

Information Bulletin Number 10 - March 23, 2004

Revised Interim Permit Reporting Procedures

The Archaeology Branch operational procedures for interim permit reporting have been revised to reflect the revised protocol agreement between the Ministry of Sustainable Resource Management and the Oil and Gas Commission.

Please see the revised procedures at the following link:

- [Revised Interim Permit Reporting Procedures](#)

Interim Permit Reporting Procedures

- [Purpose](#)
- [Mandate](#)
- [Authority](#)
- [Policy Statement](#)
- [Interim Reporting Procedures](#)

PURPOSE:

The purpose of this directive on interim permit reports is to provide guidance to Archaeology and Registry Services Branch and Oil and Gas Commission staff, permit applicants and development proponents as to the information required by the Archaeological Permitting Section of the Archaeology and Registry Services Branch or the Oil and Gas Commission in order to make timely decisions regarding impact management requirements. This directive applies where permit holders are reporting the results of archaeological impact assessments (AIAs) as the field work is completed for parts of multiple component developments, e.g., oil and gas wells, forestry cut blocks.

 [Top](#)

MANDATE:

To provide a process whereby the results of AIAs can be reviewed and impact management decisions made prior to the submission of a final permit report, thereby enabling developments to proceed where adverse impacts to archaeological sites are unlikely or can be effectively managed.

 [Top](#)

AUTHORITY:

The Archaeology and Registry Services Branch may require permit holders to provide satisfactory reports of the results of AIAs, as provided in sections 12(3)(c) and 14(5) of the [Heritage Conservation Act](#) (1996, RSBC, Chap. 187).

 [Top](#)

POLICY STATEMENT:

When making a decision or recommendation that will enable a development to proceed prior to submitting a final permit report to the Archaeological Permitting Section or the Oil and Gas Commission, the interim permit report should minimally contain the following information (considerable practical experience has shown that these interim reports need not exceed three pages of text plus location maps), which may be submitted in tabular form. Information items 1, 2, 3, 6, 7, 8 (georeference only), 10, 11 (number of protected and unprotected sites only), 14 and 15 must appear on page 1 of the interim report(s). You must also leave a 4x8 cm blank space on page 1 for use by the Archaeological Permitting Section.

1. Management Summary.
2. Permit number.
3. Oil and Gas Commission reference number, if applicable.
4. Archaeological Permitting Section or Oil and Gas Commission contact person.
5. Permit holder: name, address, email, telephone number and fax number.
6. Proponent: company (if appropriate), contact person, telephone number, fax number and email.
7. Development type, facilities and schedule: e.g., 6 forestry cut blocks (include Forest District) and a 3-km. haul road - road construction November 1996, harvesting December 1996; sump, wellsite and access, and borrow pit development December 2003. Include 1:20,000 scale and larger scale construction maps, if available.
8. Location: general description of the geographic location, topography and vegetation cover, e.g., located at the outlet of No Name Lake, approximately 26 km. northwest of Somewhere, BC, on a gently sloping river terrace covered with a mix of lodgepole pine, spruce and aspen.
9. Potential assessment: based on the results of any previous overview assessment(s) or impact assessment(s) and the current field survey, describe the potential of the area encompassed by the development facility to contain archaeological sites. Include a description of the criteria used to assess archaeological potential.
10. Field survey: describe methods used for each development component (e.g., linear transects, shovel tests at 50 m. intervals), attach general location maps (include 1:50,000 map number), maps delineating survey coverage, and archaeological site maps; identify personnel conducting the survey; and identify dates on which the survey was undertaken.
11. Field survey results: indicate whether or not archaeological sites were identified during the survey; list sites recorded by Borden number; describe site types and dimensions; georeference site locations, e.g., UTM coordinates; and assess the reliability of the survey results.
12. Impact assessment: assess the impacts from the proposed development on archaeological site(s), and evaluate the significance of recorded sites.
13. Recommendations: for further survey and/or site evaluation, and for managing adverse impacts.
14. Report author.
15. Report submission date.

INTERIM REPORTING PROCEDURES:

Upon issuance of a Heritage Inspection Permit (inventory or impact assessment), the following reporting procedures will generally apply:

- Interim reports are to be submitted to the Archaeological Permitting Section or the Oil and Gas Commission (see permit condition #2) upon completion of the field work for each component of multiple component developments, e.g., several cut blocks or gas wells in a company's operating area. Borden numbers must be obtained for all new sites identified during fieldwork prior to interim report submission. Site inventory forms must be submitted to both the Archaeological Permitting Section and the Oil and Gas Commission prior to or at the same time as the interim reports.
- The staff archaeologist responsible for the permit file(s) will review the report(s) and provide written comments conveying impact management decisions to the permit holder, with a copy to the proponent.
- The permit holder will summarize and collate individual interim reports in the final permit report.