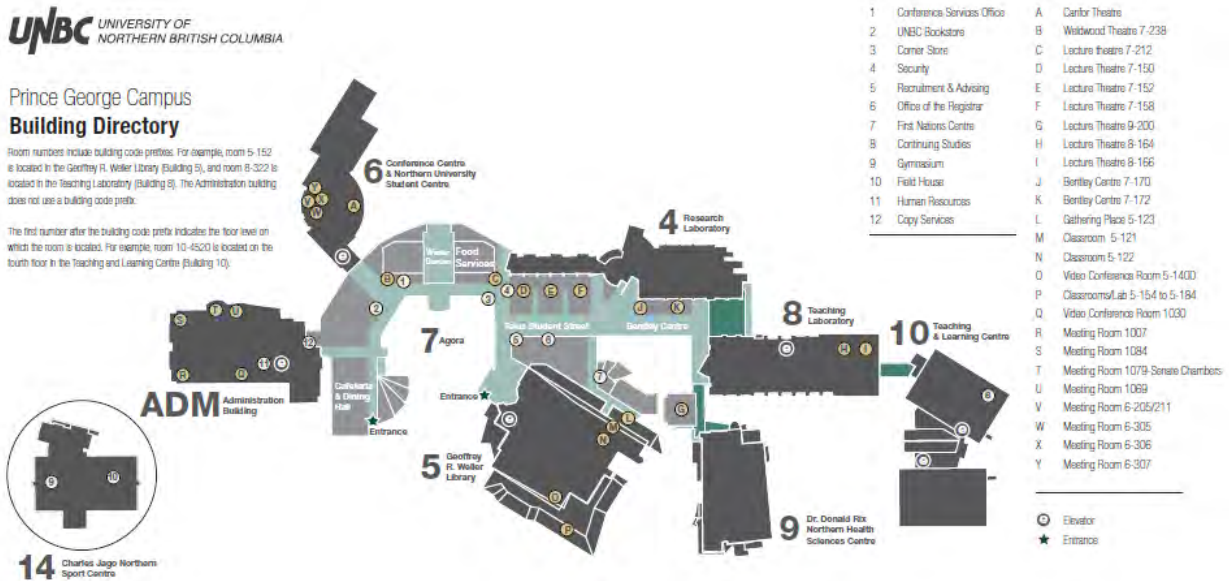
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<sup>4</sup> The Prince George Service Canada Center is at 1363 4<sup>th</sup> Avenue.

## CAMPUS RESOURCES

### UNBC CAMPUS MAPS

As found on the website ([unbc.ca/about-unbc/campus-maps](http://unbc.ca/about-unbc/campus-maps))



### UNBC CARD AND IDENTIFICATION NUMBER

For access to university services and security purposes. After the PDF Intake Form processing has been completed the ID number is generated, and the position information is disseminated to the PDF's supervisor and relevant university departments through e-mail. It is this ID number that is referenced for the UNBC picture ID card to be produced at the [Cashiers Window](#) by Recruitment and Advising on Student Street.

### E-MAIL & ACCOUNT ACCESS

Obtain the e-mail account through Information Technology (IT) Help Desk (phone: 250-960-5321, email: [support@unbc.ca](mailto:support@unbc.ca), room: LAB8-265) after the PDF Intake Form processing has been completed, and ID card has been obtained. The Supervising Faculty Member must determine what university drives and directories the PDF will need in association with their work. The specified access request should be made through the [IT Support System](#) by the Supervising Faculty Member. Requests are "triaged" through the [support@unbc.ca](mailto:support@unbc.ca) e-mail, and forwarded on to the appropriate Systems Administrator. If a time extension is required for the PDF's e-mail account past their term at UNBC, the Supervising Faculty Member must make a request using the same process (in order to facilitate completion of collaborative publications and analysis).



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## LIBRARY

[Geoffrey R. Weller Library](http://library.unbc.ca) (library.unbc.ca)

The library account (both on-site and remote ) can be activated by going to the library with your UNBC Card and a copy of your Postdoctoral Fellowship appointment letter showing the start and end date, and supervisor name. The library will need your Prince George address, phone number, and university e-mail address to complete the account setup.

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## KEYS

The Facilities Department has the Key & Other Access Device Request Form available at their front desk. Get the form, fill it out with the building and room numbers needed, and obtain the authorizing authority approval signature (department chair, and the Dean for CSAM only). Return the completed form to the Facilities Department and you will be contacted once your request is fulfilled.

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## INFORMATION TECHNOLOGY SERVICES (ITS)

[ITS](#) is responsible for the [IT Service Desk](#), application services, phone setup, system administration, network, server operation and maintenance, media services, IT security. Call 250-960-5321 or email [support@unbc.ca](mailto:support@unbc.ca)

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## PURCHASING AND CONTRACT MANAGEMENT

Any materials, supplies, equipment and services required by UNBC faculty, staff and researchers are obtained through this department. [Travel bookings](#) are managed through a single travel agent; for more information go to [unbc.ca/purchasing/travel-bookings](http://unbc.ca/purchasing/travel-bookings). Working within the federal and provincial government regulations, as well as the [University's Purchasing Policies and Procedures](#), all goods or services may be purchased using one of four methods: petty cash for purchases under \$50.00; UNBC procurement MasterCard; Authorized UNBC purchase order number available only from Purchasing, prior to placing an order; authorized UNBC service contract available only from Purchasing.

Please read the policies for both travel and purchasing as the information will help when the needs arise. For an overview of the department's responsibilities, services and support please go to [unbc.ca/purchasing](http://unbc.ca/purchasing).

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## CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY

The [Centre for Teaching, Learning and Technology](#) (CTLT) is committed to supporting the teaching and learning community at UNBC. The centre is dedicated to helping faculty, staff, PDFs and graduate students in achieving their goal of delivering the best possible learning experience for students. It is also committed to facilitating and encouraging the development of teaching excellence.

The Centre offers a range of programs and services designed to enhance the practice and scholarship of teaching and learning at UNBC. Support is provided in areas including: e-learning issues; online course design and technical mentoring; face to face faculty and graduate students professional development programs, workshops and conferences; and career mentoring for faculty as teachers.

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#### THE CHARLES JAGO NORTHERN SPORT CENTRE

This four season fitness, sport and recreation facility was built through a partnership forged between the City of Prince George and UNBC to support sport, education and the community. The centre is home to the Varsity Basketball and Soccer teams, and the Northern Health Hub for various user groups, teams, companies and individuals of all ages. Some of the facilities include an indoor soccer/football field for training (also rugby, ultimate Frisbee, lacrosse, field hockey, and baseball), three full size basketball courts, fitness and conditioning rooms, squash courts, indoor track and training zones. For more information on classes, teams and costs visit the [NSC webpage](#).

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#### INFORMATION ON CAMPUS LIFE, EVENTS AND PERSONAL SUPPORT SERVICES

Look on the UNBC webpage for [Services](#) and [Campus Life](#). There are many clubs, teams, programs and events to incorporate individuals interests into their daily lives at UNBC.

## OFF-CAMPUS RESOURCES

Emergencies: phone 9-1-1 which will connect you to the police, fire and ambulance services

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### HEALTH SERVICES

University Hospital of Northern British Columbia

250-565-2000

1475 Edmonton Street, Prince George.

Nechako Medical Clinic (after Hours)

250-563-3399

761 West Central St., Prince George, in the Spruceland Shopping Centre

Monday – Thursday 4:00-9:00pm

Friday 1:00-9:00pm

Saturday 9:00am-7:00pm

Sunday & Holidays 10:00am-7:00pm

Salveo Medical Clinic (Urgent Care and Walk-In Clinic)

250-614-0007

2155 Ferry Avenue (main floor inside Superstore), Prince George.

Monday – Friday 8:00am to 7:00pm

Saturday, Sunday & most Holidays 9:00am-3:00pm

Walk-in fees may apply for people without BC Health Insurance coverage.

Physicians taking new patients in Prince George listed (phone 250-565-2237) or [College of Physicians and Surgeons of British Columbia Online](#) list at [cpsbc.ca/physician\\_search](http://cpsbc.ca/physician_search).

[HealthLink BC](#): phone 8-1-1 which will connect you with a nurse, pharmacist, dietician, smoking cessation and more. These calls are meant to help trouble shoot your health issue and guide you in seeking appropriate help. Also online at [/healthlinkbc.ca](http://healthlinkbc.ca)

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### TRANSPORTATION

Driving: Driver's licenses in BC can only be obtained from the Insurance Corporation of British Columbia (ICBC). Information about bringing your vehicle to BC is also available on the ICBC website. A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. Obtaining a BC driver's license may require a road test depending on where you are arriving from. To find out the specific requirements please visit [ICBC's page on moving to BC](#).

Parking: Pay Parking is available at both the [University](#) and Northern Sports Centre on campus. The city of Prince George provides a mixture of free and pay parking throughout the surrounding community.

Cycling: Covered bicycle shelters are located throughout campus (there are two shower locations available on campus). The public buses are equipped to carry two bicycles for those wishing to have a combined transportation option.

Hiking, Cross country skiing, Snowshoeing, Equestrian Trails: A [trail network](#) serves people coming to campus from all directions, in all seasons.

Public Transportation: Prince George is served by [BCTransit](#) and has an [extensive service area](#) with increased frequency of service during the academic year. Single fares, sets of 10 tickets, day, monthly passes (that are tax deductible) are available at many locations in town, as well as at the UNBC Bookstore.

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#### RECREATION OPPORTUNITIES

The [Active Living Guide](#) for the City of Prince George gives a complete listing of all Community Association programs, clubs and groups, public swim and swim lesson schedules, special events, parks information and more. View a digital version of the guide on line.

[Tourism Prince George](#) has an extensive website listing upcoming events, activities and opportunities for everyone at every stage in life.

Postdoctoral Fellow Intake Form

Reset Form

UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
POSTDOCTORAL FELLOW INTAKE FORM

PDF Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Renewal of PDF: Yes  No   
 Telephone No.: \_\_\_\_\_ If Yes, UNBC ID#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_  
 Status: Full Time  Part Time   
 Faculty Member PDF Supervisor, name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Effective Dates  
 Program/Department: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Program Chair: \_\_\_\_\_ Office Use Only

Work Agreement and Nature of Research to be undertaken:

\_\_\_\_\_

Please Indicate Source(s) of Funding

- PDF1 – Employee under Supervisor grant/funding
- PDF2 – Fellowship funding awarded to PDF or from Supervisor, Administered by UNBC
- PDF3 – Externally funded, not Administered by UNBC

Source of Funding: \_\_\_\_\_ Total Amount to be Paid: \_\_\_\_\_  
 Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_  
 Budget Holder: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Control

Budget/Research Analyst: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Completed by Finance Department for PDF1 and 2)

Space Needed: Yes  No  Space Provided by: \_\_\_\_\_ Space Request Submitted: Yes  No

Appointment/Renewal Approval Signatures

Faculty Member PDF Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

For Renewal Only

Postdoctoral Fellow Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion please forward to the Office of Research Attn: Research Personnel Co-ordinator

OFFICE USE ONLY

ID#: \_\_\_\_\_ Created By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Copy Of: Accepted Letter of Appointment  Current Curriculum Vitae  Voided Cheque for Direct Deposits   
 Eligibility to Work at UNBC  Form of Proof Provided \_\_\_\_\_  
 Retroactive Payment (PMR): Position# \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 # of Payments Amount Total

Revised: October 17, 2014  
<http://www.unbc.ca/hr/forms/index.html>

Print Form

## Information Flow for Incoming Postdoctoral Fellows Using the Intake Form

### First section General and Defining Information:

- PDF name; e-mail; telephone number; mailing address
- Date form started; Renewal of PDF (Y/N); UNBC ID# if renewal;
- D.O.B. and S.I.N.
  - Does not have to be collected at initial stage, but will be needed to complete the appointment (SIN not needed if PDF3)
- Full Time or Part Time status
- Supervising Faculty Member name; Program/Department; Program Chair;
- Start and End Dates (Effective Dates used for office processing)
- Working Agreement and Nature of Research to be undertaken: required content outlined in guide.
- Type of PDF (1,2, or 3 by tick box);
- Name of External Funding Agency and amount of funding for period (start – end dates);
- Fund; Org; (for PDF1 or PDF2)
- Budget Holder; Signature; Date (for PDF1 or PDF2)

### Second Section: Budget Control (for PDF1 and PDF2)

- Completed by Finance Department, Budget/Research Analyst signs and dates

### Third Section: Space

- Space Requested (usually) through the program, instigated by Supervising Faculty Member

### Fourth Section: Appointment Approval/Renewal Signatures

- Supervising Faculty Member
- Program/Department Chair
- College Dean

Intake Form is forwarded to the Office of Research for the Letter of Appointment<sup>5</sup> to be produced; reviewed by Supervising Faculty Member; signed by VP Research and package sent to PDF for acceptance.

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<sup>5</sup> The Letter of Appointment will be generated using information from the Intake Form.

- For PDF1s (Employees) Human Resources will produce the ERF needed for employment at UNBC, the Letter of Appointment and a package that includes: Employment Eligibility Statement; Voided cheque for direct deposit; TD1 and TD1BC tax forms.
- For PDF2s (Funds administered by UNBC, non-employees) Office of Research Personnel Co-ordinator will produce a Letter of Appointment and package that includes: request for proof of legal entitlement to perform work for UNBC; SIN and DOB if not already provided on Intake Form; Voided cheque for direct deposit; TD1 and TD1BC tax forms.
- For PDF3s (Funds not administered by UNBC, non-employees) Office of Research Personnel Co-ordinator will produce a Letter of Appointment and package that includes:

Fifth Section: Office Use Only:

- ID# Created for PDF1 through Human Resources by: \_\_\_\_\_ and date: \_\_\_\_\_
- ID# Created for PDF2 through Research Accounting by: \_\_\_\_\_ and date: \_\_\_\_\_
- ID# Created for PDF3 through Research Accounting by: \_\_\_\_\_ and date: \_\_\_\_\_
- Check list for :
  - Copy of Accepted Appointment Letter and date received
  - Eligibility to Work for UNBC, and form of proof provided
    - PDF1 & 2 SIN (& work permit if international academic)
    - PDF3 (work permit if international academic, Passport, Birth Certificate, Citizenship Card)
  - Current CV
  - Voided Cheque for direct deposit (PDF1 and PDF2)

Completion Process for new appointments and renewals:

- Information e-mail sent out to list of UNBC departments by person who created ID# or processed the renewal.
  - For PDF1 with Employee Position Information Form done by HR;
  - For PDF2 and PDF3 with Postdoctoral Position Information Form –yet to be created;
- An electronic copy of the completed PDF Intake Form is sent to the Office of Research, c/o Research Personnel Co-ordinator.
- PDF Documentation is stored within the department that generated the PDFs ID# in a file for that PDF.
  - Original Intake Form;
  - Copy of the accepted Letter of Appointment;
  - CV;
  - support documentation (TD1, TD1BC, for PDF 1 & 2 only);
  - Subsequent renewals.
- Facilitated by ID#'s Generation, and needing extension with each renewal:
  - University ID Card (with ID# the PDF goes to the Cashiers window on Student Street to have photo taken for ID Card; for renewals, get new end date sticker);
  - library access (with ID card and Letter of Appointment visit the library in person; for renewals visit the library with updated date sticker on ID Card);

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a request for proof of legal entitlement to perform work for UNBC; DOB if not already provided on Intake Form.

All Letters of Appointment are reviewed by the Supervising Faculty Member before being signed by the VP Research and sent out to the PDF to be returned to the Office of Research, attention: Research Personnel Co-ordinator.

- e-mail address, phone number and access for the PDF to pertinent departmental drives is made through the supervisors request to [IT Support Systems](#) as described on the Position Information Form; for renewals the supervisor needs to request to IT Support Systems that the PDFs services be extended.

#### International Academics

- An Invitation Letter is usually needed to start the process of getting a Work Permit and SIN.
- If unpaid still need a Work Permit and one of :
  - Passport;
  - Birth Certificate;
  - Citizenship card



## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 14, 2014			
<b>Agenda Item:</b>	9.b. John Prince Research Forest, Aleza Lake Research Forest & Information on Quesnel River Research			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Dr. Ranjana Bird			
<b>Reviewed By:</b>				

**Material:** Attached

**Issue:**

**Background:**

**Motion:**

---

**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

# John Prince Research Forest (Chuzghun Resources Corporation)

Annual Report for May 1,  
2013-April 30, 2014

Submitted by Susan Grainger RPF,  
Research Forest Manager

## ***Manager Summary***

The past 5 years or so have been challenging for the forest industry, and by extension research forests. However, with the improved value of logs things are now looking much better which has significantly helped the financial position of the JPRF.

From July 2011 to July 2013, Susan Grainger (JPRF Manager) had been on leave to pursue development work in the Philippines and Dexter Hodder (Research Program Manager) filled her position during her absence. Susan resumed her position last summer. The focus of forest management over the last year has been the preparation and sale of approximately 19,000 cubic meters of timber and the preparation of a timber supply analysis for the JPRF. Improvements to the JPRF facilities continued with cosmetic improvements to the Cinnabar Research Station and rehabilitation of a remote camp on the Research Forest to be used as accommodation for researchers. Initial preparations for the development of a windmill to supplement power generations was initiated in 2013. With respect to programs, the JPRF, along with UNBC



and TI'azt'en Nation partners, continue developing and implementing a long-term ecological monitoring program which has formed the core of the JPRF research program. These are headed up by Dexter Hodder (Director of Research and Education Programs) and Shannon Crowley RPBio, who with the Research Forest Manager, Susan Grainger comprise the permanent staff of the JPRF. In addition, there are six seasonal employees from the TI'azt'en communities.

JPRF has 11 active and ongoing research projects currently. Some of these are multi-faceted and involve partners including local communities, universities and government agencies. These are largely focused on wildlife ecology and range from mink ecology to issues facing moose populations to bark beetles in Douglas fir.

## ***JPRF Background***

The JPRF is a working forest with ongoing forestry activities as well as research and educational programs. The landscape is characterised by diverse forest types and ecological conditions in addition to a wide variety of social values.

TI'azt'en Nation and UNBC work together through the JPRF in a co-

management partnership to improve peoples' relationship to the land. From two worldviews the partners combine their ways of knowing the land to create an understanding of the natural world that is greater than both views independently. The Tl'azt'enne bring traditional approaches to resource management as well as a valuable history with the land. The University brings scientific and technical approaches. Both are complementary and both partners benefit from each other's knowledge.

The JPRF's management mandate is to provide for sustainable ecological function and community support. It provides a variety of opportunities for natural resource research, which complements both university requirements as well as the socio-cultural needs of the communities. Research into forest, fish and wildlife management, recreation/tourism, and community development all provide local communities with data from which to create long-term development strategies. The JPRF partners with the communities in their resource development projects as well as providing employment opportunities.

This unique arrangement also provides a natural resource planning model that can be duplicated in other regions. The co-management of a large working land-base between local First Nations and the proponent will supply knowledge on how to more effectively manage our natural resources.

## ***Current Board of Directors***

### **From UNBC:**

Eileen Bray (Co-chair)  
Dr. Chris Johnson  
Dr. Scott Green  
Gretchen Prystawik – MNRO

### **From Tl'azt'en Nation:**

Charlene Tom (Co-chair)  
Sebastian Anatole  
Quentin Tom  
Peter Erickson – Nak'azdli First Nation

## ***Facilities***

The Cinnabar Research Station is seeing increased use every year by researchers, both from UNBC and other universities as well as increased use by the community for children and youth camps and retreats. Revenues from these sources have doubled over recent years.

While student, researcher, and community use of the site remained constant this past year, we also hosted several First Nations youth camps, a soils course, the International Forestry students, local 4-H and the Western Research Forest Manager's conference.

## ***Education***

In 2013, we again hosted the NREM 333 field school as well as hosting the UNBC Fish and Wildlife Club for their annual retreat during the reading break in February.

## **Active Research Projects**

Currently, the JPRF has 11 independent research projects. These projects include:

1. Using otter and mink to measure mercury contamination
2. Moose population ecology
3. Lynx detection and occupancy.
4. Marten habitat selection and occupancy.
5. Mink winter ecology and occupancy patterns.
6. Long-term meso-carnivore occupancy patterns in JPRF.
7. Managing special habitat features in forest management operations (blk 67).
8. Measuring mercury contamination in Sb needles
9. Serpentine soils project
10. Otter behaviour.
11. Douglas-fir beetle research

In addition, we are contributing to a large, on-going, community-based, land use planning project with Tl'azt'en Nation and have been participating in a provincial hummingbird banding program.

## **Some Recent Publications**

Hodder D.P., C. J. Johnson, R.V. Rea, and A. Zedrosser. 2014. Application of a species distribution model to identify and manage bear denning habitat in central British Columbia, Canada. *Wildlife Biology*. 20(4): 238-245. DOI: 10.2981/wlb.00037.

Crowley, S., D.P. Hodder and K. Larsen. 2013. Patterns of Canada lynx (*Lynx canadensis*) detection and behaviour using remote cameras during the breeding season. *Canadian Field Naturalist*. 127(4):310-318.

Hodder D.P., R.V. Rea, and S. Crowley. 2013. Diet Content and Overlap of Sympatric Mule Deer (*Odocoileus hemionus*), Moose (*Alces alces*), and

Elk (*Cervus elaphus*) During a Deep Snow Winter in North-central British Columbia, Canada. *Canadian Wildlife Biology and Management*. 2(2): 43-50.

Johnson, C., D.P. Hodder and S. Crowley. 2013. Assessing noninvasive hair and fecal sampling for monitoring the distribution and abundance of river otter. *Ecological Research*, 28(5): 881-892.

Grava T, Fairhurst GD, Avey MT, Grava A, Bradley J, et al. (2013) Habitat Quality Affects Early Physiology and Subsequent Neuromotor Development of Juvenile Black-Capped Chickadees. *PLoS ONE* 8(8): e71852. doi:10.1371/journal.pone.0071852

Grava, Thibault, Angélique Grava & Ken A. Otter. 2013. Habitat-induced changes in song consistency affect perception of social status in male chickadees. *Behav Ecol Sociobiol* DOI 10.1007/s00265-013-1580-z.

## **Directions for the coming year**

With recent improvements in log prices there is increasing optimism for the expansion of JPRF programs. This core funding combined with excellent support from funding agencies, industry, and government agencies will provide for an expansion of the long-term ecological monitoring project.

\*\* 2013-2014 Audited Financial Statements Attached.

**CHUZGHUN RESOURCES CORPORATION**

**FINANCIAL STATEMENTS**

**March 31, 2014**

**RHB SCHMITZ de GRACE**  
Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION**

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**March 31, 2014**

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# RHB SCHMITZ de GRACE

Chartered Accountants

## Partners

- Lynn Ross, CPA, CA
- Norm Hildebrandt, CPA, CA
- Allison Beswick, CPA, CA

10 – 556 North Nechako Rd  
Prince George, BC, V2K 1A1  
Tel. (250) 564-2515  
Fax (250) 562-8722  
E-mail: [office@rhbcpa.ca](mailto:office@rhbcpa.ca)

- Denotes professional corporation

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Chuzghun Resources Corporation

We have audited the accompanying financial statements of the Chuzghun Resources Corporation, which comprise the statement of financial position as at March 31, 2014, and the statements of operations, changes in net assets and of cash flow for the year ended March 31, 2014, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Chuzghun Resources Corporation as at March 31, 2014, and its financial performance and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

### Other Matter

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information included in the schedules is presented for additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and in our opinion, is fairly stated in all material aspects in relation to the financial statements taken as a whole.

Prince George, BC  
July 24, 2014



Chartered Accountants

CHUZGHUN RESOURCES CORPORATION

STATEMENT OF OPERATIONS

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>REVENUE</b>		
Log sales	\$ 484,939	\$ -
Cinnabar Resort	28,334	37,687
Research projects	87,573	87,321
Other	<u>30,158</u>	<u>17,382</u>
	<u>631,004</u>	<u>142,390</u>
<b>EXPENDITURES</b>		
Administrative and Operating - Schedule 1	265,306	180,426
Pre-Harvest Forestry - Schedule 2	16,944	1,043
Harvesting - Schedule 3	(47)	19
Post-Harvest Silviculture - Schedule 4	112,439	(28,869)
Long-Term Planning - Schedule 5	4,185	16,373
Research Projects - Schedule 6	131,122	74,713
Cinnabar Resort - Schedule 7	<u>57,293</u>	<u>85,050</u>
	<u>587,242</u>	<u>328,755</u>
<b>EXCESS REVENUE BEFORE OTHER ITEMS</b>	43,762	(186,365)
<b>OTHER ITEMS</b>		
Unrealized gain on investments (Note 5)	<u>27,036</u>	<u>15,248</u>
<b>EXCESS REVENUE FOR THE YEAR</b>	<u>\$ 70,798</u>	<u>\$ (171,117)</u>

**RHB SCHMITZ de GRACE**  
Chartered Accountants



**CHUZGHUN RESOURCES CORPORATION**  
**STATEMENT OF CHANGES IN NET ASSETS**

For the year ended March 31, 2014

	<u>Investment in Tangible Capital Assets</u>	<u>Internally Restricted - Reforestation Fund</u>	<u>Unrestricted</u>	<u>2014</u>	<u>2013</u>
<b>BALANCE AT BEGINNING OF THE YEAR</b>	\$ 516,368	\$ 135,834	\$ 325,178	<b>\$ 977,380</b>	\$ 1,148,497
<b>EXCESS REVENUE (EXPENDITURES) FOR THE YEAR</b>	(29,589)	-	100,387	<b>70,798</b>	(171,117)
<b>INTERFUND TRANSFERS</b>					
Reforestation obligation reallocation	-	75,705	(75,705)	-	-
Acquisition of property and equipment	99,160	-	(99,160)	-	-
<b>BALANCE AT END OF THE YEAR</b>	<u>\$ 585,939</u>	<u>\$ 211,539</u>	<u>\$ 250,700</u>	<u><b>\$ 1,048,178</b></u>	<u>\$ 977,380</u>

**RHB SCHMITZ de GRACE**  
Chartered Accountants

CHUZGHUN RESOURCES CORPORATION

STATEMENT OF FINANCIAL POSITION

March 31, 2014

ASSETS

	<u>2014</u>	<u>2013</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 586,690	\$ 441,266
Accounts receivable	3,030	5,000
Investments	32,235	64,016
Prepaid expenses and deposits	<u>3,365</u>	<u>2,605</u>
	<b>625,320</b>	512,887
<b>INVESTMENTS - RESTRICTED (Notes 4 and 5)</b>	<b>211,539</b>	135,834
<b>TANGIBLE CAPITAL ASSETS (Notes 3 and 6)</b>	<b><u>585,939</u></b>	<b><u>516,368</u></b>
Approved by the Board		
_____ , Director		
_____ , Director		
	<b><u>\$ 1,422,798</u></b>	<b><u>\$ 1,165,089</u></b>

**LIABILITIES**

	<u>2014</u>	<u>2013</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 64,462	\$ 8,111
Payroll liabilities	15,659	18,763
Deferred revenue (Note 7)	82,960	25,000
Current portion of accrued reforestation obligation (Note 3)	<u>29,956</u>	<u>21,098</u>
	193,037	72,972
<b>ACCRUED REFORESTATION OBLIGATION (Note 3)</b>	<u>181,583</u>	<u>114,737</u>
	<u>374,620</u>	<u>187,709</u>

**NET ASSETS**

<b>INVESTMENT IN TANGIBLE CAPITAL ASSETS</b>	585,939	516,368
<b>INTERNALLY RESTRICTED</b>		
Reforestation fund (Note 4)	211,539	135,834
<b>UNRESTRICTED</b>	<u>250,700</u>	<u>325,178</u>
	<u>1,048,178</u>	<u>977,380</u>
	<u>\$ 1,422,798</u>	<u>\$ 1,165,089</u>

**CONTINGENT LIABILITY (Note 12)**

**CHUZHUN RESOURCES CORPORATION**

**STATEMENT OF CASH FLOW**

**For the year ended March 31, 2014**

	<b>2014</b>	<b>2013</b>
<b>OPERATING ACTIVITIES</b>		
Excess revenue for the year	\$ 70,798	\$ (171,117)
Items not involving cash:		
Unrealized loss (gain) on investments	(27,036)	(15,248)
Amortization - tangible capital assets	29,589	24,570
Reforestation adjustment	75,705	(331,224)
	<b>149,056</b>	<b>(493,019)</b>
Changes in non-cash working capital items (Note 11)	<b>112,417</b>	<b>(28,681)</b>
	<b>261,473</b>	<b>(521,700)</b>
<b>INVESTING ACTIVITIES</b>		
Investment income reinvested	(16,889)	(7,766)
Acquisition of property and equipment	(99,160)	(106,564)
	<b>(116,049)</b>	<b>(114,330)</b>
<b>INCREASE IN CASH DURING THE YEAR</b>	<b>145,424</b>	<b>(636,030)</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR</b>	<b>441,266</b>	<b>1,077,296</b>
<b>CASH AND CASH EQUIVALENTS AT END OF THE YEAR</b>	<b>\$ 586,690</b>	<b>\$ 441,266</b>
Cash and cash equivalents are comprised of:		
Cash	<b>\$ 586,690</b>	<b>\$ 441,266</b>
	<b>\$ 586,690</b>	<b>\$ 441,266</b>

**RHB SCHMITZ de GRACE**  
Chartered Accountants

## CHUZGHUN RESOURCES CORPORATION

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2014

#### 1. DESCRIPTION OF THE SOCIETY

Chuzghun Resources Corporation (the "society") was incorporated under the Canada Corporations Act on December 13, 2000 and under the British Columbia Society Act on June 21, 2001, as a not-for-profit corporation. The society operates a research forest near Tache, British Columbia. Any surplus net assets generated by the society are used for activities related to forestry related research and education.

The research forest land area is established by a Special Use Permit issued by the Province of British Columbia. The term of the permit is twenty-five years, renewable at five year intervals, beginning on January 1, 1999.

The society applied for incorporation without share capital under Part II of the Canada Corporations Act, and as such, no share capital has been issued.

#### 2. INITIAL CONTRIBUTION FROM MEMBER

Chuzghun Resources Corporation was operated as a division of the University of Northern British Columbia (UNBC) under the name of John Prince Research Forest prior to the commencement of operations as an incorporated entity on April 1, 2001. When the society commenced operations as an incorporated society, the surplus net assets from past operations of \$646,581 was transferred from the University of Northern British Columbia to the society. This amount consisted of \$15,595 in property and equipment and \$630,986 in working capital.

#### 3. SIGNIFICANT ACCOUNTING POLICIES

##### Basis for Presentation

These financial statements are prepared in accordance with Canadian public sector accounting standards for provincial reporting entities established by the Canadian Public Sector Accounting Board.

##### Financial instruments

##### *Measurement of financial instruments*

The company initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The company subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quotes in an active market, which are measured at fair value. Changes in fair value of these financial instruments are recognized in net income.

Financial assets measured at amortized cost on a straight-line basis include cash, term deposits and accounts receivable.

**RHB SCHMITZ de GRACE**  
Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended March 31, 2014**

**3. SIGNIFICANT ACCOUNTING POLICIES, continued**

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and long-term debt.

Financial assets measured at fair value include restricted and unrestricted investments.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income.

*Transaction costs*

The company's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. The carrying amount of financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributed to the origination, issuance or assumption of these instruments.

Revenue recognition

The society follows the deferral method of accounting for restricted contributions. These restricted contributions are recognized as revenue of the appropriate program in the year in which the related expenditures are incurred.

Unrestricted contributions are recognized as revenue of the appropriate program when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue generated by log sales is recognized upon delivery.

Accrued reforestation obligation

The society occupies crown land under a Special Use Permit and harvests timber in accordance with a Licence to Cut. Under this permit, the society is responsible for future reforestation and silviculture obligations associated with the timber harvested. Estimated future reforestation and silviculture obligations are accrued and charged to production costs as each area is harvested.

Tangible capital assets

Property and equipment are recorded at cost. Amortization of property and equipment has been calculated on the declining balance basis at the following annual rates. The provision is calculated at one-half annual rates on assets acquired during the year.

Building - resort	5%
Building improvements - resort	5%
Equipment - field	20%
Equipment - resort	20%
Equipment - office	20%
Vehicles	30%
Computers	30% - 45%

**RHB SCHMITZ de GRACE**  
Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended March 31, 2014**

**3. SIGNIFICANT ACCOUNTING POLICIES, continued**

Amortization of deferred costs has been calculated using the straight-line basis at the following rate. The provision is calculated at one-half the annual rate on assets acquired during the year.

Roads and bridges	10%
-------------------	-----

Measurement uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards, requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of the revenues and expenses during the period.

**4. RESTRICTED INVESTMENTS**

The society has internally restricted investments of \$211,539 (2013 - \$135,834) to be used to fund future reforestation and silviculture obligations and to provide security for long-term borrowing.

**5. INVESTMENTS**

	<u>2014</u>	<u>2013</u>
<b>Letko Brosseau Balanced Fund</b>		
Balance at beginning of the year	\$ 199,850	\$ 176,836
Income reinvested, net of management fees	16,888	7,766
Unrealized gain	<u>27,036</u>	<u>15,248</u>
Balance at end of the year	<u>243,774</u>	<u>199,850</u>
Restricted Investments	211,539	135,834
Unrestricted Investments	<u>32,235</u>	<u>64,016</u>
	<u>\$ 243,774</u>	<u>\$ 199,850</u>

**RHB SCHMITZ de GRACE**  
Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended March 31, 2014

**6. TANGIBLE CAPITAL ASSETS**

	<b>2014</b>		
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>
Land	\$ 116,500	\$ -	\$ 116,500
Building - resort	378,186	83,537	294,649
Building improvements - resort	90,256	17,414	72,842
Equipment - field	46,150	15,417	30,733
Equipment - resort	136,379	73,639	62,740
Equipment - office	12,149	10,529	1,620
Vehicles	60,119	56,012	4,107
Computers	35,849	33,101	2,748
	<b>\$ 875,588</b>	<b>\$ 289,649</b>	<b>\$ 585,939</b>

	<b>2013</b>		
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>
Land	\$ 116,500	\$ -	\$ 116,500
Building - resort	363,698	68,411	295,287
Building improvements - resort	90,256	13,580	76,676
Equipment - field	17,694	11,292	6,402
Equipment - resort	84,082	70,333	13,749
Equipment - office	12,149	10,123	2,026
Vehicles	58,419	54,617	3,802
Computers	33,631	31,705	1,926
	<b>\$ 776,429</b>	<b>\$ 260,061</b>	<b>\$ 516,368</b>

**7. DEFERRED REVENUE**

	<b>2014</b>	<b>2013</b>
Co-management Project	<b>\$ 10,000</b>	\$ 25,000
Moose Project	<b>55,000</b>	-
Contaminants project	<b>17,960</b>	-
	<b>\$ 82,960</b>	<b>\$ 25,000</b>

**RHB SCHMITZ de GRACE**  
Chartered Accountants



**CHUZGHUN RESOURCES CORPORATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended March 31, 2014**

**8. INCOME TAXES**

The society is registered as an extra-provincial society under the British Columbia Society Act. As a result, it claims exempt status under the Income Tax Act of Canada.

**9. RESTRICTION ON DISTRIBUTIONS**

Under the terms of the society's articles of incorporation, the society is to carry on its operation without financial gain to its members and any profits to the society are to be used in promoting its purposes on an exclusively not-for-profit basis.

In the event of dissolution or winding-up of the society, under the terms of the society's articles of incorporation, all its remaining assets after payment of its liabilities should be distributed to the Crown in Right of the Province of British Columbia or, with the advance written consent of the Crown in the Right of the Province of British Columbia, to another corporation which has substantially the same purposes and objects as the society.

**10. RELATED PARTY TRANSACTIONS**

During the year, the society received \$Nil (2012 - \$Nil) from UNBC for the purpose of funding research projects. This was recorded at the exchange amount as research project funding and presented on the statement of operations.

During the year, UNBC provided management services to the society amounting to \$65,222 (2013 - \$Nil). This was recorded at the exchange amount in the contract services - management component of the administrative and operating expenditures and presented on the statement of operations.

As at March 31, 2014, the society owed a net balance of \$15,877 (2013 - \$Nil) to UNBC.

During the year, the society provided contract services to the Tl'az'ten Nation amounting to \$Nil (2013 - \$3,249). This was recorded at the exchange amount as contract services and presented on the statement of operations.

As at March 31, 2014, the society owed a balance of \$Nil (2013 - \$Nil) to the Tl'az'ten Nation.

CHUZGHUN RESOURCES CORPORATION

NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2014

11. CHANGES IN NON-CASH WORKING CAPITAL ITEMS

	<u>2013</u>	<u>2012</u>
Accounts receivable	\$ 1,970	\$ 52,847
Prepaid expenses	(760)	(363)
Accounts payable and accrued liabilities	56,351	(78,463)
Payroll liabilities	(3,104)	7,063
Deferred revenue	57,960	(4,536)
Due to (from) related parties	-	(5,229)
	<u>\$ 112,417</u>	<u>\$ (28,681)</u>

12. CONTINGENT LIABILITY

Certain internally restricted and unrestricted funds may be repayable to the funding authorities under specific circumstances.

13. COMPARATIVE FIGURES

Certain of the prior year figures have been reclassified to conform to the current year's presentation.

14. FINANCIAL INSTRUMENTS

Risks and concentrations

The company is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the company's risk exposure as at March 31, 2014.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The company is exposed to this risk mainly in respect to its accounts payable.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The company's main credit risks relate to its accounts receivable. The company provides credit to its clients in the normal course of its operations. Credit risk is minimal.

**CHUZGHUN RESOURCES CORPORATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended March 31, 2014**

**14. FINANCIAL INSTRUMENTS, continued**

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market price. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The company is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-interest instruments subject the company to a fair value risk, since fair value fluctuates inversely to changes in market interest rates. Floating rate instruments subject the company to related cash flow risk.

Other price risk

Other price risk is the risk that fair value or future cash flows of financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The company is not exposed to other price risk.

**15. EXPENDITURE ALLOCATIONS**

Allocations of expenditures to various programs have been made by management.

CHUZGHUN RESOURCES CORPORATION

Schedule 1

SCHEDULE OF EXPENDITURES

ADMINISTRATIVE AND OPERATING

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Wages and benefits - research co-ordinator	\$ 79,259	\$ 79,711
Contract services - management	65,222	-
Automotive	23,529	28,356
Insurance - property and liability	10,276	9,492
Phone and internet services	9,411	8,579
Bookkeeping services	9,049	6,483
Professional services	8,446	7,881
Field equipment - repair and maintenance	5,020	1,407
Dues and memberships	4,098	348
Conferences and workshops	3,964	-
Office and sundry	3,632	1,375
Mapping and GIS	2,885	571
Books and publications	2,809	235
Field supplies	2,083	-
Insurance - directors' liability	1,874	3,010
Advertising and promotion	1,250	220
Travel and meetings	1,163	2,315
Bank charges and interest	663	881
Contract services - other	562	-
Postage and delivery	351	93
Office rental and utilities	171	4,899
Amortization - property and equipment	29,589	24,570
	<u>\$ 265,306</u>	<u>\$ 180,426</u>

**RHB SCHMITZ de GRACE**  
Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION****SCHEDULE OF EXPENDITURES****PRE-HARVEST FORESTRY**

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Road and bridge maintenance	\$ 5,821	\$ 1,043
Archeology	4,943	-
Road and block layout	3,415	-
Operational plans	<u>2,765</u>	<u>-</u>
	<u>\$ 16,944</u>	<u>\$ 1,043</u>

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**CHUZGHUN RESOURCES CORPORATION****SCHEDULE OF EXPENDITURES****HARVESTING**

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Contractors - field work	\$ -	\$ 19
Stumpage (recovery)	<u>(47)</u>	<u>-</u>
	<u>\$ (47)</u>	<u>\$ 19</u>

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Chartered Accountants

## CHUZGHUN RESOURCES CORPORATION

## SCHEDULE OF EXPENDITURES

## POST-HARVEST SILVICULTURE

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Reforestation adjustment (recovery)	\$ 75,705	\$ (331,224)
Brushing	28,969	17,140
Silviculture Activities	7,765	283,043
Slash and debris burning	-	2,172
	<u>\$ 112,439</u>	<u>\$ (28,869)</u>

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Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION****SCHEDULE OF EXPENDITURES****LONG-TERM PLANNING**

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Forest management plan	\$ 4,185	\$ 8,952
Consultants - field work	-	7,421
	<u>\$ 4,185</u>	<u>\$ 16,373</u>

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Chartered Accountants



**CHUZGHUN RESOURCES CORPORATION****SCHEDULE OF EXPENDITURES****RESEARCH PROJECTS**

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Wages and benefits - internal research projects	\$ 68,049	\$ 44,882
Research project costs - external	25,191	7,088
Wages and benefits - external research projects	24,451	4,452
Research project costs - internal	<u>13,431</u>	<u>18,291</u>
	<u>\$ 131,122</u>	<u>\$ 74,713</u>

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Chartered Accountants

**CHUZGHUN RESOURCES CORPORATION****SCHEDULE OF EXPENDITURES****CINNABAR RESORT**

For the year ended March 31, 2014

	<u>2014</u>	<u>2013</u>
<b>EXPENDITURES</b>		
Operations	\$ 31,557	\$ 18,091
Repairs and maintenance	<u>25,736</u>	<u>66,959</u>
	<u>57,293</u>	<u>85,050</u>

**RHB SCHMITZ de GRACE**  
Chartered Accountants

## Highlights from 2014 (so far)

Oct. 24, 2014

### Research Projects

18 Active research projects

*See attached Research Projects List*

### Internship Program

The ALRF paid internships program is designed to overcome the “I cannot get a job because I have no work experience, and I cannot get work experience because I can’t get a job.” conundrum.

This year was our second year running the ‘Forest Roots’ program an eight week paid internship targeting university students from within the natural resources and environmental fields who do not have work experience. The two UNBC students hired this year received a great level of field training and made significant contributions to various ALRF projects. This program is in addition to our Senior Forestry Internship.

### Teaching and Research

ALRF staff contribute significant in-kind support to UNBC classes and research projects guest teaching in ESM classes and assisting faculty and grad student in the set-up of new projects. ALRF staff led classes and full field lab modules in three undergraduate courses (FSTY 209 - Forest Biology and Silvics, FSTY305 - Silviculture, and NREM 333 - Natural Resources Field Applications. ALRF contributions to education focused on ‘boots-on-the-ground’ / experiential learning.

### Forest Management Services for UNBC Forest Lands (PG Campus)

The Aleza Lake Research Forest Society has been contracted by UNBC Facilities to manage Forest and Campus/ Forest Lands interface issues. Projects include the management of dangerous trees within public/forest interface, and mapping of the 550 hectares of dominantly forested lands surrounding campus.



### NEW ! The Aleza Field Education Centre (1 hour from PG)

The Research Forest has long been in need of an enclosed educational building as a base for field based teaching and programs.

2014 Marks the major construction phases for this 900ft<sup>2</sup> building. This day use building will enhance the delivery of forest-based education for diverse UNBC curricula, young people, communities, and training groups across many natural resource disciplines, and will strengthen post-secondary professional forestry programs and student recruitment in the region.

A grand opening is planned for 2015.



*For further information please contact Colin Chisholm RPF, Assistant Forest Manager*

[colin.chisholm@unbc.ca](mailto:colin.chisholm@unbc.ca)

## 2014 Research Projects List

Principle Investigator	Affiliation	Study Title (short form)	Topic area
Jull	ALRF	ICH Ecological Restoration	Forest Ecology
Allan Prest	UNBC	Arboreal lichen dispersal into younger stands	Ecology
Hardy Greisbauer	CNC	Growing-season Frost Study	Silviculture / climatology
Barb Coupe (M. Jull)	ALRF (UNBC)	Oral History of Aleza Lake Research Forest contributors	Forest History
Rylee Isitt	UNBC	Spruce beetle genetics study	Entomology
Roy Rea	UNBC	Moose foliage species preference trial	Wildlife biology
Roy Rea	UNBC	Moose diet study	Wildlife biology
Roy Rea	UNBC	Bear impacts on Moose Rearing	Wildlife biology
M. Rutherford / H. Massicote	UNBC	Bioenergy ash as a soil amendment for forested sites	Soils / silviculture
N. Gilbert	UNBC	Forest Seedling response to bioenergy ash	Soils / silviculture
John Neumann	CNC	A study of wildlife use of stub-trees using remote cameras.	Wildlife biology
Mark Thompson	DWB Consulting Ltd	Amphibian Surveys	Wildlife biology
Jull	ALRF	Replicated planting trial of black spruce, tamarack, and white spruce	Long-term silvicultural trial
Kathryn Berry	UNBC	Spruce beetle cold tolerance and genetics study	Entomology
Jull	ALRF	Spruce Shelterwood study: Year 16 remeasurement and analysis of tree response and regeneration.	Long-term silvicultural trial
M. Jull / Bruce Rogers	ALRF, MoFLNRO	Douglas-fir leave tree monitoring study	Long-term silvicultural trial
Chisholm	ALRF	Replicated planting trial of western white pine	Long-term silvicultural trial
Chisholm	ALRF	Replicated planting trial of western larch and hybrid white spruce	Long-term silvicultural trial

Financial Statements of

**ALEZA LAKE RESEARCH  
FOREST SOCIETY**

Year ended December 31, 2013  
(Unaudited)



**KPMG LLP**  
**Chartered Accountants**  
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Canada

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## REVIEW ENGAGEMENT REPORT

To the Members of Aleza Lake Research Forest Society

We have reviewed the statement of financial position of Aleza Lake Research Forest Society ("the Society") as at December 31, 2013 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian accounting standards for not-for-profit organizations and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations. As required by the Society Act of the Province of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Chartered Accountants

May 1, 2014

Prince George, Canada

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Statement of Financial Position

December 31, 2013, with comparative information for 2012  
(Unaudited)

	2013	2012
<b>Assets</b>		
Current assets:		
Cash	\$ 78,456	\$ 125,021
Accounts receivable	22,338	15,449
Investments, at cost	60,000	-
Prepaid expenses	3,344	5,318
	<u>164,138</u>	<u>145,788</u>
Tangible capital assets (note 3)	21,062	17,249
	<u>\$ 185,200</u>	<u>\$ 163,037</u>

## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 21,188	\$ 19,902
Current portion of long-term debt (note 5)	9,500	9,500
	<u>30,688</u>	<u>29,402</u>
Long-term debt (note 5)	76,000	85,500
Reforestation liability (note 6)	120,471	138,039
Stumpage liability (note 6)	-	5,853
Deferred contributions (note 7)	1,632	1,500
Deferred contributions related to tangible capital assets (note 8)	7,272	-
	<u>236,063</u>	<u>260,294</u>
Net assets:		
Invested in tangible capital assets (note 9)	21,062	17,249
Unrestricted	(71,925)	(114,506)
	<u>(50,863)</u>	<u>(97,257)</u>
Commitments (note 10)		
	<u>\$ 185,200</u>	<u>\$ 163,037</u>

See accompanying notes to financial statements.

Approved by the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Statement of Operations

Year ended December 31, 2013, with comparative information for 2012

(Unaudited)

	2013	2012
Revenues, Schedule 1	\$ 445,245	\$ 518,977
Cost of sales:		
Forest management	-	19,666
Stumpage	4,687	4,680
	<u>4,687</u>	<u>24,346</u>
Gross margin	440,558	494,631
General and administrative expenses:		
Advertising and promotion	2,033	2,084
Amortization	3,459	3,907
Automotive	33,244	30,401
Bank charges and interest	790	585
Contracts and agreements	7,291	28,170
Field supplies	4,663	2,717
Forest extension and research project	14,936	1,594
Insurance, licences and dues	8,412	6,424
Office	4,468	2,822
Operational planning and development	10,492	3,552
Professional fees	11,005	16,985
Road maintenance and construction	58,311	71,236
Silviculture	9,038	74,649
Telephone	1,659	1,587
Travel	2,786	1,051
Wages and benefits	221,577	161,013
	<u>394,164</u>	<u>408,777</u>
Excess of revenue over expenses	\$ 46,394	\$ 85,854

See accompanying notes to financial statements.



# ALEZA LAKE RESEARCH FOREST SOCIETY

## Statement of Changes in Net Assets

Year ended December 31, 2013, with comparative information for 2012  
(Unaudited)

	Unrestricted	Invested in Tangible Capital Assets	Total 2013	Total 2012
Balance, beginning of year	\$ (114,506)	\$ 17,249	\$ (97,257)	\$ (183,111)
Excess (deficiency) of revenues over expense	49,853	(3,459)	46,394	85,854
Interfund transfers	(7,272)	7,272	-	-
Balance, end of year	\$ (71,925)	\$ 21,062	\$ (50,863)	\$ (97,257)

See accompanying notes to financial statements.

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

(Unaudited)

	2013	2012
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 46,394	\$ 85,854
Items not involving cash:		
Amortization	3,459	3,907
	<u>49,853</u>	<u>89,761</u>
Change in non-cash operating working capital:		
Accounts receivable	(6,889)	14,878
Prepaid expenses	1,974	(1,154)
Accounts payable and accrued liabilities	1,286	(364)
Reforestation and stumpage liability	(23,421)	(27,594)
Deferred contributions	132	(8,147)
Deferred contributions related to tangible capital assets	7,272	-
	<u>30,207</u>	<u>67,380</u>
Financing:		
Repayment of long-term debt	(9,500)	(4,500)
Investing:		
Purchase of investments	(60,000)	-
Purchase of tangible capital assets	(7,272)	(1,709)
	<u>(67,272)</u>	<u>(1,709)</u>
(Decrease) increase in cash	(46,565)	61,171
Cash, beginning of year	125,021	63,850
Cash, end of year	<u>\$ 78,456</u>	<u>\$ 125,021</u>

See accompanying notes to financial statements.

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements

Year ended December 31, 2013  
(Unaudited)

---

## 1. Purpose of the Society:

The Society was incorporated under the Society Act of British Columbia and is a non-profit organization pursuant to Section 149(1)(l) of the Income Tax Act. The purpose of the Aleza Lake Research Forest Society is to hold and administer assets for the purpose of forest research management in the Prince George, British Columbia area.

## 2. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook. The significant policies are as follows:

### (a) Revenue recognition:

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Contributions for the purchase of tangible capital assets are deferred and amortized over the life of the related tangible capital asset.

The Society recognizes logging revenue upon delivery of logs to the customer. Amounts received in advance are recorded as deferred revenue.

The Society recognizes revenue from the sale of timber rights to the extent received or receivable.

### (b) Investments:

Investments consist of guaranteed investment certificates and are stated at cost.

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013  
(Unaudited)

---

## 2. Significant accounting policies (continued):

(c) Tangible capital assets:

Tangible capital assets purchased are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. No amortization is recorded on tangible capital assets under development until development is substantially complete and the assets are ready for use. Amortization is provided using the declining balance basis at the following annual rates:

Asset	Rate
Automotive equipment	30%
Bridge	20%
Computer software	20%
Field Education Centre under development	0%
Field equipment	100%
Office equipment	20%

(d) Reforestation liability:

Forestry legislation in British Columbia requires the Society to incur the cost of reforestation on its timber licences. Accordingly, the Society records the fair value of the costs of reforestation in the period in which the timber is cut. In periods subsequent to the initial measurement, changes in the liability resulting from the passage of time and revisions to fair value calculations are recognized in the statement of financial position as they occur. These costs are included in cost of sales.

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013  
(Unaudited)

---

## 2. Significant accounting policies (continued):

(e) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of tangible capital assets, and the reforestation and stumpage liabilities. Actual results could differ from those estimates.

(f) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Society has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Society determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Society expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013

(Unaudited)

### 3. Tangible capital assets:

			2013		2012	
	Cost	Accumulated amortization	Net book value		Net book value	
Automotive equipment	\$ 1,676	\$ 1,605	\$ 71	\$	100	
Bridge	14,338	9,640	4,698		5,873	
Computer software	14,777	12,233	2,544		3,179	
Field Education Centre under development	7,272	-	7,272		-	
Field equipment	34,350	29,765	4,585		5,732	
Leasehold improvements	1,400	1,400	-		-	
Office equipment	14,540	12,648	1,892		2,365	
	\$ 88,353	\$ 67,291	\$ 21,062	\$	17,249	

The field education centre under development is not amortized because it was not available for use during the 2013 fiscal year.

### 4. Accounts payable and accrued liabilities:

	2013		2012	
Trade payables and accrued liabilities	\$ 21,188	\$	10,514	
Sales tax payable	-		6,818	
Government remittances payable	-		2,570	
	\$ 21,188	\$	19,902	

### 5. Long-term debt:

	2013		2012	
Note payable, unsecured, non-interest bearing	\$ 85,500	\$	95,000	
Less current portion of long-term debt	9,500		9,500	
	\$ 76,000	\$	85,500	

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013  
(Unaudited)

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## 5. Long-term debt (continued):

Effective March 16, 2012 the Society signed a long-term agreement with the University of Northern British Columbia assigning terms over the next ten years of annual repayments of \$9,500.

Principal repayments are due as follows:

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2014	\$	9,500
2015		9,500
2016		9,500
2017		9,500
2018		9,500
Thereafter		38,000
	\$	85,500

---

## 6. Reforestation and stumpage liabilities:

In October 2011, the Society entered into a contract with a third party to sell timber rights to the third party until 2015. Under the contract, the Society is responsible for all stumpage and a portion of reforestation costs related to the timber harvested by the third party.

The Society has recorded management's estimate of the long-term reforestation liability relating to the contract above. Any change in estimate is recorded to resolution of current reforestation revenue. During the year, the Society recovered \$17,568 (2012 - \$51,940) for reforestation.

## 7. Deferred contributions:

Deferred contributions reported relate to the Habitat Conservation Trust fund, the Field Education Centre Fund, and the Oral History project.

## 8. Deferred contributions related to tangible capital assets:

---

	2013	2012
Balance, beginning of year	\$ -	\$ -
Contribution received in the year	7,272	-
	\$ 7,272	\$ -

---

# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013  
(Unaudited)

---

## 9. Invested in tangible capital assets:

The amount invested in tangible capital assets is calculated as follows:

	2013	2012
Accounts receivable	\$ 7,272	\$ -
Tangible capital assets	21,062	17,249
	28,334	17,249
Financed by:		
Deferred contributions related to tangible capital assets	7,272	-
	\$ 21,062	\$ 17,249

## 10. Commitments:

The Society has leased two automobiles under two separate agreements expiring May 2015 and February 2016. The minimum lease payments in the next year total \$12,979.

## 11. Pension Plan:

The Society offers certain employees access to a defined contribution plan. Under the defined contribution plan, the Society makes annual contributions to employees' accounts which are subject to vesting. The Society's contribution expense pursuant to these plans was \$12,559 for the year ended December 31, 2013 (December 31, 2012 - \$7,057).



# ALEZA LAKE RESEARCH FOREST SOCIETY

Notes to Financial Statements (continued)

Year ended December 31, 2013  
(Unaudited)

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## 12. Financial risks and concentration of risk:

Financial risks:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Society deals with creditworthy counterparties to mitigate the risk of financial loss from defaults.

(b) Liquidity risk:

Liquidity risk is the risk that the Society will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Society manages its liquidity risk by monitoring its operating requirements. The Society prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2012.

Concentration of risk:

(a) Industry:

The Society operates primarily in logging and reforestation and is affected by general economic trends. A decline in economic conditions, funding levels, or other adverse conditions could lead to reduced revenue and gross margin.

(b) Limited counterparties:

A substantial portion of the Society's revenue is derived from a contract with Dunkley Lumber. This one customer accounted for 95% of revenue (2012 - 75%). The loss of this relationship would have a significant impact on the Society's revenue.

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Schedule 1 - Revenue

Year ended December 31, 2013, with comparative information for 2012  
(Unaudited)

	2013	2012
Conservation and restoration projects	\$ 5,110	\$ 8,146
Gift agreement	15,490	468
Intensive or post-free-growing silviculture	3,125	36,035
Interest	973	624
Miscellaneous	9,661	6,988
Research project revenue	-	21,457
Resolution of current reforestation	17,568	51,940
Timber	393,318	393,319
	<u>\$ 445,245</u>	<u>\$ 518,977</u>

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Schedule 2 - Forest Management and Research/Education Allocation

Year ended December 31, 2013, with comparative information for 2012

(Unaudited)

	Forest Management	Research / Education	2013	2012
Revenue:				
Revenue, Schedule 3	\$ 424,645	\$ 20,600	\$ 445,245	\$ 518,977
Cost of sales:				
Forest management	-	-	-	(19,666)
Stumpage	4,687	-	4,687	4,680
<b>Gross margin</b>	<b>419,958</b>	<b>20,600</b>	<b>440,558</b>	<b>494,631</b>
Expenses:				
Forest management and research/education expenses:				
Automotive	19,946	13,298	33,244	30,401
Contracts and agreements	4,375	2,916	7,291	28,170
Field supplies	2,798	1,865	4,663	2,717
Forest extension and research project	8,962	5,974	14,936	1,594
Operational planning and development	10,492	-	10,492	3,552
Road maintenance and construction	58,311	-	58,311	71,236
Silviculture	9,038	-	9,038	74,649
General and administrative expenses				
Advertising and promotion	1,220	813	2,033	2,084
Amortization	2,075	1,384	3,459	3,907
Bank charges and interest	474	316	790	585
Insurance, licences and dues	5,047	3,365	8,412	6,424
Office	2,681	1,787	4,468	2,822
Professional fees	6,603	4,402	11,005	16,985
Telephone	995	664	1,659	1,587
Travel	1,672	1,114	2,786	1,051
Wages and benefits	132,946	88,631	221,577	161,013
	267,635	126,529	394,164	408,777
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 152,323</b>	<b>\$ (105,929)</b>	<b>\$ 46,394</b>	<b>\$ 85,854</b>

# ALEZA LAKE RESEARCH FOREST SOCIETY

## Schedule 3 - Revenue Schedule for Forest Management and Research/Education Allocation

Year ended December 31, 2013, with comparative information for 2012  
(Unaudited)

	Forest Management	Research / Education	2013	2012
Conservation and restoration projects	\$ -	\$ 5,110	\$ 5,110	\$ 8,146
Gift agreement		15,490	15,490	468
Intensive or post-free-growing silviculture	3,125	-	3,125	36,035
Interest	973	-	973	624
Miscellaneous	3,151	-	3,151	6,988
Other	6,510	-	6,510	-
Research project	-	-	-	21,457
Resolution of current reforestation	17,568	-	17,568	51,940
Timber	393,318	-	393,318	393,319
	\$ 424,645	\$ 20,600	\$ 445,245	\$ 518,977

# Quesnel River Research Centre year end report – 2013/14

Submitted by: Sam Albers  
Quesnel River Research Centre Manager

March 26, 2014



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## 1 One year goals - Progress Report

A list of goals was drafted after my first six months as QRRC manager. The following represents a short progress report on each of those goals. I am reporting on activities up until March 01, 2014. The original goals document is included in appendix 6.1.

### 1.1 Vision and Future Plans

#### 1.1.1 5 year plan (%100 complete)

The five year plan has been written, revised and is currently under consideration for adoption. Although the language is the plan is currently being edited, the spirit of the plan has guided QRRC activities for the Dean and the QRRC Manager.

#### 1.1.2 Adopt guiding principles, vision and mission statement

Adopting the guiding principles has been delayed a result of conflicting schedules. Nevertheless, these principles have provisionally adopted and implemented.



### **1.1.3 Present plan to advisory group in April 2013**

Upon further information, the Landscape Ecology Advisory group is not the right forum to present this plan. Rather the plan has been circulated among the QRRC Executive for revision and adoption.

## **1.2 Administration**

### **1.2.1 Finish preventative maintenance plans**

Considerable progress has been made on the preventative maintenance plans. In early May, 2013 several staff from the facilities department at UNBC visited the QRRC to address a range of mechanical, electrical and preventative maintenance needs. Dale Martens, has been, working on the preventative maintenance plans. A follow-up trip of facilities staff was planned for October 2013 but was canceled . Additionally, I was given preliminary instruction in the web-based preventative maintenance system website Subsequent training on this system for the QRRC facilities maintenance staff is being planned for Spring 2014.

### **1.2.2 Work with UNBC safety coordinator to finalize QRRC safety manual**

The QRRC safety manual has been reviewed and approved by the UNBC safety officer. Additionally copies of the manual have been placed both in the lab for easy access. The safety officer has been invited to visit the QRRC in effort to work together to continue to provide a safe environment for students and staff.

### **1.2.3 Massive update and re-organizing of QRRC's website**

Significant progress was made on updating, re-organizing and improving the look of the QRRC website. The QRRC website was recognized by the UNBC IT staff as an excellent example of webpage management (See appendix 6.2)

### **1.2.4 Upgrade site network to include shared network storage (data back-ups)**

This goal was abandoned because the costs of setting this up (data storage, network capabilities. etc) outweighed the benefits. Most students use their own personal computers with cloud storage abilities.

## **1.3 Facilities, Grounds and Maintenance**

### **1.3.1 CFI renovation 100% complete**

The Canadian Foundation for Innovation/ BC Knowledge and Development Fund (CFI/BCKDF) renovation was successfully completed in 2013. The renovation was primarily completed by Laszlo Enyedy. The QRRC contributed 383 hours of Laszlo's time or \$9015.82 towards

completing the project. In contrast, CFI/BCKDF contributed approximately \$240,000 towards renovations and equipment upgrades at the QRRC. This equipment and new lab space will enable future revenue generating opportunities at the QRRC.

### **1.3.2 Develop full and partial winterization plans**

This past winter included parental leave by the QRRC manager and a reduced schedule for the maintenance facility person. These reduced workloads resulted in significant savings in salary costs (Albers EI savings: \$7883.61; Enyedy part-time savings: \$6146.56). However, because the maintenance facility person was often working alone at the QRRC, a winter plan was drafted to outline duties and safety procedures. This plan is included in appendix 6.3.

### **1.3.3 HVAC maintenance for energy savings**

As a part of a general trend towards energy conservation at UNBC, the QRRC has encouraged users and staff to practicing conservations measures. This includes turning offs lights and conscious use of heating. QRRC staff also identified several important energy losses and rectified the situation. Lastly, the May 2013 visit by UNBC facilities performed needed maintenance on the HVAC systems at the QRRC. All these measures combined have contributed to significant energy savings. Figure 1

### **1.3.4 Develop plan for Babine restoration**

The initial plan for Babine restoration was for the maintenance person to use his spare time in the winter of 2013–2014 to research. Due to time constraints imposed by record snow fall and a reduced schedule, this did not happen. We are now pursuing an alternative option, whereby a qualified shipwright will finish the boat. We are currently seeking reputable and qualified people to do this. Most likely this will involve a trip to the lower mainland.

### **1.3.5 Develop and finalize roof and road repair**

**Road**–Through one–time funding from the President’s executive council, the QRRC access road was repaired in the fall of 2013. As part of the preventative maintenance plans discussed above, a regular maintenance program involving culvert assessment, ditch maintenance and foliage control will be used to prevent future road damage.

**Roof**– The QRRC roof repair has be granted provisional approval by the PEC to pursue updated budget pricing and seek engineering information regarding the suitability of the roof plan. We are hopefully that the roof can be repaired in July or August of 2014.

### **1.3.6 Develop maintenance fund**

Through further experience with the budgeting procedures and the *fastportal* system, it is now clear that maintenance fund would be beneficial. Rather maintenance costs can be tracked using budget codes.

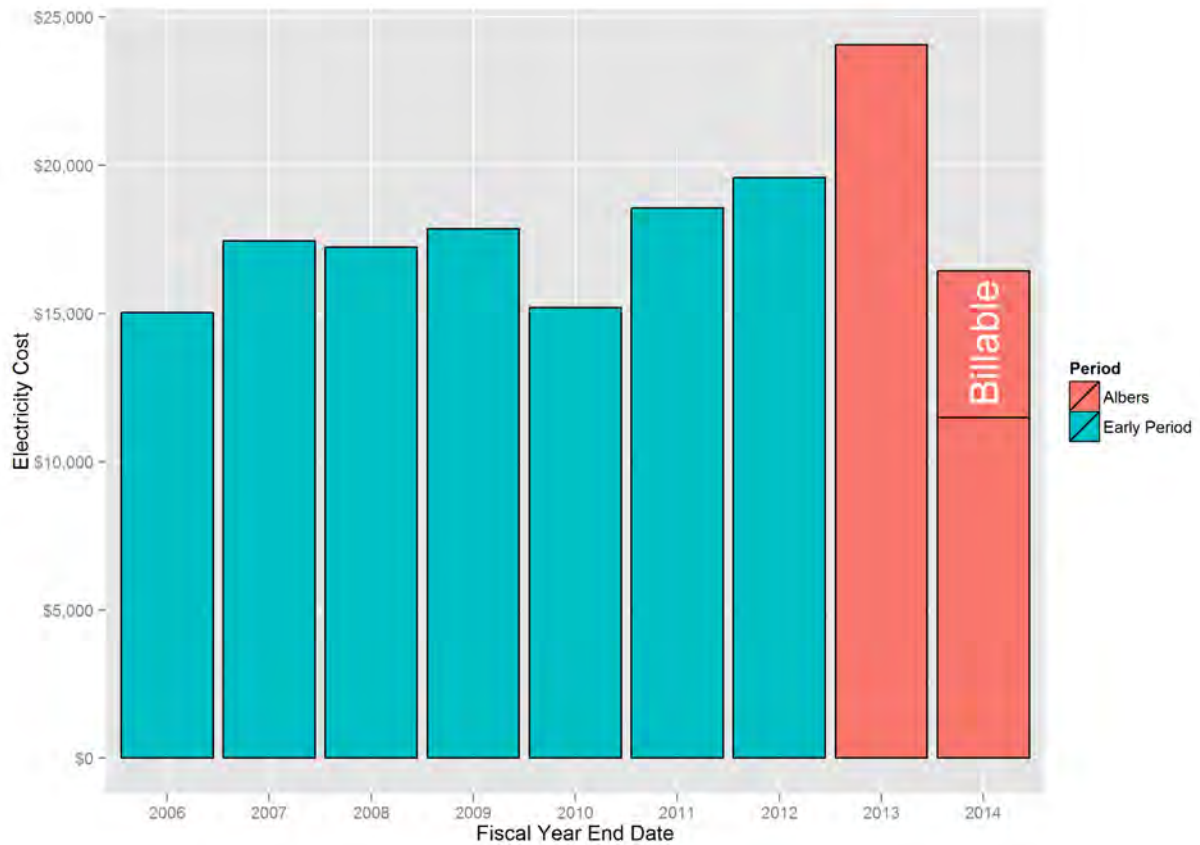


Figure 1: Historical QRRC electricity costs. Horizontal axes represent the year in which the fiscal year ended. The portion of the bar in 2014 labeled billable is a cost recovered amount. This means that the base cost is more reasonably estimated by the box below the billable label.

Table 1: Revenue generated from the Biology 302 course

Cost	Cost Type
April 20, 2013 - May 5, 2013 (11 students @ \$24.00/person/night)	\$3,960
11 students using the boat (200 L of gas,boat captain and boat cost; \$100/student)	\$1,100
Facility development charge (\$1/person/night)	\$165
Truck Usage (8 x 23 km from QRRC to boat launch site @ 0.60/km + fuel)	\$257
QRRC Staff Time (60 hours @ \$40/hours)	\$0
Total	\$5,482

### 1.3.7 QRRC Capital Plan

A QRRC Capital Plan was developed to begin planning for future infrastructure needs. This plan is included in appendix [6.4](#)

## 1.4 Education

### 1.4.1 Host UNBC Limnology course at the QRRC

From April 28, 2013 to May 4, 2013, the QRRC hosted Biology 302–Limnology–in Likely and on Quesnel Lake. The course was taught by Dr. Ellen Petticrew. A summary of the class is included in appendix [6.5](#). Early on in the planning process a decision was made to exclude QRRC staff time from the costs of this course. This was done both to a) learn from the experience while still giving student good value and b) to keep course fees down for students. The revenue generated from this course are summarized in table [1](#).

### 1.4.2 Develop a plan and budget for 2015 fall semester

Conversations on this possible field school have begun for Dr. Petticrew with the UNBC registrars office. At this time, the primary role of the QRRC is to provide logistical and budgetary advice for faculty working towards developing this program.

### 1.4.3 Explore opportunities for an ESL science field school

Through efforts of the Dean on behalf of the QRRC, we are currently working on an ESL field school for the early summer of 2014.

## 1.5 Academic and Professional Outreach

### 1.5.1 Develop QRRC promotional materials and Produce QRRC wear

Two QRRC brochures were developed and mailed out to universities around western Canada. In addition the brochures were placed in the Williams Lake tourism centre and the Likely General store. These brochures are included in appendix [6.7](#) and [6.8](#). One

brochure was created with a education focus and another was targetted more directly to potential researchers.

### **1.5.2 Coordinate more closely with Dr. Stephen Dery and CAMnet**

This past year has been successful for relationship between the QRRC and Dr. Dery. Specifically, the section in the boathouse has been modified, using CFI funds, to suit Dr. Dery and his students needs.

### **1.5.3 During the summer, when possible, host seminar series**

This goal was abandoned as the reality of public interest became apparent. Eventually a weekly or monthly seminar series would be desirable but the level of the research centre activity coupled with lukewarm community interest makes this idea impractical at this time.

### **1.5.4 Develop cost-neutral proposals for community monitoring projects**

Grant proposals are outlined in Table 2. Each grant that was applied for was done so with a researcher that worked at the QRRC in the previous year. Specific to the above goal, the grant proposal developed together with the Oceans Network Canada

## **1.6 Research Facilitation**

### **1.6.1 Liaise with Northern Hydrometeorology Group and Stephen Dery**

The main thrust of this goal was to develop a module on the QRRC website to display realtime weather data being collected at the QRRC site. Several problems arose during this process. First, at the time that I was trying to do this, UNBC was doing a massive update of their website and much of the UNBC IT staff were directing their resources towards that task. Second, currently the ability is not built into the UNBC website to provide realtime data so that would process would have to be developed. Lastly, Dr. Dery is currently experiencing communication problems between his meteorological towers. Eventually this plan will come to fruition but in 2013, we experienced more technical problems that we anticipated.

### **1.6.2 Complete Dr. Dan Heath (Windsor) salmon mating trial project**

The Dr. Heath project has been extremely successful for the QRRC. Department of Fisheries and Oceans staff, while supportive of the project, did not think that it could be done successfully at the QRRC. Through our efforts and that of Dr. Heath's student, we were able to complete this project and establish a method for future projects of this kind. Table 7 summarizes the finances of this project.

### **1.6.3 Liaise and facilitate with LERG research activities (Koiter and Reiffarth)**

Working with LERG students is an important part of QRRC activities. Battling through a few technical issues, including non-functional boats and challenging field sites, we were able to provide significant support for LERG activities the field season. Table 6 and 5 summarize the finances from this past year associated with LERG activities.

## **1.7 Finances**

### **1.7.1 Budgetary**

- Accurate base QRRC operations budget
- Utilize UNBC program codes

Developing an accurate base QRRC operations budget will be an iterative process that will take several years to precisely determine. For example, recent savings on energy costs (Figure 1) may be anomalous to 2013 or indicative of the new base energy costs. However, by utilizing UNBC program and account codes, we have been more successful and tracking expenditures and revenue. Continued use of these procedures will eventually determine the base budget.

- Continue to track usage rates for personnel, equipment, facilities and, vehicles to charge accurately

These procedures were advanced from previous years as both the manager's and maintenance person's time was tracked for billing purposes. In addition, truck, bobcat and boat usage was recorded with cost recovery goals in mind. Posted and printed time sheets proved to be effective methods of keeping tracks of on-site activities.

- Add donation potential to QRRC website – track effectiveness

This idea was abandoned because of size of the administration effort involved. Once the QRRC profile is sufficiently raised, this idea might be worth exploring again in the future. However, UNBC already has an entire development office dedicated to this task and the strategic option has been to work more closely with that group.

### **1.7.2 Grant Applications**

The potential project (with funders) outlined in Table 2 stem from a desire to connect with regional community. It is my expectation that some or all of these grants will be collaborations with local groups or individuals to address regional concerns.

## **1.8 Professional Development**

### **1.8.1 WHMIS**

A WHMIS course has not been taken at this time and will be deferred to the next set of goals.

Table 2: Summary of grants applied for with other researchers. The intent of each grant is to bring funds or infrastructure to the QRRC.

Grant Applied for/ Proposal Developed	Joint Applicant	Funds/ Infrastructure Transferred to QRRC
Royal Society International Exchange	Dr. Ian Pattison	\$7376
Pacific Salmon Foundation (PSF)	Oceans Network Canada	Quesnel River Research Observatory
PSF–Community Salmon Program	Dr. Dan Heath	\$14278
Real Estate Partnership Fund	Dr. Ellen Petticrew	\$5635

### 1.8.2 Small Vessel Operators Proficiency Certificate

The maintenance facility person has taken this course and is the QRRC’s primary boat operator.

### 1.8.3 First Aid

The QRRC manager has taken level 1 First Aid at the recommendation of the UNBC safety officer.

## 2 Community Outreach Projects

Several community outreach projects were undertaken this year at the QRRC. Each item listed below was engaged in on a volunteer basis. No financial return was realized for UNBC or the QRRC on these projects with the exception of the TD Friends of the Environment funded watershed monitoring project. However, these projects are highly visible. These include:

### 2.1 Local area media attention

In the spring of 2013 an article was written about the manager and the QRRC, raising our regional profile. The article is included in appendix 6.6.

### 2.2 Stream2Sea program

- Collection of salmon eggs and sperm to put fertilized eggs into classrooms through upper Fraser watershed
- Partnership with Columneetza Secondary School, Department of Fisheries and Oceans, Scout Island Nature Centre and Gavin Lake Forestry Camp

- QRRC component involves acquisition of eggs at the Quesnel Lake narrows and rearing eggs to eyed stage of development

### **2.3 Stream of dreams**

- Working with the Likely Elementary School and Fraser Basin council to deliver water and salmon education to students
- Reached 11 students (entire school), 3 parents and 1 Fraser Basin council employee
- Raises local profile and helps brand QRRC beyond 'hatchery' status

### **2.4 Horsefly River Salmon Festival**

- Volunteered to lead nature walks describing salmon habitat
- Promoted UNBC and QRRC research particularly within the watershed

### **2.5 Watershed monitoring project**

- Funded by TD Friends of the Environment
- Monitoring Patenaude Creek for sediment/forestry interactions
- Using the project to initiate the first monitored stream in a proposed network of monitored streams
- Stream monitoring was identified as a key community concern in the 2012 science workshop series

## **3 Projects and Classes at the QRRC in 2013–Financials**

The following sections outline this past year's financial activities. A brief summary is included in table 3.

### **3.1 Ian Pattison – Loughborough University**

Dr. Pattison spent a week at the research centre, looking at the feasibility of photogrammetric techniques in the Quesnel River Basin. Table 4 summarizes the revenue generated by this visit.

### **3.2 Svein Vagle – DFO**

Dr. Vagle is working with Dr. Petticrew on a Quesnel Lake monitoring project. He spent three nights at the QRRC residence generating \$87.75 of revenue.



Table 3: 2013/2014 QRRC projects and financial returns.

Project Description	Partners	Revenue/Funding Amount
Photogrammetric techniques on salmon redds	Dr. Ian Pattison (Loughborough University)	\$2,394
Biology 302	UNBC Biology Department	\$5,482
Hosting CAMnet	Dr. Stephen Dery (UNBC)	\$640
Patenaude Creek Monitoring	TD Friends of the Environment	\$1,023
Red versus White Salmon	Dr. Dan Heath (UWindsor)	\$18,708
	<b>Total</b>	<b>\$28,247</b>

Table 4: Revenue generated from Dr. Ian Pattison

Cost Type	Cost
2 people for 4 nights (\$39.00/night/person)	\$390
Rental Cost of Truck from Likely to McKinley Creek (8 trips of 110km @ \$0.65/km)	\$572
Daily rate of QRRC employees (4 days at 8 hours at \$35.00/ hr)	\$1,120
15% overhead, administration and contingency cost	\$312
<b>Total</b>	<b>\$2,394</b>

### 3.3 Biology 302 – Limnology

See table 1 and section 1.4.1 for full details on the Biology 302 course.

### 3.4 Forestry 425–Paul Sanborn

Paul Sanborn’s course resulted in two visits to the QRRC. One as a scouting missions and the other the course itself. The total revenue resulting from these visits was \$622.

### 3.5 Richard Jones – Exeter University

Dr. Jones from Exeter University came to do some coring on Boswell Lake. Revenue generated from this stay resulted in \$368.

### 3.6 Stephen Dery–CAMnet

Throughout the summer Dr. Stephen Dery and his students visited the research centre. Revenue generated from these visit totaled \$640.

### 3.7 Landscape Ecology Research Group

Both Dr. Petticrew (Table 5) and Dr. Owens (Table 6) have been incredibly supportive and helpful during this part year. This includes joint grant applications, diverting funds

Table 5: Revenue generated via Dr. Petticrew’s activities at the QRRC

Cost Type	Cost
Overnight costs–13 nights @ \$29.25	\$380
QRRC staff time 27 hours @ \$30.00/hour	\$810
Total	\$1190

Table 6: Revenue generated via Dr. Owens activities at the QRRC

Cost Type	Cost
Overnight costs–2 weeks @ \$234	\$468
3.5 hours of Malvern Mastersizer use (3.5 hrs @ \$20/hr)	\$70
Flume use (2 days @ \$30/day)	\$60
QRRC Staff time (1 hours @ \$40/hr)	\$40
Total	\$638

towards the QRRC and holding/planning course at the QRRC. For example revenue generated by the Biology 302 course can be traced back to efforts by Dr. Petticrew to hold the course at the QRRC. Historically, the Landscape Ecology Research Group have not paid for accommodations, QRRC staff time or operating costs. This patterns is changing with respect to the latter two items. However, QRRC accommodations fees for Landscape Ecology Research Group are still mostly waived for research students. For summer research interns, that cost is recovered by allocating 20% of their time towards strictly QRRC activities.

### 3.8 Geography 111–Dr. Brian Menounos

Dr. Menounos spent one night down at the QRRC with his Geography 111 class. This resulted in \$200 in revenue.

### 3.9 Patenaude Creek Monitoring–Sam Albers

The Patenaude creek project resulted in \$1023 in salary recovery for the QRRC Manager as well as the acquisition of several pieces of monitoring equipment that could be used for future projects or as rentals.

### 3.10 Dr. Dan Heath and Sarah Lehnert–Red versus White Salmon

Dr. Heath’s project was extremely successful both scientifically and financially. Table 7 summarizes the revenue generated from these activities. Dr. Heath has committed to coming back to the QRRC next year based partially on how successful the first trip was.

Table 7: Revenue generated from the Heath/Lehnert project at the QRRC

Cost Type	Cost
Residence cost	\$1929
Hydro	\$4948
Maintenance	\$1551
QRRC Staff Time	\$10280
Total	\$18708

### 3.11 QRRC Access Road Repair

Through one-time funding from the President’s executive council, the QRRC access road was repaired in the fall of 2013. A significant donation from Imperial Metals (Mt. Polley Mine)(\$33,690) facilitated by the QRRC manager eased some of the financial burden of this project. The importance of this investment in the QRRC can not be understated. Without a safe access road, QRRC operations would not be possible. The engineering firm retained by UNBC to supervise the road repair, AMEC, summarized the road repair by the following:

AMEC considers that the work completed has substantially achieved the design objectives, including repair of the roadway at the slide location, improvement of sight lines and debris catchment at the rock slope area, and general improvement of surface runoff and drainage along the entire roadway. These measures should enhance user safety and road performance. In the longer term, regular inspection and maintenance of the roadway should be continued such that concerns can be identified and addressed, so that the roadway remains as a safe and functional access corridor for users. Inspection items should include culvert inlets and ditch lines, and maintenance of the roadway would include periodic grading of the road surface to maintain the insloped profile and running surface (the frequency of which is dependent on traffic levels, influence of heavy rain and/or frost etc.).

A completion report by AMEC is included in appendix 6.9.

## 4 Trends in QRRC activities

### 4.1 2013/2014 salaries–A closer look

The current three-year salary plan for the QRRC manager is to generate sufficient revenue to offset the costs of a full-time manager. The original plan was for the difference to be covered by the Landscape Ecology Endowment Fund. To date no funds have been withdrawn from the endowment fund for this purpose. Figure 2 highlights the sum of all costs alongside the sum of all revenues generated for the 2013/2014 fiscal year. The difference between these two figures (i.e. profit) currently equals \$584. This number will decrease as there are still more expenditures to be tallied for the remainder of the year.

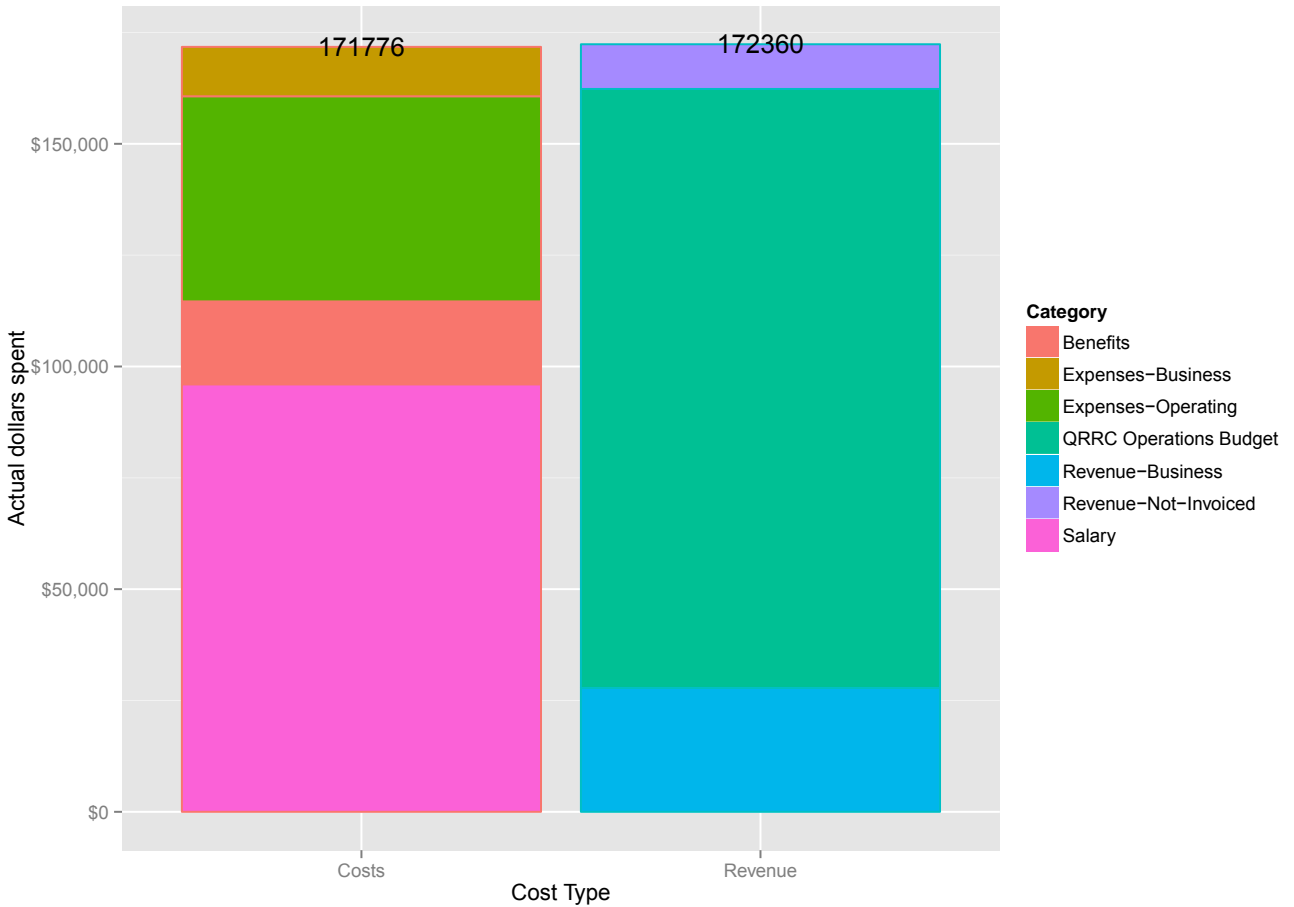


Figure 2: Current year summary of the QRRC financial picture. Numbers in black represent sum of each cost type.

Figure 3 outlines direct source of salary recovery for QRRC staff time. Almost 25% of QRRC staff time was funded by sources other than the operations budget. An important caveat is the savings resulted from the reduced winter schedule. The parental leave is not something that will be repeated in future years. The Enyedy winter schedule, however, is something that may be possible in future years.

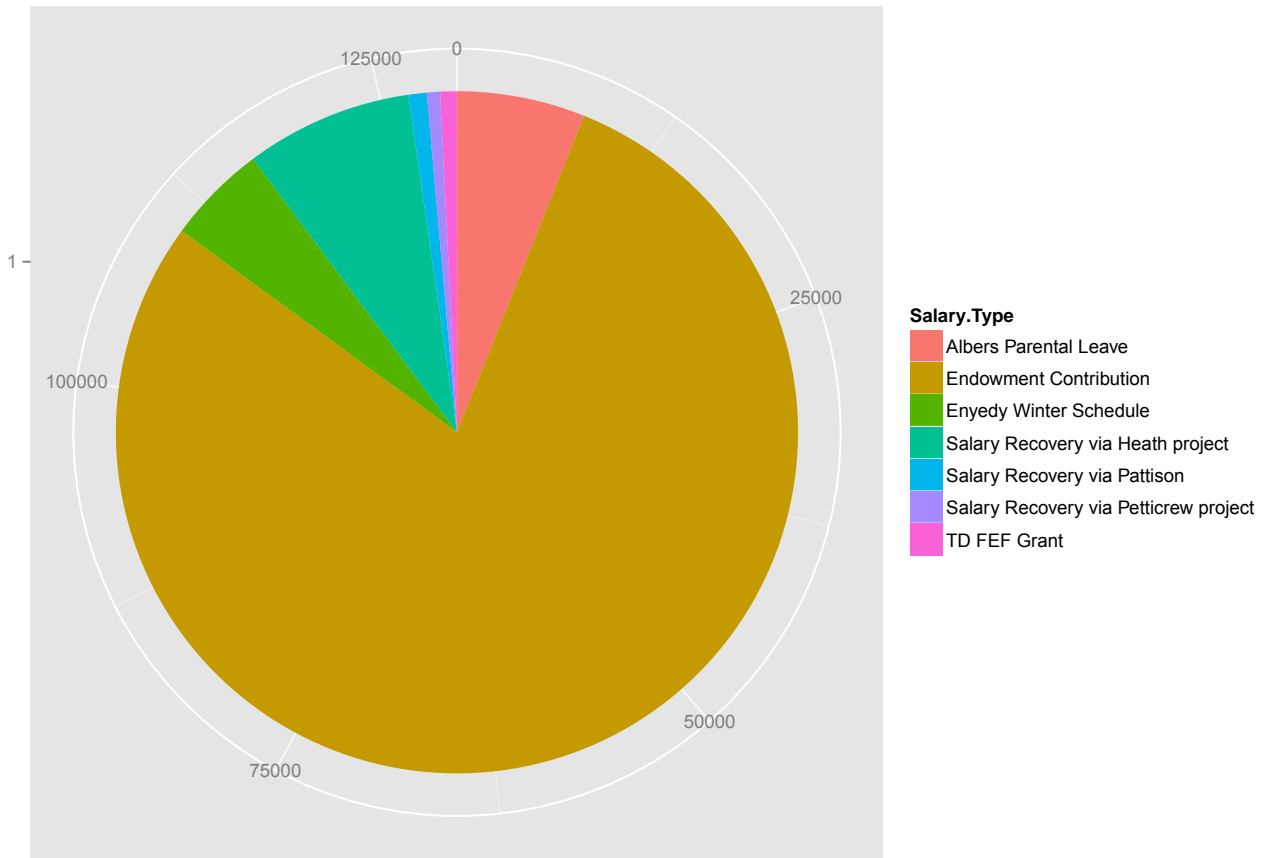


Figure 3: Sources of direct salary recovery for QRRC staff time.

## 5 Safety Training Records

Date Arrived	Name	User Type	Site safety orientation	QRRS Safety Manual	QRRS User Guide	Field critical data	Fieldwork Informed Consent	Request to University Vehicle	UNBC Safety Checklist	Volunteer Registration
09/07/2013	Barry Booth	Assistant	X	X	X	X	X	X		
04/09/2013	Jade Laycock	Assistant	X	X	X	X				X
14/06/2013	Sanelisa Dean	Intern	X	X	X	X	X		X	X
14/06/2013	Chris Jones	Intern	X	X	X	X	X	X	X	
21/05/2013	Alex Koiter	Ph.D Student	X	X	X	X	X	X		
11/06/2013	Sarah Lehnert	PhD Student	X	X		X	X			
11/07/2013	Dominic Reiffarth	PhD Student	X	X	X	X	X	X		
15/07/2013	John Love	Researcher	X	X	X	X	X			
15/07/2013	Richard Jones	Researcher	X	X	X	X	X			
12/09/2013	April Funk	Road Contractor	X	X	X	X				
12/09/2013	Carl Harestad	Road Contractor	X	X	X	X				
12/09/2013	Stephen Waugh	Road Contractor	X	X	X	X				
12/09/2013	Alan Pocock	Road Contractor	X	X	X	X				
12/09/2013	Don Oviatt	Road Contractor	X	X	X	X				
15/07/2013	Richard Tennat	Student	X	X	X	X	X			
15/07/2013	Charlotte Cook	Student	X	X	X	X	X			
21/04/2013	Biology 302	Students	X	X	X	X	X			
14/08/2013	Caitlin Langford	Volunteer				X	X			X
28/08/2013	Mike Doutaz	Volunteer	X			X				X
28/08/2013	Richard Bailey	Volunteer	X			X				X
28/08/2013	Rodger Stewart	Volunteer	X			X				X
28/08/2013	Russell Bobrowski	Volunteer	X			X				X
28/08/2013	Nathan Stewart	Volunteer	X			X				X
30/08/2013	Nicole Trouton	Volunteer	X			X				X
01/09/2013	Mike Burtonyk	Volunteer	X	X	X					X

Total numbers of person days at the QRRS in 2013/2014=572

## 6 Appendix

## 6.1 Goals - 2013

### Goals for one year performance evaluation

QRRC Manager: Sam Albers

Proposed review date: August 2013

### Vision and future plans

- 5 year plan (~%100 complete)
  - Adopt guiding principles, vision and mission statement
  - Present plan to advisory group in April 2013

### Administration

- Continue preventative maintenance plans
  - Work UNBC facilities department to formalize plans
- Work with UNBC safety coordinator to finalize QRRC safety manual
  - Develop lab protocols around renovated lab
- Massive update and re-organizing of QRRC's website
  - Include news, twitter, QRRC weather, QRRC database
- Upgrade site network to include shared network storage (data back-ups)

### Facilities, Grounds and Maintenance

- CFI renovation 100% complete
- Develop full and partial winterization plans
- HVAC maintenance for energy savings
- Develop plan for Babine restoration
- Develop and finalize roof and road repair plan

### Education

- Successfully host Spring limnology course at QRRC
- Plan QRRC fall semester
- Explore opportunities for ESL science school

### Outreach and Community Involvement

- Develop QRRC promotional materials
  - Brochures, branding
- Produce "QRRC wear"
- Coordinate more closely with Dr. Stephen Dery and CAMnet
- During the summer, when possible, host seminar series
- Develop cost-neutral proposals for community monitoring projects



## Research Facilitation

- Liaise with Northern Hydrometeorology Group and Stephen Dery
  - Complete research article with Dery
  - Link CAMnet weather stations with QRRC website
- Complete Dr. Dan Heath (Windsor) salmon mating trial project
- Continue working with LERG research activities (Koiter and Reiffarth)

## Finances

- Budgetary
  - Accurate base QRRC operations budget
  - Utilize UNBC program codes
  - Add maintenance fund
- Grant programs
  - Monitoring programs (eg, Oil and Gas Commission, Cariboo Environmental Mining Network)
  - Explore energy savings programs
- Continue to track usage rates for personnel, equipment, facilities and, vehicles to charge accurately
- Add donation potential to QRRC website – track effectiveness

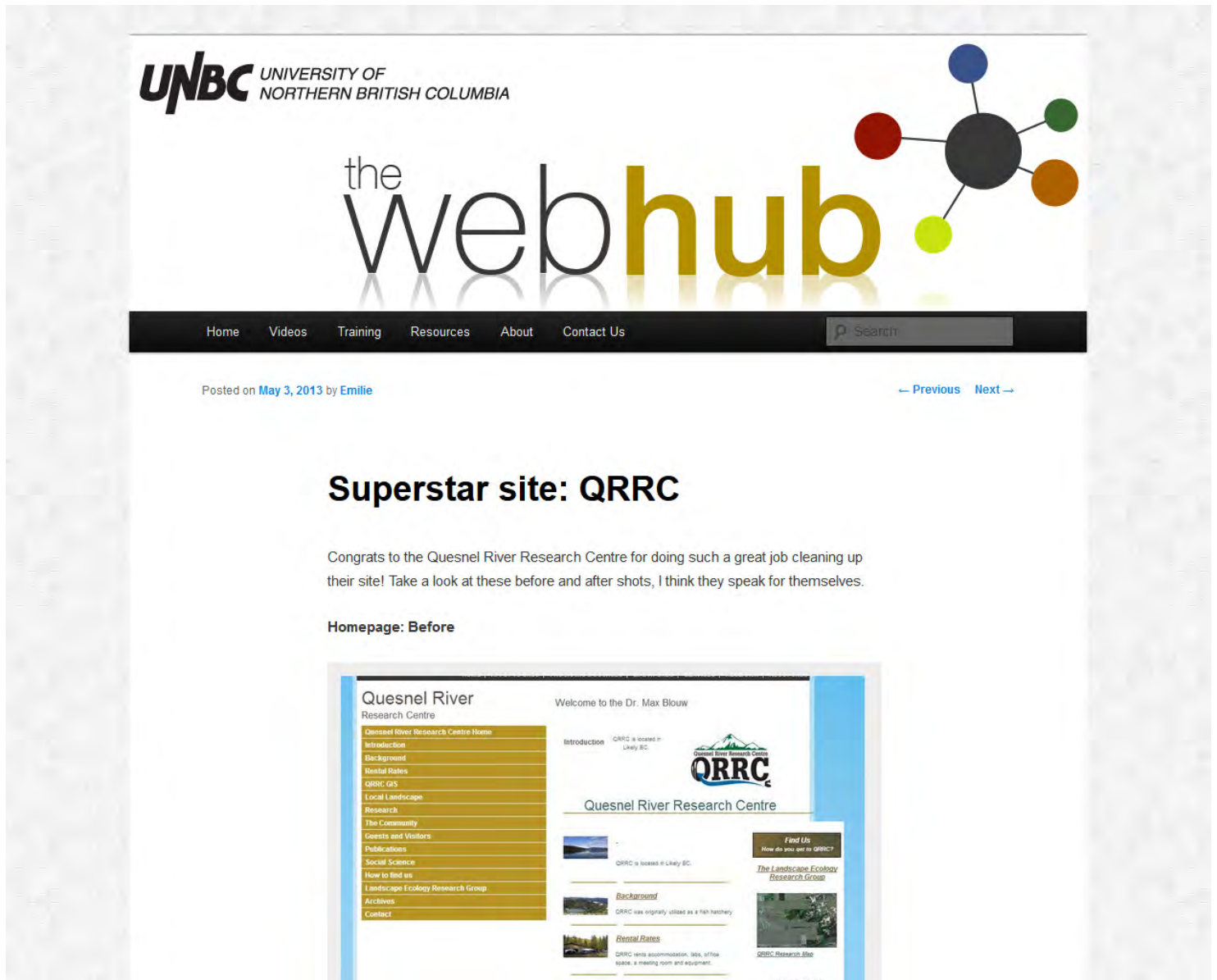
## Courses to be taken or enrolled in

- WHMIS
- Small Vessel Operators Proficiency Certificate
- First aid

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6.2 QRRC Website Upgrade



## 6.3 QRRC Winter Plan 2013

# QRRC Winter Plan 2013-2014

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### Plan for Sam Albers

- Paternity leave from November 15, 2013 - February 15, 2014
- Annual report to be presented to Dean Dan Ryan February 19, 2014
- Emergency contact information for Sam during paternity leave
  - Home number: **250-243-2437**
  - Cell number: **250-889-9196**

### Plan for Laszlo Enyedy

- 60% workload from November 15, 2014 – March 15, 2014
- Primary duties include snow removal, clearing and plowing. Additional duties include site maintenance as needed. Additional time will be filled by budgeting and planning Babine retrofit, potential jet boat acquisition, Chinook salmon flume monitoring and general maintenance activities.
- Workload will be flexible and in relation to snowfall
- A check-in and check-out procedure will be followed for all days that Laszlo is on site at the QRRC. Check-ins will be administered by UNBC security.
- Laszlo will track his hours over the reduced period
- Laszlo will not attempt any potentially dangerous activities while working alone on-site.

### Check in/out procedure for Laszlo

1. Laszlo will **check in** with UNBC security each day he is working on site at the QRRC by calling **250-960-7058**
2. During that initial **check in** Laszlo will notify UNBC security what time he is anticipating leaving the QRRC site for that day.
3. At the specified time of Laszlo will **check out** with UNBC security.
4. If Laszlo fails to **check out** with UNBC security within 1 hour of the specified time, UNBC security will initiate the following security steps:
  - a. Call **911** to report an emergency in the Likely area at the **Quesnel River Research Centre** located at **6581 Likely Rd.**
  - b. Call Sam Albers at **1-250-243-2437**
5. If QRRC activities end up taking longer than expected Laszlo can extend the **check out** time by simply calling UNBC security.

## 6.4 QRRC Capital Plan 2013

# Quesnel River Research Centre Short and Medium Term Capital Plan

Submitted by: Sam Albers  
Quesnel River Research Centre Manager

October 31, 2013



## 6.5 Biology 302 Summary



# Biology 302 at the QRRC

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### Introduction

From Sunday April 21, 2013 to Saturday May 4, 2013 the Quesnel River Research Centre (QRRC) hosted, in close partnership with the Endowed Chair of Landscape Ecology Dr. Ellen Petticrew, a full-credit University of Northern British Columbia course. For these two weeks eleven students—eating, working and sleeping at the QRRC—immersed themselves in field and lab work for a problem-based learning project in limnology. This was the first UNBC course hosted entirely at the QRRC, complimenting previous courses from UNBC and other universities that have delivered field components at the QRRC. Offering field courses and experiential learning has been and will continue to be an important part of QRRC activities. This document highlights evaluations by the students of the limnology field course and the QRRC based on cost, merit, the facility and staff (see appendix). The course content was evaluated separately via standard evaluations.



### Course Summary

On their first day at the QRRC, Dr. Petticrew introduced the students to details of the watershed and the sampling gear and asked them to design a sampling program in Horsefly Bay. Over the next week, students were taken out on the boat in shifts, sampling a variety of physical, chemical and biological limnological parameters. The following week, these samples were processed in the QRRC lab, providing a class data set for a final report. A separate assignment, to analyse historical data from Horsefly Bay, provided an alternate context for their final report.

### Evaluations

The vast majority of students identified that the field and laboratory portions of the course were their favourite parts:

*The field portion on the boat, and the lab analysis portion were my favourite, as this collection to analysis process is not often available in other courses.*

Students found the QRRC facility suitable both for their research and living needs. Students enjoyed the proximity of the residence to the laboratory allowing them to work on their own schedules. Some sampling equipment needs were identified during the course and students experienced the reality of a slow rural internet connection. These demands are currently being addressed or were previously known challenges. Overall, however, the facility itself was recognized for having modern laboratory facilities and a clean comfortable residence. Students also commented on an important element of working at field stations:

*Constant interaction with the instructors and Quesnel River Research Centre staff allowed for lots of interesting discussion and learning*

In addition to Dr. Petticrew, both the QRRC manager and facility maintenance person were heavily involved in facilitating the course. Students indicated that the staff were able to provide assistance in a helpful and safe manner.

## 6.6 Casual Country Article

92 - CASUAL COUNTRY 2013

www.wltribune.com

# Only in the Cariboo Chilcotin

## Likely research centre draws scientists from around the world

Gaeil Farrar  
Casual Country 2013

The Quesnel River Research Centre in Likely draws researchers and science students from around the globe.

The centre is part of the University of Northern B.C. in Prince George and, as might be expected of a former fish hatchery, much of the research happening there has to do with salmon and salmon habitat.

People come from all over the world to do research at the centre or take the full credit course in limnology offered by UNBC.

Limnology is the study of lakes and Quesnel Lake is special among lakes in B.C., if not the world.

"We sit on one of the most interesting lakes in B.C.," says research centre manager Sam Albers. "It is like taking an art student to see the Sistine Chapel. In some ways the lake behaves more like an ocean and then, of course, it is also of interest as an important salmon rearing system."

He says the two-week intensive limnology course takes place at the centre in late April and early May, after regular university courses are finished and early enough for students to still find summer jobs.

The timing of the course also coincides with an interesting time of temperature change in the lake between winter and summer, Albers says.

The research centre has a dorm and communal kitchen to accommodate up to 14 visiting researchers for several months at a time.

Last year he says three masters students from the University of Utrecht in Holland and a student from Plymouth University in England worked at the centre for the entire summer.

He says the students from Holland were studying river behaviour and different aspects of tracing sediment in rivers.

The student from England is working as a research assistant on sev-

tre's maintenance supervisor, is a valuable asset for researchers with his knowledge about how to build things that are needed for experiments being conducted there.

"So much research is really done out of the hardware store so a person like Laz, who is creative mechanically, is essential," Albers says.

Albers was hired as the research centre's full-time manager last August.

Albers was quite familiar with the centre's operations having worked as a research assistant for four summers while completing his masters degree in environmental science at UNBC. He earned his bachelor of science at the University of Victoria.

Albers and his wife, Brooke, moved to Likely full-time last August as newly weds and are expecting their first baby in July.

Brooke is a teaching assistant at Likely school and spent part of the winter working on a musical with the students. She also enjoys art and is working with the Cariboo Potters Guild.

In addition to co-ordinating, organizing, and administrative work at the research centre, Albers is assisting Dr. Ellen Petticrew and Dr. Phil Owens, the Endowed Chairs of Landscape Ecology at UNBC, with their research projects.

Part of Albers' work also involves seeking out grants and partnerships to further research at the centre.

"The research station is best viewed as a resource for expertise and collaboration," Albers says.

"It is funded through a provincial endowment, but we are also trying to figure out ways to branch out and have meaningful relationships with communities. We need to see where partnerships might be formed, identify who will do the work and where funding will come from to do the work."

One of Albers' first steps toward community collaboration taken last fall was to co-host with Dr. Petticrew and Dr. Owens science town hall



Photos submitted

Rob Little of Plymouth University in England (left) and Sam Albers don't actually get their feet wet while surveying the channel bed in the Horsefly River spawning channel.

University in Williams Lake.

"These meetings were a chance for community members who work, live, and/or recreate in the Quesnel River Watershed to discuss land use issues with the research centre faculty and staff," Albers says.

For the past few years he says people have been very concerned about a marked decline in the numbers of salmon returning to spawn in the Quesnel Lake/River watershed, which includes the Horsefly River and spawning channels.

Even among scientist Albers says it is not well understood what contributes to a dominant spawning year for salmon.

This fall is supposed to be the first dominant year for salmon returns to



Sam Albers and Peng Wu (UNBC) operate a continuous flow centrifuge on the Horsefly River to remove suspended sediments from the river for subsequent analysis. The sediments, an important component of the freshwater ecosystem, were being analyzed for the presence of marine derived salmon nutrients to help draw a better picture of the role of salmon in interior watersheds.

the Quesnel Lake/River watershed since the 2009 sockeye salmon collapse.

"Many people will be looking the Quesnel sys-

tem to see if it experiences a bounce back year," Albers says.

Albers says much of his research has focused on the impact that decaying salmon has on water quality in spawning rivers for the next generations of salmon.

Based on research conducted out of the centre, Albers says there is no indication that an overabundance of decaying salmon in the river is responsible for the decline in salmon stocks.

Many of the dead or dying salmon are dragged out of the river after they spawn by bears and other predators to be eaten. Uneaten remains also provide nutrients for the forests along the river. But there is more to this commonly told story.

Research at the QRRC has focused more the stream itself, Albers says. Decaying fish nutrients can bind with sediment and algae in the water

column enhancing settling onto the stream-bed providing an in-stream ecosystem "boost."

This boost is ultimately transferred up the food web to juvenile salmon.

"Successive projects done out of the QRRC has identified some key mechanisms regulating the timing and magnitude of this boost," says Albers. "I'd like to emphasize that this is definitely one of our areas of expertise."

He says researcher, Alex Koiter, is also developing research methods outside of the fisheries context for tracing sediment through water.

Part of that research involves collecting sediment in the Beaver Valley lakes chain and setting up artificial test rivers using troughs and flumes from the old hatchery to simulate and trace the way sediment runs through water.

The studies have applications in the research around methods for maintaining clean rivers and groundwater supplies.

"Climate change is obviously a big issue for everyone and has an effect on the entire landscape," Albers says.

In the long term Albers will also be reviewing research studies that have been done at the centre to produce summary documents that might guide future research.

He says representatives from ranching, mining, forestry, First Nations, provincial and federal government officials and other stakeholders were invited to participate in the workshops last fall and to offer suggestions on future research.

While the centre works primarily in the study of landscape ecology, he says they don't necessarily have boundaries on what is studied there.

If they can't help, he says they may be able to refer people to organizations or researchers who can help. "Some things are out of our budget or scope but some things are not," Albers says. You don't have to be an expert to notice changes in your



## 6.7 QRRC brochure–Research

### The QRRC

UNBC's QRRC was established in 2003 as a freshwater research facility. Since that time the research centre has served as a hub for aquatic science within the Quesnel River basin. Opportunities exist both at the QRRC and within the Quesnel watershed for collaboration and research. Right now is an excellent opportunity to become part of a growing community of scholars researching various parts of the Quesnel River landscape. To facilitate research, innovation and collaboration the QRRC offers the following services:

- + Fully equipped modern lab
- + Research flumes
- + River and lake boats
- + Wet lab facilities
- + Cutting edge research equipment
- + Fish rearing capabilities
- + Complete residence facility
- + Internet access



### Contact

#### Sam Albers | Manager

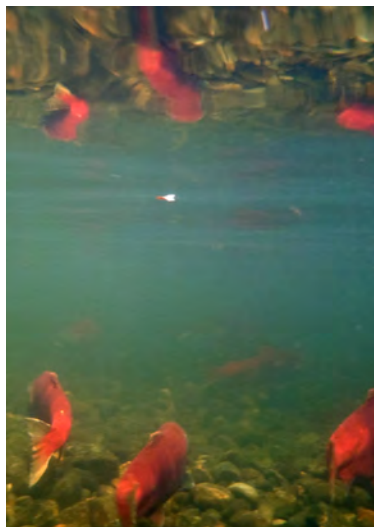
Dr. Max Blouw Quesnel River Research Centre  
PO Box 28, Likely, BC, Canada, V0L 1N0

Phone: **1-250-790-2031**

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Email: [samuel.albers@unbc.ca](mailto:samuel.albers@unbc.ca)

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[unbc.ca/qrrc](http://unbc.ca/qrrc)



## 6.8 QRRC brochure–Education

### Accommodation

The QRRC residence can accommodate up to 14 visitors. Only 300-m away from the main research facility, the residence is a comfortable space with a full kitchen and wireless internet, and several common areas.

### Field Courses

Full instructional facilities and capabilities exist at the QRRC, providing comfortable class settings to complement a field school experience. Local knowledge of the watershed is also available to aid in developing and offering a field course. Varied landscapes and land-uses combine to make the QRRC an ideal place to hold a diverse field course.



### Contact

#### Sam Albers | Manager

Dr. Max Blouw Quesnel River Research Centre  
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Fax: **1-250-790-2032**  
Email: [samuel.albers@unbc.ca](mailto:samuel.albers@unbc.ca)  
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#### Dr. Ellen L. Petticrew

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## 6.9 AMEC Completion Report



### Technical Memorandum

FROM: Greg Reid, P.Eng., P.Geo. (AMEC) Our ref. KX05303  
TO: Shelley Rennick (UNBC) email: [shelley.rennick@unbc.ca](mailto:shelley.rennick@unbc.ca)  
David Claus (UNBC) email: [david.claus@unbc.ca](mailto:david.claus@unbc.ca)  
CC: Sam Albers (UNBC) email: [samuel.albers@unbc.ca](mailto:samuel.albers@unbc.ca)

DATE: November 25, 2013

SUBJECT: **Completion Of Access Road Upgrading,  
Dr. Max Blouw Quesnel River Research Centre, Likely, B.C.**

AMEC Americas Limited (AMEC) provided field review services during recent construction work to upgrade the existing access road connecting the Dr. Max Blouw Quesnel River Research Centre (QRRC) to the Likely highway. The work was carried out during the period from September 16, 2013 to October 24, 2013 by Gibraltar Rock Drilling Ltd. (Gibraltar) of Prince George, B.C. under contract T13-1412 with UNBC. This memorandum provides a brief description of the work carried out, and in addition includes a description of "extra" work items completed as part of the work program. All of the work items listed on page 7 of the contract tender form were completed by Gibraltar. An estimate of material quantities hauled from Mt. Polley and used in the construction work was compiled by Gibraltar and is attached for reference (see Gibraltar Drilling Ltd. Load Count List).

Specific comments on each main component of the repair and upgrading work are as follows. Items completed as an "extra", which were not originally anticipated but were deemed to be appropriate and technically necessary to complete the work are identified in italics.

#### **Contract Item 3: Rock Bluff Rehabilitation:**

- Removal of hazard trees/loose debris was conducted on the upper portions of the slope, and vegetation cover was removed from lower portions of the slope;
- Reconfiguration of the rock bluff toe to widen the road, and provide a ditch/debris catchment area was completed in general conformance with the design (see Plate 1 attached);
- The physical rock properties proved to be amenable to mechanical excavation, such that no drilling and blasting was required. This amounted to a trade-off in terms of construction costs: explosive purchase and drilling was avoided; however more excavator time was required to shape the slope than had been originally planned;
- *Repositioning of some of the concrete guardrail elements near the rock outcrop was recommended by AMEC and was completed by Gibraltar.* This was considered appropriate as a number of the guardrail elements had become partly buried and developed an outward lean prior to start of construction, from previous road grading work over time. Additional surfacing roadfill was placed in this segment of the site to re-establish the road surface following excavation of the inside shoulder/slope toe which would have further infilled the no-post elements if they were left in their original position. Some additional fill material was placed by Gibraltar along the outside shoulder of the roadway, and the last 6 elements at the lower elevation/east end of the guardrail were lifted up and leveled (see Photos 1 and 2, Plate 1).

#### **Contract Item 4: Roadway Embankment Repair**

- Repair of the slide area was completed in a manner consistent with the design (see Plate 2 attached), though it is noted that the quantity of large rip rap hauled was estimated to be

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approximately 180 m<sup>3</sup> (design estimate quantity was 105 m<sup>3</sup>). The reason for the discrepancy can be attributed to the actual size and shape of the slide toe repair area developed after preparation/debris removal, and in particular the need for placement of additional material on the east side of the of the slide zone, on the margin of the temporary access trail cut into the road fill embankment to provide access for the repair.

- Because Mt. Polley staff had apparently misunderstood the original request from UNBC to supply large dimension rip rap for the repair, it became clear when at the start of this part of the work that supply of the rip rap in the manner anticipated by the contract (i.e. with Mt. Polley staff to load Gibraltar's trucks) was not feasible. A reasonable compromise was offered by Mt. Polley, as a borrow area with suitable rip rap armour was identified in an inactive part of the mine site, where Gibraltar could be permitted to use their own excavator to load the material. *AMEC requested consideration and approval for this extra item from UNBC, prior to sourcing the rip rap for the slide repair.*
- Because the temporary slope created during construction in the slide backscarp area exceeded 6 m in height (see Photo 6 Plate 2), a slope stability assessment was conducted by AMEC and a safe entry protocol was established in accordance with Worksafe BC regulations under which Gibraltar staff could access the temporary excavation area to carry out the repair. A copy of the site written safe entry protocol is attached for reference. The temporary slope was progressively infilled as the slide repair proceeded.
- One aspect of the repair work not fully conducted in the manner anticipated by AMEC was creation and rehabilitation of the temporary access trail. We had anticipated that this trail would be established mostly by excavation with minor fill placement within the original embankment footprint, and creation of a temporary stockpile along the roadway which would be re-used to restore the fill embankment when access to the lower elevation part of the repair site was no longer needed. Instead, Gibraltar's excavator operator established the trail partly by pushing fills out onto the slope in forested terrain below the original embankment toe. These new fills are loose, slightly oversteepened (at a slope gradient of up to 38°) and because they extend into mature forest it was not practical to try and reclaim them by pulling the material back upslope (see Photos 9 and 10 Plate 2). *AMEC requested that Gibraltar hand seed these fills to help establish a vegetation cover next year and reduce the potential for erosion, which was an extra item not anticipated in the original work plan.*
- Completion of the slide repair and re-establishment of the road embankment fill in the temporary trail was completed using a combination of well graded waste rock from Gibraltar, and rock excavated from the rock slope area (as discussed above). The original volume estimate for well graded waste rock (280 m<sup>3</sup>) was hauled by Gibraltar from Mt. Polley.
- One other item which AMEC provided some input on was the need for re-positioning of concrete "no-post" guardrail elements along the slope crest at the slide location after the repair was completed. AMEC considered that as the roadway was restored to its original width as a result of the repair work, there was no particular need to re-establish the guardrail units to keep traffic away from the slope crest/road shoulder. Consequently, and with approval from Sam Albers of UNBC, the guardrail units were left in a stockpile area nearby for potential future use.
- One observation made during the course of repair work was the appearance of springs/shallow seepage in the ditchline adjoining the slide area. The observed seepage is conveyed by the ditch to culvert C3, a short distance downslope from the slide area (see Photo 15 Plate 3).

### **Contract Item 5: Roadway Maintenance**

The maintenance items for the rest of the roadway, namely culvert replacement and road surface reconfiguration were satisfactorily completed by Gibraltar (see Plate 3 attached). Several extra items were included during this part of the work as described below.

- Gibraltar completed additional hazard tree removal after mobilization to the site (outside the rock bluff area), which was not anticipated under their contract.
- Gibraltar was requested by AMEC to inspect and repair two existing culverts (C4 and C5) which were not originally identified as needing repair. This was because a small sinkhole opened up during the work in the middle of the roadway at the location of C4. On inspection it was noted that C4 consisted of two culvert segments located end to end, which had not been properly clamped together, resulting in minor erosion and formation of a gap between them. On inspection, culvert C5 was also found to be installed without clamping the pipe segments. The repairs were completed by exposing and moving the only the respective “inside” segments of C4 and C5, installing clamps, and restoring the roadway at each culvert location.
- Gibraltar was requested by QRRRC staff to improve road drainage at the intersection with the residence road, to reduce the amount of runoff following the main road down to the main laboratory building. The existing road profiles and ditching upslope from the main laboratory were originally not appropriately graded/profiled to direct runoff during heavy rains off the respective roadways, resulting in puddling in the parking area adjacent to the main QRRRC building. AMEC and Gibraltar concurred that a relatively minor amount of re-grading the residence roadway and intersection area could be carried out, to direct more of the runoff water into the ditch and to culvert C9 for discharge, to improve drainage in this part of the site. This work was carried out as part of the final road grading work completed by Gibraltar.
- Gibraltar recommended replacement of the old culvert markers (rebar pieces) with new markers, such that all of the new and repair culvert inlets could be marked. AMEC concurred and requested that they procure metal T-bar posts for new culvert markers, which was completed..
- With regards to the road surface profile grading (Item 5.5 of the contract), grading of the road surface was carried out to modify the road profile from centre crown to inslope as per the design. The quantity of road surface material (25 mm minus crushed aggregate) hauled from Mt. Polley was somewhat larger than originally estimated: 400 m<sup>3</sup> as opposed to 250 m<sup>3</sup>. Two reasons contributed to the original estimate being too low: the roadway was wider than was assumed in the original estimate (6 to 7 m or more versus 5 m), and the in situ cover material along the roadway proved to be relatively thin in many areas, such that a greater thickness of imported material was needed to establish an insloped profile to direct runoff towards the ditch.
- One aspect of the work completion not detailed in the original design recommendations but warranted as a result of the road profile insloping was modification of the outside road shoulder configuration. Previously, with a centre crown profile, the outer shoulder of the road consisted of a flat strip of ground on the order of a metre wide, between the road surface and embankment slope crest. As a result of the insloped profile, the outer road surface was raised in elevation 200-300 mm above the former road shoulder/road surface. Rather than leave an abrupt drop beside the roadway, AMEC recommended that Gibraltar shape the road crest and shoulder from a flat to beveled configuration, to support the outer margin of the roadway and promote effective snow removal along the outside shoulder of the road.

Selected photos of the site which illustrate aspects of the work carried out are attached.

**Discussion And Recommendations:** AMEC considers that the work completed has substantially achieved the design objectives, including repair of the roadway at the slide location, improvement of sight lines and debris catchment at the rock slope area, and general improvement of surface runoff and drainage along the entire roadway. These measures should enhance user safety and road performance. In the longer term, regular inspection and maintenance of the roadway should be continued such that concerns can be identified and addressed, so that the roadway remains as a safe and functional access corridor for users. Inspection items should include culvert inlets and ditchlines, and maintenance of the roadway would include periodic grading of the road surface to maintain the insloped profile and running surface (the frequency of which is dependent on traffic levels, influence of heavy rain and/or frost etc.).

One task which should be conducted annually is an assessment of the forest cover adjoining the road for hazard trees, so any potential hazard trees can be identified and removed before they fall onto the roadway. This process was effectively commenced in 2013 as a result of the work carried out, but is considered to be incomplete, as the hazard tree assessment and removal was confined to the main road, and did not extend along the upper road to the residence, where a number of snags and potential hazard trees were observed by AMEC which should be addressed.

UNBC should consider retaining AMEC to conduct a follow up inspection in 2014, after snowmelt. The objective of the inspection would be to review the performance of the repair work, and in particular assess the stability of fill areas adjoining the slide repair and performance of the roadway and drainage improvements. We do not anticipate that there should be a need for annual inspections by a geotechnical engineer going forward, but feel that a post construction review after the first spring thaw would be prudent.

**Summary and Closure:** This memorandum provides an “as-built” description of repair and upgrading works carried out in 2013 along the access road to the Dr. Max Blouw Quesnel River Research centre near Likely, B.C. This report has been prepared for the exclusive use of UNBC for the specified application described within. It is based solely on visual observation of the ground surface at the site, AMEC’s general knowledge of local site conditions, and information reported by others as described herein. Any use that other parties may make of this report or any reliance on or decisions made based on it are the responsibility of such third parties. AMEC accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on information provided in this report. This report has been prepared in accordance with generally accepted geological engineering practices. No other warranty, expressed or implied, is made.

We trust this memorandum provides the information required at this time. If you have any questions or comments, please contact us at your convenience.

Yours truly,

**AMEC Environment & Infrastructure,  
A division of AMEC Americas Limited**

Greg Reid, P. Eng., P. Geo. EEC, FGC  
Associate Geological Engineer



reviewed by

Nick Polysou, P. Eng.  
Senior Associate Geotechnical Engineer  
Manager, BC Region

Attachments: Gibraltar Rock Drilling Ltd. Load Count Summary  
AMEC Slope Entry Memorandum Sept 25, 2013  
Plates 1-3 Selected Site Photos

GR/NP/gr  
KX0503 2013 completion report.doc

## Quesnel River Research Centre Access Road Repair Project

### Load Counts - Product Obtained from Mount Polley Mine

- 1) Large rock from mine site (1.5-2m<sup>3</sup>) Est volume 15m<sup>3</sup> End-dump trailer Specified

	<u>Date</u>	<u>Loads</u>	<u>Volume</u>	<u>Total</u>	
Saturday	September 21	3	15	45	
Sunday	September 22	3	15	45	
Monday	September 23	3	15	45	
Tuesday	September 24	3	15	45	
<b>Total Volume</b>				<b>180 m<sup>3</sup></b>	105

- 2) Smaller rock from mine (0.5-1m<sup>3</sup>) Est volume 20m<sup>3</sup> End-dump trailer

	<u>Date</u>	<u>Loads</u>	<u>Volume</u>	<u>Total</u>	
Sunday	September 29	2	20	40	
Monday	September 30	5	20	100	
Tuesday	October 1	3	20	60	
Wednesday	October 2	4	20	80	
<b>Total Volume</b>				<b>180 m<sup>3</sup></b>	280

- 3) Ballast rock from mine (pit run gravels) Est volume 20m<sup>3</sup> End-dump trailer

	<u>Date</u>	<u>Loads</u>	<u>Volume</u>	<u>Total</u>	
Sunday	September 29	2	20	40	
Tuesday	October 1	1	20	20	
<b>Total Volume</b>				<b>60 m<sup>3</sup></b>	n/a

- 4) 3/4" Gravel from mine (Direct truck) Est volume 10m<sup>3</sup> Tandem dump trucks

	<u>Date</u>	<u>Loads</u>	<u>Volume</u>	<u>Total</u>	
Wednesday	October 16	10	10	100	
Thursday	October 17	15	10	150	
Friday	October 18	15	10	150	
<b>Total Volume</b>				<b>400</b>	250

DATE Sept 25, 2013

TIME \_\_\_\_\_

SUBJECT KX05303-Safe Entry  
Tote trail to slide repair toe

TO <u>UNBC / GIBRALTEER ROCK DRILLING</u>	CLIENT _____	PROJECT NO. _____
FROM <u>Greg Reid P. Eng. P. Geo.</u>	DESCRIPTION <u>QRRC Access Road Repair</u>	LOCATION <u>Near Likely BC</u>
(NAME OF INSPECTOR)		

MESSAGE OR INSTRUCTIONS

A temporary trail has been excavated across the road fill embankment to provide access to the base of a washout / erosion scar / bank failure for repair work. The temporary slope varies in height from 0 - approx 8m high in a combination of native fill soils local mine embankment fill (silty sand & gravel with ban ladders). The slope is cut at a gradient of up to 57°. Access is required for excavators to transfer rip rap blocks and place them for road repair, for a period of 3-5 days.

Access is permissible providing that the following stipulations are met

- 1) Slope condition to be reviewed by geotechnical engineer or a lead hand at the start of each work shift and determined to be stable / unchanged from the previous day. Daily inspection of crest, face, toe of slope to be completed for indications of significant change - presence of tension cracks, bulges, debris accumulation at toe.
- 2) Written record of daily inspections to be kept.
- 3) Slope conditions to be assessed if rain storm occurs - in heavy rain work is subject to delay / postponement until favorable weather returns and slopes deemed stable.
- 4) If any indication of instability are observed, this part of the work site should be declared "Off Limits" no access permitted until such time as the slope has been re-assessed by AMEC's geotechnical engineer.
- 5) AMEC to be contacted to arrange for assessment at 0250 374 1347 or [greg.reid@amec.com](mailto:greg.reid@amec.com)
- 6) This conditional entry plan is valid providing all of the above stipulations are met. It will expire on Oct 1, 2013 unless ~~revised~~ a letter of extension is provided by AMEC by that date.
- 7) Presence of potential slope hazard to be reviewed daily by Gibraltar crew (at tailgate safety watch).

DIST - White - site, Pink - UNBC (Som Albers - site) yellow - file.

NOTE: PRELIMINARY INFORMATION ONLY - SUBJECT TO CONFIRMATION

Greg Reid P. Eng. P. Geo.  
(SIGNATURE)

Plate 1 Selected Site Photos



**Photo 1 above:** Preconstruction view looking west/upslope along the roadway segment adjoining the rock bluff. Note the obstructed sight lines at the road corner, lack of a ditch line/debris catchment area along the slope toe, and infilled/outwards leaning barrier elements. **Photo 2 upper middle:** view from a similar location after construction. The rock slope toe area was trimmed to establish a ditch/debris catchment area along the slope toe, and vegetation was removed from the lower part of the slope. Note the concrete guardrail blocks (photo centre) were lifted and re-seated on a low fill embankment. The window of gravel along the guardrail created during grading was removed after the photo was taken. **Photo 3 upper right:** closeup view of the east/downslope end of the rock slope toe area which was reconfigured by Gibraltar. **Photo 4 lower left:** View looking westerly "around the corner" at the west end of the rock outcrop area. Note the improved sight lines along the corner, and ditchline established at the slope toe. **Photo 5 lower middle:** View looking easterly/down the road, at the central part of the rock slope which was trimmed. Note the clearing/removal of vegetation above the crest of the cut slope. Ideally, small trees which become established in this area should be removed from time to time, to prevent them from growing to mature size to the stage they may become a hazard to road users.



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XX0503-2013 project completion Plate 1.doc

Plate 2 Selected Site Photos



**Photo 6 above:** View of the temporary access trail under construction, during initial preparation for slide repair. As the temporary slope height exceeded 6 m, a written "safe entry" protocol was developed by AMEC under which Gibraltar's staff was conditionally granted access to work in the excavation. The large boulders in the photo were scavenged from the existing embankment fill and were incorporated into the lower "stack wall" part of the embankment repair. The inset view shows the temporary stockpile of rip rap armour which was obtained from Mt. Polley. **Photo 7 upper middle:** View looking upslope in the scour channel developed below the slide, at the toe of the new embankment. The boulders were placed individually on a prepared base and interlocked at a nominal 40-45° slope. The inset view shows the scale of some of the larger rip rap blocks placed at the slide toe. **Photo 8 upper right:** Panoramic view looking downslope at the former slide area, from the restored road shoulder. The dashed line marks the approximate transition from larger placed rip rap, and more variably sized angular rock (both from Mt. Polley and from the rock slope area at the site). The inset is a closeup view of the flow channel below the slide. Some rock chunks came loose during placement, and came to rest a short distance downslope in an area of irregular bedrock exposed in the debris channel created below the slide zone. The rocks are interlocked and are considered to be stable. **Photo 9 lower left:** View looking downslope across the restored road fill embankment. The dashed lines mark the approximate location of the temporary access trail. The red arrow points to the approximate location of loose fills dispersed downslope into the forest during trail construction (see Photo 10). **Photo 10 lower middle:** View looking easterly across the fill materials on the ground surface downslope from the temporary access trail. The slope of the fill is approximately 38°. **Photo 11 lower right:** Panoramic view looking up/westerly along the restored roadway and fill embankment area at the slide repair site.



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KX05101\_2013\_project\_completion\_Plate 2.doc



Plate 3 Selected Site Photos



**Photo 12 above:** View of one of the new culverts at the site (this one is between C1 and C2 just above the first curve in the roadway). Note the use of rock armour on the bank and around the culvert inlet, and the improved ditch capacity. The inset shows a typical view of a flume installed below a culvert outlet (typical of new/repared culverts where discharge crosses a road fill embankment). **Photo 13 upper middle:** View looking along the roadway with final surface grading in progress. Note the insloped road surface profile which was developed as per design requirements. Note also the re-shaping of the road shoulder to a beveled configuration, along the outside margin of the new road surface. **Photo 14 upper right:** View looking easterly along the restored roadway at the slide area (red arrows). The culvert in the photo is C2, which was re-located just above the slide as part of the repair. The roadway was restored to its original width in the slide area and the ditch line was reinstated after construction as shown. Inset: View of the ditchline near culvert C3 just down slope/east of the slide repair. The seepage in the ditchline appeared after it was re-instated (the ditch had been temporarily infilled during slide repair). **Photo 15 lower left:** View of a small sinkhole erosion feature which opened up at the location of culvert C4 in the middle of the roadway. The inset shows a closeup view inside the sinkhole where one end of a culvert segment can be seen, indicating that there was a gap between two culvert pipes. Both the existing culverts C4 and C5 were exposed and repaired by Gibraltar, as clamps had not been used to secure the adjoining pipe segment together at either location. **Photo 16 lower middle:** View of the road shoulder and C9 culvert outlet after replacement of the old culvert, looking easterly towards the main QRRC building. **Photo 17 lower right:** View looking easterly along the upper road to the residence. Road grading and ditch improvement was in progress at the time the photo was taken. The inlet for the new C9 culvert is in the foreground of the photo. The stockpile of crushed aggregate in the photo was to be used to modify the road surface to direct more of the runoff from the upper road into the ditch and C9 culvert, rather than the previous condition where it flowed around the intersection and down towards the administration building.



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KX050503 2013 project completion Plate 3.doc

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 17, 2014			
<b>Agenda Item:</b>	10. President's Report			
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
<b>Prepared By:</b>	Dr. Daniel Weeks, UNBC President and Vice-Chancellor			
<b>Reviewed By:</b>				

**Material:** Verbal Report.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**

## AGENDA ITEM BRIEFING NOTE

<b>Date:</b>	November 18, 2014		
<b>Agenda Item:</b>	11. Chancellor's Report		
<b>Prepared For:</b>	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
<b>Prepared By:</b>	Dr. John MacDonald, UNBC Chancellor		
<b>Reviewed By:</b>			

**Material:** Verbal Report.

**Issue:**

**Background:**

**Motion:**

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**Recommendation Approved:**       **Not Approved:**       **Date:**

**Remarks/Next Steps:**