



Policy on Environmental Protection within Research

Introduction

Conestoga College Institute of Technology and Advanced Learning is committed to provide a polytechnic environment conducive to the pursuit of currency, scholarship, applied research and creative activity for its faculty, staff and students. This policy governs applied research activities occurring outdoors and requiring environmental assessments. This policy complies with various municipal, provincial, and federal requirements.

The Executive Dean of Academic Administration (*or designate assigned by the President*) has responsibility for the interpretation and implementation of this policy.

Definitions

Applied Research includes any original investigation, undertaken to acquire new knowledge, or to apply existing knowledge in a novel way, directed primarily towards a specific practical aim or objective. Ideas are developed into operational form to produce new prototype products, devices, processes, systems, and services or to improve substantially those already produced or installed. With respect to this policy, Conestoga includes clinical research, survey-based research, and experimental development within our definition of applied research.

An *applied research project* shall include any project involving an external company or organization, with or without funding, and/or using Conestoga resources (e.g. people, equipment, space) to conduct the project activities. Applied research projects can be further categorized as student projects (capstone or final year), curriculum based projects (i.e. project occurring within certain courses for academic marks), independent projects (i.e. projects done outside of normal academic activities with signed research agreements), or special event projects (i.e. projects undertaken outside of normal academic activities with specified focus for students and/or faculty).

Institutional Research is a special classification of research that involves the surveys and data analysis of information that is focused on program quality improvement and evaluation. Other classifications of research are experimental, basic, discovery, survey and clinical to name a few. All research at Conestoga, not classified as institutional research, will be referred to as applied research.

The word *research*, referenced by itself within this document, may refer to either institutional or applied research. And, a *research project* may refer either an institutional or applied research project.

A *partner* refers to an external business, institution, research hospital, or organization that is engaged in a research project with Conestoga. The partner may be providing full, partial, or no funding towards the research project. In most situations, there is normally a contractual agreement between Conestoga and the partner to stipulate the roles and responsibilities of the participants.

The phrase *Conestoga staff members* refers to all staff whether employed full-time, part-time, or on contract basis (e.g. faculty, researchers, support staff, administrators). The phrase *Conestoga students* refers to all students working with or without monetary compensation on any project under the direction and control of Conestoga.

Consulting Service activities are similar to the activities within an applied research project but are not normally viewed by Conestoga as applied research. There are two types of consulting services for research purposes; "*internal*", using Conestoga resources, and "*external*", not using Conestoga resources. For both types, an individual wanting to engage in consulting services with a company requires prior written approval from Conestoga; consulting services cannot conflict with the employee's responsibilities to Conestoga, constitute economic competition with Conestoga, or negatively impact the reputation of Conestoga.

External consulting service activities are the sole responsibility of the individual. The individual cannot use Conestoga resources and does not represent Conestoga for the consulting service provided. Legal agreements between the individual, the company, or any other third-party are signed without the involvement, endorsement or warrantee of Conestoga. External consulting service activities by faculty members can potentially be viewed as scholarly activities.

Internal consulting service activities require review and approval by one of Conestoga's Academic Chairs prior to engagement. When a particular internal consulting service activity requires the use of Conestoga resources, the activity must be reviewed to ensure it does not interfere with Conestoga's academic processes and legal obligations (i.e. software license agreements, use of donated hardware, etc.) and does not unnecessarily put Conestoga in a potential liability situation. Upon approval, the individual is responsible for conducting the activities in adherence to all Conestoga policies and procedures. Legal agreements between the individual, the company, and Conestoga may need to be entered into and are at the discretion of Conestoga. Internal consulting service activities by faculty members, with prior approval of the Academic Chair, can be viewed as scholarly activities.

If an internal consulting service requires both Conestoga resources and the participation of Conestoga students, then it will be classified as an applied research project and processed accordingly.

Exclusions

This policy covers all research activities under the auspice of Conestoga. This policy does not cover *external consulting service* activities between an individual (not acting in the role of his or her position at Conestoga) and a company or a third-party.

Policy Elaboration

Conestoga recognizes the importance of research requiring activities outdoors. Conestoga will abide by all municipal, provincial, and federal laws to protect the environment during outdoor research.

The Canadian Environmental Assessment Agency (CEAA) is the national organization responsible for setting and maintaining standards within the Canadian Environmental Assessment Act 2012 (CEAA 2012). Conestoga will adhere to the CEAA 2012 and the related environmental assessments for any projects that are large scale and complex, occurring on federal lands, and any other requirements within the Act.

Additional Requirements

1. Documentation requirements for Environmental Assessment will be completed prior to commencement of any activities. Additional internal and external documentation and reviews may be required, based on the nature of the research.
2. All required protection to the environment, risk mitigation, and clean-ups must be fully assessed by Conestoga before research activities can begin. The costs of these requirements must be determined to be fiscally feasible before the project is approved.
3. All Conestoga policies and procedures must be followed. In any situation where Conestoga's policies and procedures (with respect to environmental protection) are in contradiction to the CEAA 2012, the CEAA 2012 will take precedence.
4. Any dispute arising under this policy will be submitted to the Executive Dean of Academic Administration in writing. The Executive Dean may elect to form a committee to investigate the dispute and recommend a resolution. The decision of the Executive Dean is binding on all parties.

Related Documents

- Policy on Applied Research
- Policy on Conflict of Interest in Research
- Policy on Research Integrity
- Policy on Intellectual Property
- Policy on Student Rights in Research
- Policy on Research Involving Animals
- Policy on Research Involving Chemical, Biological, or Radioactive Hazards
- Policy on Research in the Yukon, Northwest Territories, or Nunavut
- Policy on Confidentiality of Information in Research
- Policy on Financial Management of Research Projects
- Policy on Environmental Protection within Research
- Ethical Conduct in Research Involving Humans
- Procedure for Applied Research Activities
- Procedure for Reporting Concerns within Research

Revision Log

Version Number	Release Date	Notes
AR9 V1	September 2014	Initial release of policy.
AR9 V1	September 25 2014	Academic Coordinating Committee - Approved
AR9 V1	September 15 2014	Policy and Procedure Committee - Approved

Acknowledgements

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