

January 1, 2017

Re: CNSC Guidelines for Researchers

Dear Researcher:

On behalf of the Churchill Northern Studies Centre (CNSC) staff and management, it is our pleasure to welcome you to Churchill and the CNSC. For those arriving for the first time, we hope your stay will be enjoyable and memorable. For returning researchers, we are pleased to see you once again.

Our CNSC Researcher Code of Conduct has undergone a few changes this year. Please note that our fee schedule has increased starting January 1, 2017. We hope that these guidelines will assist you during your stay at the CNSC. Please take the time to carefully review the documentation and sign the accompanying forms prior to engaging in your research.

The following forms are required prior to beginning your research

1. CNSC Usage - CNSC Rules and Guidelines Acknowledgement Form
2. Safety Information - Polar Bear Acknowledgement Form
3. Research Permit for the Churchill Wildlife Management Area Research Stations
4. CNSC Research Project Information Request

Please note that CNSC research staff will be available throughout your stay to provide assistance with your research where needed and answer any questions. They will be available in the CNSC Research Office from 8 am – 4 pm. The Scientific Coordinator, Dr. LeeAnn Fishback, and Research Technician, Fiona Le Taro, are available to assist with any questions or comments that you may have.

Wherever possible, we will endeavour to provide staff assistance, logistical support and equipment storage to meet the needs of all research being conducted from our facility.

Sincerely,

LeeAnn Fishback
Scientific Coordinator

Grant MacNeil
Executive Director



Churchill Northern Studies Centre

Rules and Guidelines for Researchers

1.0 Introduction

Each year, the CNSC provides accommodation and logistic support to research projects focusing on a diversity of subjects in the physical, biological, and social sciences. We provide scientists and educators with the venue and the tools to carry out their research. In addition to accommodation and meals at our permanent research facility, we offer vehicle and equipment rentals (*e.g.* trucks, snowmachines, ice auger), access to reference collections (herbarium, bird study skins, library), and basic laboratory equipment (scales, drying ovens, stereo-microscopes, fume hoods, chemical storage cabinets). The CNSC also has two helicopter landing pads, a garage (with basic mechanical and woodworking tools) and comprehensive logistical support for remote field camps. The Centre's main facilities are located approximately 23 km east of the town of Churchill on the former site of the National Research Council of Canada rocket research and testing range.

The dormitory provides accommodation and dining facilities for 86 people. Each year the CNSC hires 1 or 2 seasonal research technicians that, for a nominal fee, can be hired to provide casual assistance to field researchers. We also work closely with local businesses to provide other services such as bear guards and additional vehicles as required.

The information presented here is based on many years of northern experience and knowledge and provides guidelines on what the CNSC expects of you and what you can expect from the CNSC. We hope this information will provide a safe working environment for you to conduct your research at the CNSC and in the Churchill area. This document also highlights the important issues and rules included in the CNSC's user code of conduct. Please read this document carefully and sign the supplied waiver form. Firearms and polar bear safety training sessions are offered periodically throughout the year by research staff and are mandatory for researchers staying at the CNSC.

While the CNSC cannot guarantee a safe environment in all situations, we have tried our best to point out most of the safety guidelines for our operations. We hope that our careful planning and your diligence in these matters will lead to the success of all projects undertaken through the CNSC. If you have any questions regarding these guidelines, please discuss them with the Executive Director or Scientific Coordinator.

2.0 General Rules

1. Outside doors of the building **MUST** be kept **SECURELY CLOSED** following entry and exit.
2. Smoking is not permitted throughout the building.
3. No noise is allowed in sleeping areas after 2200h.
4. Snow or mud should be brushed/scraped off outer gear before entering the building.
5. The office is staffed from approximately 0730h to 1600h, seven days a week in the summer and other peak times. A CNSC staff member is available in the building at most other times for assistance. Please check the board near the gift shop to determine who to contact outside of regular business hours.
6. All visitors must report to the office. Please report any visitors to a CNSC staff member.
7. Please report all polar bear sightings and tracks promptly to a CNSC staff member and enter on the white board outside the cafeteria.
8. Please use the message white board in the lab to detail party members, field locations and estimated time of arrival (ETA) daily. Please remember to erase your name when you return.
9. Please familiarize yourself with all fire safety practices in the building.
10. Please make every effort of keep the CNSC clean and tidy. Recycle and compost where possible.
11. The CNSC is a scent-free facility. Please avoid the use of strong perfumes and deodorant sprays during your stay.

3.0 Accommodations and Food

Dormitory

The dormitory provides sleeping quarters for up to eighty-six people. Rooms are basic and most provide bunk beds for four guests, a desk and a closet. Linens, blankets, pillows and towels are provided. There are four washrooms in the dormitory, two female and two male each with four toilets and four sinks. One of the female bathrooms and one of the male bathrooms have two

composting toilets each. There are eleven individual showers located within the dormitories as well. Laundry facilities are also available for a nominal fee. During our busy times all of the beds are usually occupied. All CNSC facility users must be registered and assigned to rooms or accommodations in the office by CNSC staff. Every attempt will be made to accommodate researcher needs and requests.

- Empty (unassigned) dormitory rooms are out of bounds. Users will remain in their assigned rooms unless permission to relocate is granted by the CNSC staff. Users found in unassigned rooms will be charged \$65 and given a written warning.
- Assigned dormitory rooms are the responsibility of the registered individual(s). No one shall enter the assigned room of a CNSC user without the permission of that user.
- Dormitory rooms must be returned to a condition suitable for assignment to the next guest. Sheets and pillowcases must be removed from the beds and placed in the dirty laundry hampers in the laundry room.
- Excessively dirty or damaged rooms will be estimated at the costs for repairs and/or replacement of missing and damaged items and will be charged to the user or the research organizations they represent.

Food Services

The kitchen provides three meals a day. Meals are prepared and served by our cooks from June – November and from February - March, however washing-up of plates/cutlery and wiping down the tables is the responsibility of the guests. Meals are homestyle and there is plenty of food to choose from. There is usually a single entree (and one vegetarian alternative) with plenty of side dishes, desserts and beverages (juice, coffee/tea). We are happy to accommodate those with special dietary requirements or allergies, provided we are informed in advance of your needs. Mealtimes are generally 0700-0800h for breakfast, 1200-1300h for lunch and 1730-1830h for supper. Please refer to the posted hours on the blackboard in the kitchen for exact hours during your stay. If you are going to be late or absent for meals, please try to tell the cook in advance to ensure that a meal can be kept warm or set aside. At other times, a variety of baked goods, hot and cold beverages, fresh fruit and snacks are available.

- The walk-in cooler, kitchen and pantry are out of bounds when kitchen staff are present on-site.
- Individuals using the cafeteria after hours are asked to keep the tables and coffee area clean.
- Please return all cups and glasses to the kitchen in a timely fashion.
- All researchers are asked to assist in dishwashing and putting away their dishes.

4.0 Safety

Polar Bear Safety

It is the responsibility of the field research supervisor to properly instruct their field parties on bear safety. General information on polar bear safety is provided in the main office and each member of the field party must sign a Polar Bear Safety Acknowledgement Form upon arrival. Firearm and polar bear safety training is provided to all researchers by the CNSC staff. Polar bear safety training is mandatory and firearms training is available upon request.

Polar bears are mainly seen between July and November but can be encountered at any time of day throughout the year. We recommend that you carry a deterrent at all times and know how to use your chosen deterrent. Practice and daily maintenance of your choice of deterrent may ensure your safety. Please report all polar bear sightings and signs to a CNSC staff member and enter on the polar bear sightings board promptly.

- All researchers and party members are required to read the provided polar bear safety information and sign the accompanying acknowledgement form.
- Designate a bear monitor to keep watch while you are doing your research, particularly if a polar bear might be nearby or has been sighted in the area.
- Bear deterrents (*e.g.* starter pistols and cracker shells) are available from the CNSC at no charge, however, individuals failing to return items will be charged the monetary value.
- Firearms (12 gauge shotguns and shells) can be provided to researchers as a bear deterrent if they have a valid Canadian Possession and Acquisition License (PAL) or temporary borrowing permit. Cracker shells and slugs are available from the CNSC; however, individuals failing to return all items (shotguns, cracker shells, slugs) will be charged the monetary value of the items. Firearms must be signed out from the office by a CNSC staff member and stored in locked storage when not in use.
- Researchers bringing up their own firearms must store them as outlined by the Canadian Firearms Act. Firearms can be stored in the individual's room if they have a trigger lock or locking case.
- During the off-season, firearms and ammunition can be stored in the CNSC gun cabinets or in locked cases. A signed agreement between the CNSC and the researcher outlining the firearms serial number and ammunition is required.
- Researchers from outside of Canada, may apply for non-resident 60 day possession license to borrow non-restricted firearms while in Canada. Application must be made to the Chief Firearms Officer and include a signed statement from the CNSC to confirm the firearm usage as stated on the application. It is recommended that the application be made well in advance.
- Anyone misusing any means of bear deterrents (including bear spray) may be asked to leave the CNSC immediately and may be subject to criminal charges.

Unexploded Ordinances

It is not uncommon for unexploded ordinances (UXO) to be discovered in areas that may be visited by researchers. These UXO are remnants from when the military was active in the area. Please do not excavate, touch, poke or handle any of these items. Make note of the location (UTM coordinates, if possible), mark area with flagging tape, and immediately inform a CNSC staff member. CNSC staff will contact the RCMP for further action.

- Anything resembling an explosive should be considered potentially active and should NOT be touched or disturbed!

Churchill Research Range

The property adjacent to the CNSC is the former site of the Churchill Research Range (CRR) where the National Research Council carried out rocket research and testing. You may encounter a variety of relicts in the field and at the CNSC of the former rocket range, please leave these items where found for the enjoyment of future visitors. The remaining buildings are presently owned by the Government of Manitoba, and managed by the Manitoba Conservation. The CRR buildings are restricted to CNSC staff and government personnel.

- No trespassing in or on any of the structures on the rocket range property.

Building Roof

The roof of the CNSC maintenance and storage building is available as a platform for research equipment where necessary. Only researchers maintaining or installing scientific equipment on the roof or CNSC staff members have access to this area. The roof must only be used in an emergency as a fire escape and is strictly off-limits.

Building Entrance and Exit Doors

It is imperative that all outside access doors to the building be kept securely closed at all times. Polar bears, squirrels and insects can and will enter the building. All doors on the building open outward to provide further safety from polar bears. When exiting the building, please use caution and ensure there are no bears in the area. Please keep outside doors securely closed at all times following entry and exit.

5.0 Surface Vehicles

Pick-up Trucks, Suburbans and Vans

The CNSC has a variety of vehicles available for rent by researchers (does not include cost of fuel). Whenever possible, we will attempt to accommodate vehicle needs. Vehicles are only available by authorization from the CNSC management. Please see the CNSC website for a list of vehicles and rental rates.

- NRF recipients who have been awarded vehicle user-days and researchers with vehicle reservations will be given priority.
- Vehicle rentals require a Manitoba Class 5 license (or equivalent).
- Rental fees do not include fuel costs. Fuel is supplied by the CNSC on a cost recovery basis.
- Please drive the vehicles appropriately. If you must drive on rough roads to get to a research site, special care should be taken and driving speed should be less than 30 km/hr. Any damage to CNSC vehicles will be estimated for repair costs and /or replacement items and these costs will be charged to the user or the research organization they represent.
- Individuals using CNSC vehicles without prior consent of CNSC management, with the exception of an emergency, will be charged for fuel, full day rental and a written reprimand will be issued.
- All vehicles will be parked away from the building in designated areas only.

Snowmobiles

A number of snowmobiles are available from the CNSC. These are generally not included in NRF vehicle day awards unless specified. Please see CNSC website for vehicle rental charges (fuel costs are not included in rental fee). Reservations are essential and are available at the CNSC management discretion. Excessive damage to CNSC snowmobiles will be charged to the user.

Buses

A 40 passenger bus and a 24 passenger bus are both available for rent from the CNSC (fuel costs are not included in rental fee). The operation of these buses requires a Manitoba Class 2 and Class 4 license, respectively (or equivalent). A limited number of CNSC staff members are available to drive the bus if necessary. Reservations for buses and bus operators are recommended. Please refer to CNSC website for bus rental and bus operator fees.

Non-CNSC Vehicles

Non-CNSC vehicles including ATV's and snowmobiles are the responsibility of the individual researcher. The CNSC is not responsible for maintenance, insurance, repairs, or fuelling of these vehicles. These services can be provided for an extra charge. Active researchers may store vehicles at the CNSC for a nominal storage fee indicated on CNSC website. Non-active researchers (more than 2 years) will be invoiced for removal of vehicle from the premises.

6.0 Research Related Facilities and Notes

Permits

It is the responsibility of the researcher conducting research at the CNSC to obtain all necessary permits prior to arrival at, and provide copies to, the CNSC. These permits (if applicable) may include:

- Permits to conduct research in the Churchill Wildlife Management Area (provided by CNSC and signed upon registration)
- Manitoba Conservation or Manitoba Water Stewardship (Provincial)
- Permits to conduct research in Wapusk National Park – Parks Canada Agency (Federal)
- Permits to handle flora and fauna (*e.g.* Migratory Birds Act, Marine Mammals Act)
- Permits from their research institute (Ethics Committee Approval)

Most physical science research is covered by the CWMA permit that the CNSC provides upon arrival. CNSC staff can assist with determining if other permits are required. Researchers without appropriate documentation will not be permitted to conduct research at the CNSC. Researchers conducting research extending beyond their permits may be charged by the appropriate authorities and will be asked to leave the CNSC.

Laboratory

The laboratory is composed of 5 rooms that have ample bench space for various research projects and a growing list of basic scientific equipment. There is also a large open laboratory in the older CNSC building for constructing equipment, maintenance of field gear and processing samples. CNSC management will assign bench space to researchers based on their requirements and other space demands. Researchers are required to contain their equipment within their assigned area. A small amount of cold storage is available in the refrigerators and chest freezers in the laboratory. Please see the research technicians if you require additional space, storage or equipment.

- Researchers are responsible for lab bench clean up. Littered areas or damaged lab areas will be estimated for repair costs and/or replacement of such items and will be invoiced to the user or the research organization. The CNSC will not be responsible for any displaced and/or lost items.
- There is to be no food or drink consumed in the laboratories of the new building
- Researchers must wear appropriate personal protective equipment to work in the laboratory area of the building
- All chemicals must be labeled and stored appropriately according to current guidelines (below)

- Most CNSC laboratory equipment is available to researchers free of charge but must be signed out with the Research Technician prior to use.
- If you require cold storage space, please speak to the Research Technician regarding your space requirements and use only the specimen refrigerators. Please clearly label all samples that are stored in cold storage. Refrigerators will be cleared of unmarked and unauthorized samples on a regular basis.
- Tools and a tool bench for researchers are located near the bay door of the laboratory. Researchers are asked to return all tools to their appropriate location on a daily basis.

Use of Dangerous Goods and Hazardous Materials

Researchers are required to label, safely store and assure the safe usage of any dangerous goods or hazardous materials. It is recommended that all research team members have current WHMIS training before visiting the CNSC. Secured storage areas for these goods can be provided by the CNSC. **Any dangerous goods or hazardous materials are not to be left behind at the CNSC.**

- Please make special arrangements with the CNSC Research Technician or Scientific Coordinator if you are an active researcher who would like to store these goods between field programs.
- If goods are left without making prior arrangements, a storage and/or disposal fee will be invoiced to the researcher or research organization.
- MSDS sheets for all chemicals must be provided to CNSC Research Staff to be entered into the WHMIS binders for MSDS

Storage

Limited general storage facilities can be provided at no extra charge to active researchers (see CNSC website for storage fees). Researchers must provide an itemized inventory of the equipment to be stored. The inventory will accompany a signed agreement between the CNSC and the researcher. Secured storage and larger volume storage is available for a fee.

- The CNSC is not responsible for any lost, stolen or damaged goods.
- Non-active researchers (more than 2 years) failing to return to the CNSC will be sent two notices indicating that they have two options for storage: pay storage fees or have equipment returned to them or disposed of by CNSC staff at their cost.

Computer Access and Communications

The CNSC provides limited wireless internet access, public use computers, one printer and one scanner. Wireless internet connection is available for checking email and conducting research activities. Computer and internet access is covered by regular researcher per diem fees. If you are printing, we request that you make a small donation to help cover costs. Please respect

other users and limit your time on the computer particularly during high demand times. Do not download or install new programs on these computers without consulting CNSC management. Guidelines for use of the computer facilities and internet use are posted in the computer room and contained in the Appendix. We request that you please do not download large files that are not research related as bandwidth is limited.

Office staff will take phone messages, faxes and emails and post them on the researcher white board located in the laboratory. After hours calls may not be answered. Two pay telephones are available for your convenience. The two pay phones in the downstairs hallway will accept credit cards and phone cards. Outgoing mail can be dropped in the mailbox located on the gift shop counter. Photocopying and outgoing faxes can be made in the office for a small charge.

Research Technicians

The CNSC has a research technician available most days throughout the year from approximately 0730h to 1600h. If you require assistance, please contact the Scientific Coordinator or Research Technician in the Research Staff office. Those requiring significant assistance will be invoiced for research technician time (see CNSC website for rates).

Library

There are a number of scientific papers and other resources available in the library. A computerized database is available on request to facilitate access to these materials. We also have a variety of books, magazines and other publications related to the North in the library. These publications are freely available for all guests while visiting the Centre. Please do not remove the publications from the premises.

Collections Room

The CNSC collections house specimens of approximately 250 of the 500 species of plants found in the Churchill region, 100 lichen and 50 moss specimens, and skin collections of various bird species found in Churchill. There are also a number of animal skeletons found throughout the Centre. The relevant field guides for the area are in the library and can be used in the herbarium or in the CNSC building. Please return these field guides to the library promptly.

Long-term Research Plots, Site Registration and Clean-up

There are numerous, ecologically-sensitive long-term monitoring projects occurring within the vicinity of the CNSC and all researchers should first discuss their research plans with CNSC research staff. All activities in or around these sites must first be approved by the responsible Principal Investigator. All long-term research plots will have recorded GPS coordinates, buffer zones and Principal Investigator contact information that are archived at the CNSC to assist in preservation of these plots.

For researchers setting up long-term study sites, it is advisable to register your sites with Manitoba Conservation. This will assist authorities in maintaining the integrity of the site from potential development. Registration forms can be obtained from the CNSC Research Technicians.

All researchers are responsible for the clean up of their research sites. If your research site will no longer be in use, you must make every effort to clean it up (removal of all debris, scientific equipment, flagging tape). All efforts should be made to return the site to a near pristine state. Should the CNSC be asked to clean up a researcher's site by Manitoba Conservation or the Town of Churchill, the CNSC will defray the cost to the researcher or researcher organization including any fines incurred.

Wildlife and Environment

Please respect the environment that you are working in and any wildlife in the area. Any unnecessary destruction of the environment or harassment of wildlife will result in a written warning and a report to the appropriate authorities where required.

7.0 Other Notes and Facilities

Alcohol Consumption

Consumption of alcohol is permitted in the kitchen, recreation room, dorm rooms and A/V room until 2200h. After 2200h, please confine your activities to the recreational room or A/V room.

- Please use discretion when visitors and youth are in the building. Always keep areas clean of alcohol, bottles, caps, cans, corks and any litter.
- Do not throw bottles and cans into the garbage. Place them in their boxes in the recycling area in the recreation room.
- Please keep your beverages and beer in the refrigerator located in the recreation room by the pool table (the fridge is clearly labelled).
- The CNSC is not responsible for any pilfered alcohol products.

Classroom and A/V Room

There are classrooms located on the first floor and the second floor with space for audiovisual presentations and educational programs. Please book classroom use in the office. Researchers are often requested to give an informal lecture for the general public and other facility users during their stay when time permits and is much appreciated.

Quiet Lounge

Guests can relax in the quiet lounge in the dormitory by reading, knitting, playing a board game or socializing quietly with other guests. Please keep the noise to a minimum after 2200h.

Observation Dome

A heated observation dome is used primarily for viewing the night skies and the Aurora Borealis (Northern Lights). It has also been known to provide a safe vantage point for polar bear viewing! The dome can hold six to eight individuals comfortably. It is not optically perfect and for best results, we recommend taking photos of the Northern Lights from outside of the building on the observation deck or in the yard. When using the viewing dome, please be discreet and quiet after 2200h.

Lobby/Gift Shop

Our gift shop carries a variety of unique souvenir items, including CNSC T-shirts, sweatshirts, hats, mugs and pins. There are also books, photographs, calendars, posters, postcards, and stamps for sale. A limited number of batteries, film and some field supplies (*e.g.* notebooks, pens) are also available. VISA, MasterCard, cash (Canadian and U.S.), traveller's cheques, personal cheques and debit cards are accepted.

The Fenced Yard

The area between the two buildings is a fenced compound that can be used for outdoor sample processing, limited storage and night sky viewing. Please ensure that all gates remain closed and in the event of a polar bear sighting in the vicinity, please promptly enter one of the buildings.

Garage

The garage is strictly off limits to all clients. Specialized tools and/or mechanical assistance may be provided with special permission from mechanical staff.

Utilities

Lights should be off whenever they are not needed. Some areas of the building may seem slightly cooler. Dormitory rooms are equipped with baseboard heaters that you can adjust to your liking using the thermostat located in the room. Please be sure to close the window in your work area or dormitory room before you leave the room. The CNSC receives electrical power from Manitoba Hydro with a back-up diesel generator on-site when power interruptions occur. In the event that the generator is providing power, only the red plugs in the accommodations building will provide power.

The CNSC practices water conservation so please minimize water use. Water and sewage must either be pumped and/or trucked to and from the Centre, either being labour intensive and expensive. Please limit the duration of your shower and your use of laundry facilities.

Security

The CNSC is private property owned and managed by the Churchill Research Centre Inc. All CNSC visitors must notify staff of their presence while at the Centre or on CNSC property. Doors at the CNSC are seldom locked and the security of the facility depends upon the knowledge of who is an invited guest or visitor and who is an intruder. Please report any visitors to staff. The CNSC is not responsible for any lost, misplaced or damaged items. Locked storage space can be arranged for expensive or delicate equipment.

Invoices

Invoices for CNSC accommodations, equipment, rental etc. are payable within 45 days of the date of invoice issue. Beyond the 45 days grace period, interest charges at 2% per month (24% per annum) will apply. Accounts not resolved within one year will be resolved through outside collection services, and CNSC membership and user privileges will be revoked.

Appendix 1: Waiver Forms and Permits

Acknowledgement of CNSC Rules and Guidelines

If after reviewing the above rules and guidelines, you are agreeable to the terms and conditions stated, please sign a copy of this letter. Each field party member must sign this form.

I, _____, have read the above rules and guidelines and provided the CNSC with copies of my permits (if applicable) and agree to abide by these rules and guidelines.

Signature: _____

Name (print): _____

Date: _____

CNSC Staff Member: _____

Polar Bear Acknowledgment Form

Welcome to the Churchill Northern Studies Centre (CNSC). The Centre is located in an area of high polar bear concentration along the Hudson Bay coast, where bears congregate in the fall, awaiting ice formation. You should expect and be prepared to encounter a polar bear at any time of the year. Polar bears are inquisitive and unpredictable animals, and not afraid of people, so it is unwise to put yourself in a situation where you might encounter a bear. In an effort to reduce human-bear contact, the Centre has bear safety protocols in place. Following are several precautionary measures to reduce your risk in polar bear country. You are asked to read the following information carefully and sign the waiver if you understand all statements.

- The CNSC will provide bear safety information for you to read. It is for your protection and benefit that you read it carefully.
- The CNSC will instruct you on bear safety precautions soon after your arrival. It is important that you notify a CNSC staff member prior to leaving the building for any reason.
- Smoking is not allowed inside the building. Individuals who choose to smoke can do so just outside the main entrance at their own risk.
- All outside doors must be kept closed at all times. Bear bars are on outside windows. These are for your protection, and we ask that you do not deface them.
- If polar bears are seen outside, do **not** leave the building and please notify a staff member immediately.
- There is to be no camping of any kind and hiking or walking will be dependent upon the season and previous polar bear sightings.
- Researchers are expected to participate in additional polar bear safety training and are required to coordinate their activities with CNSC science staff.
- Bear deterrents are available from the CNSC office. At the discretion of the staff, they may be available for personal use.
- It is unlawful to feed or harass polar bears. The placement of food with the purpose of attracting, feeding, or holding polar bears is strictly prohibited. It is not permitted to approach a polar bear or active polar bear den closer than 100 metres.

I have read the above statements, and agree that the CNSC has provided me with proper information about polar bear safety. I am aware of the risk in visiting an area of high polar bear concentration and I agree that the CNSC is not responsible for any human-bear conflict. I absolve the CNSC from any and all liability should I have a polar bear encounter. I understand that if I do not follow the aforementioned instructions, or those given to me by CNSC staff members, I may be asked to leave immediately.

Signature _____

Date _____

Print Name _____

CNSC Staff _____

Churchill Research Centre Inc.
Wildlife Management Area Use Permit 2010

1. The permittee, his/her employees, and any person using his/her vehicles may operate snowmobiles bombardiers or other vehicles on frozen, snow covered ground.
2. On unfrozen ground, the permittee, his/her employees, and any person using his/her vehicles may operate three-wheeled single-rider all-terrain vehicles equipped with low-pressure tires; four-wheeled single-rider or double-rider all-terrain vehicles equipped with low-pressure tires; or amphibious vehicles equipped with low pressure tires (e.g. Argos).
3. Existing trails must be used whenever possible.
4. When operating a vehicle off-road on unfrozen ground, the most direct route must be taken from an existing trail to a study site. The sum of all vehicle passes on a route from an existing trail to a study site shall not exceed 10 per week.
5. The restrictions regarding use of existing trails and direct access routes to study areas listed above do not apply to inter-tidal areas.
6. The permittee, his/her employees, and any person using his/her vehicles shall exercise care when operating vehicles on eskers, beach ridges and granular soils within vegetation to avoid damage to the vegetation. Spinning of tires, sharp turns and wheel lock-up during braking shall be avoided.
7. Vehicle use may be prohibited in areas identified by the Manitoba Conservation District Supervisor in Churchill. The manager of the Churchill Research Centre Inc. may also identify areas where its vehicles may not be used.
8. The permittee, his/her employees, and any person using his/her vehicles may not use any of the vehicles authorized for use on this permit for recreational purposes in the Churchill Wildlife Management Area.
9. The permittee, his/her employees, and any person using his/her vehicles must not disturb archaeological sites.
10. The permittee, his/her employees, and any person using his/her vehicles must not place food for the purpose of attracting, feeding or holding polar bears
11. Every vehicle used under the authority of this permit must prominently display a sign indicating that the feeding and baiting of polar bears is prohibited.
12. Vehicles must be well-maintained. Containment pans and double-lined hoses on vehicles are recommended to avoid leaks of contaminants or petroleum products. Any spills of contaminants or petroleum products must be contained and cleaned up immediately and reported to the district office of Manitoba Conservation of Churchill.
13. Vehicles may not approach a polar bear or active polar bear den closer than 100 metres. No person shall exit a vehicle within 100 metres of a polar bear or active polar bear den.
14. The permittee, his/her employees shall avoid harassment of polar bears, especially females with cubs. Should activity result in the abandonment of a cub(s) by a female, the

group and all vehicles must leave the area and the occurrence must be reported to the district office of Manitoba Conservation of Churchill.

15. When conducting research or providing field tours, participants must be supervised at all times by the permittee or his/her employees to ensure that no person exposes themselves to a potential attack while in the vicinity of polar bears. Outside of buildings or vehicles, the permittee or his/her employees will encourage any group to maintain a tight formation and avoid stragglers.
16. Each group must be accompanied by a bear monitor. The bear monitor shall carry lethal and non-lethal means of deterring polar bears and be proficient in their use. (Manitoba Conservation suggests that a 12 gauge shotgun loaded with slugs is the most appropriate means of lethal force. The use of longer range weapons, such as rifles, is discouraged as bears may only be dispatched if they pose an immediate threat to life. Manitoba Conservation suggests that a separate shotgun loaded with cracker shells, or a pistol that fires whiz bangs be used as a non-lethal means of deterrence for bear monitors).
17. The bear monitor shall maintain watch to ensure that no bears present a risk during an excursion. Should a bear approach, the bear monitor shall deter it using non-lethal means. If a bear charges, or approaches in an aggressive manner, the bear monitor shall stop the advance by the bear and prevent any attack with lethal force if necessary.
18. All deterrent actions and any bears killed must be reported to the Natural Resource Officer (NRO) in Churchill within 24 hours. Any incident involving lethal force will be subject to a formal investigation by Manitoba Conservation.

Signature: _____

Name (print): _____

CNSC Staff Member: _____

Date: _____

CNSC Research Project Information Request

Welcome to CNSC Researchers. The CNSC continues to update our database of researchers and research projects. Please fill in the information requested below so we can complete your profile. When completed please sign below and return to our office. Thank you for your time.

Name: _____

Affiliation: _____

Billing Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Phone: _____ Fax: _____

Email: _____

- Research Type: **Professor/Scientist**
 PhD Student
 Master's Student
 Undergraduate
 University Credit Course
 Field Assistant
 Other _____

Area of Study: _____ Research Topic: _____

Advisor(s): _____

Project/Thesis/Course Title: _____

Please include any publications or communications that have resulted from research conducted at the CNSC (reprints are welcome):

Signature _____ **Date** _____

Office Use: Arrival Date _____ Departure Date _____ User Days _____

Appendix 2: Services Provided by the CNSC

Please see CNSC website for most recent fee schedule

Appendix 3: Services in the Town of Churchill

The town of Churchill (23 km east of CNSC) provides a variety of services. Business hours vary according to season and are usually extended in October/November. Churchill is a remote, northern community that is accessible by air and rail service.

For your medical needs, there is a small, fully-staffed hospital and pharmacy at the Churchill Regional Health Centre (204-675-8881). We recommend that you bring any medications that you may need as the Pharmacy hours of operation are limited.

There is a Royal Bank branch that has an automated teller (ATM) as well as several ATM machines located throughout the Town. There is also a post office, grocery store, restaurant, three churches, a movie theatre (sporadic), liquor store, souvenir shops and the Eskimo Museum. Please remember that it may be difficult to find certain items here in Northern Manitoba and Canada Post is the best way to get shipped items to Churchill.

Parks Canada has an interpretive centre in the VIA Station, providing exhibits, information and audio-visual presentations on human and natural history. Park staff also provides on-site interpretation at Prince of Wales Fort, Cape Merry, Sloop's Cove and York Factory.

A large town complex includes a hospital, pharmacy, daycare, local government offices, a public library, cafe, movie theatre, curling/hockey rinks, bowling alley, swimming pool, and gymnasium. Manitoba Sustainable Development has offices in the Bayport Plaza with information on management programs, licensed outfitters and guides.

Appendix 4: Computer Facility Rules

This computer room is provided as a courtesy to CNSC clients and the general public. These computers have been purchase with funding from Manitoba Community Connections. The computers have been configured for optimum effectiveness and have Microsoft Word, Excel, Internet Explorer and Symantec Endpoint installed for your use.

1. Please report any questions, difficulties or needs with CNSC computers or wireless internet to CNSC staff.
2. Please refrain from altering the system configurations to suit your needs.
3. Do NOT place any additional software including downloads from the internet onto CNSC computers. Please refrain from downloading large files and do not download large file that are not research related (this includes onto personal machines through wireless).
4. Removal or introduction of hardware is strictly prohibited without consent of the staff.
5. Cables and connectors on the backs of any given computer are considered permanent and will not be unplugged or altered by guests.
6. These CNSC computers cannot be used for storage of files. All data, photos and text should be taken with you on a disk or USB key. Any files left on computers will be considered abandoned and may be deleted during routine weekly maintenance.
7. Please take all your belongings from the computer areas or they will be removed to “lost and found” in the general office during cleanings.
8. Computers left idle by a user for more than 10 minutes will be considered free for use.
9. Priority for use will be given as follows:
 1. Researchers who receive NRF support during the current year of the program
 2. CNSC Researchers
 3. University Credit Course participants
 4. CNSC Educational programming clients
 5. General public use
10. Users must not use these computer resources to create, facilitate or attempt the intentional or unintentional criminal or civil violation of federal, provincial or other applicable laws or regulations.
11. Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. This includes downloading and uploading large files that are not research related.