

FREP Cultural Heritage Resource Value

Data Management and Reporting Guidelines

April 5, 2022

Preamble

As part of the Forest and Range Practices Act (FRPA) framework, the provincial government conducts effectiveness evaluations and reports the monitoring results publicly. The science-based information provided by these evaluations is used to determine whether FRPA is achieving the government's objectives for 11 FRPA resources values. The monitoring results will be used to help inform the necessary adjustments to practices, policies, and legislation. The effectiveness evaluations are delivered through the Forest and Range Evaluation Program (FREP) to monitor the 11 FRPA values: biodiversity, cultural heritage, fish/riparian, forage and associated plant communities, recreation, resource features, soils, timber, visual quality, water quality, and wildlife.

This set of Data Management Guidelines is specifically designed for the Cultural Heritage Resources value FREP monitoring data collected during the FREP assessments carried out across the province.

Purpose

These guidelines are provided to Ministry of Forests staff who are involved in the collection, storage, management, reporting, and sharing of FREP Cultural Heritage Resource value data. These guidelines are essential to ensure Ministry of Forests staff safeguard sensitive Cultural Heritage data that is held by the Forest Science, Planning and Practices Branch, and Natural Resource Districts, Ministry of Forests.

Description of Cultural Heritage Resource information

In this document, a "cultural heritage resource" means:

An object, a site or the location of a traditional societal practice that is of historical, cultural, or archaeological significance to British Columbia, a community or an Aboriginal people¹.

- "CHR data" means *post*-harvest FREP CHR checklist data.
- "CHR information²" means *pre*-harvest background reports such as any Cultural Heritage Assessment, Heritage Field Reconnaissance, Preliminary Field Reconnaissance (PFR) reports, Archaeological Impact Assessments (AIA's), Cultural Modified Tree Surveys, etc.

¹ RSBC 1996, Chapter 157. *Forest Act*, Section 1.

http://www.bclaws.ca/Recon/document/freeside/--%20F%20--/Forest%20Act%20%20RSC%201996%20%20c.%20157/00_Act/96157_00.htm

² For example, traditional or proprietary knowledge about the collection, use or preparation of a plant species for cultural, spiritual, medicinal or subsistence uses.

Data used and (or) collected by the provincial Forest and Range Evaluation Program (FREP) includes:

- the location of specific Cultural Heritage Resource (CHR) sites and resources which will be used only to locate sites in the field during post-harvest resource stewardship monitoring activities aimed at assessing the effectiveness of forest and range practices. Locations of CHR features must not to be recorded in the FREP CHR data.
- management recommendations made by Indigenous community representative's pre-harvest
- management recommendations made by professional foresters and/or archaeologist's pre-harvest; and
- documentation and description of forestry-related and/or range-related impacts to known CHR sites and features

While the recording of names of CHR feature types (e.g. "cultural trail", "culturally modified tree", "ceremonial site") are included in the monitoring, the proprietary or sensitive information about ceremonial, traditional, spiritual, or cultural practices carried out on a particular site, or the specific use, management, or preparation of a particular CHR is not recorded for resource stewardship monitoring under FREP, and will not be utilized, collected, or stored by FREP.

Data Requirements

The Ministry of Forests, Natural Resource District *CHR District contact* who may lead the FREP CHR evaluations for their District, requires access to **CHR Information** and **CHR data** collected within the district for local level data analysis and reporting purposes. The CHR data will be reported by the District representative to the province (Ministry of Forests, Forest Science, Planning and Practices Branch (FSPPB) via the FREP IMS database. The results of the FREP CHR evaluations will be communicated to Indigenous communities and forestry licensees for the purposes of improving forest practices to conserve/protect cultural heritage resources.

The Ministry of Forests, Forest Science, Planning and Practices Branch (FSPPB) *FREP CHR team lead* requires access to FREP CHR data collected from all Natural Resource Districts in the FREP Information Management System (IMS) database, for analysis and reporting purposes. The reports of the compiled CHR data will be communicated to forestry licensees, government decision makers, and Indigenous communities for the purposes of improving forest practices to conserve/protect cultural heritage resources.

Indigenous communities will require access to FREP CHR data collected within their traditional territory. Indigenous communities may want to store CHR data collected within their traditional territory in a separate database.

Natural Resource Officer, Compliance and Enforcement staff may require CHR data to follow up with any alleged contraventions of the *Forest and Range Practices Act* or *Heritage Conservation Act* for further inquiry.

The Archaeology Branch may require access to FREP CHR data regarding both previously documented and undocumented sites protected under the *Heritage Conservation Act* (HCA) for the purposes of updating the Provincial Heritage Registry or further inquiry into alleged contraventions of the HCA, and for improvement to processes and recommendations made by archaeologists.

Data Storage and Management

1. The CHR district contact will be responsible for the management of, and access to, the local District FREP CHR data files, and must identify a replacement contact person to FSPPB FREP CHR team lead if they vacate their current position.
2. When requested, the CHR district contact and/or FSPPB FREP CHR team lead will provide copies of completed FREP CHR checklists, or summary spreadsheets of the CHR data, to Indigenous communities in whose traditional territory the data were collected, at a meeting to explain the data, and to discuss the results.
3. The CHR district contact will store completed CHR checklists, or CHR data extracted from FREP IMS (only the FSPPB CHR team lead and GIS Analyst have permission to extract reports of all CHR Data from FREP IMS) in a secure location with restricted access in Enterprise Document and Records Management System (EDRMS) to ensure only certain staff can access the documents. EDRMS is a software application capable of managing all types of electronic and physical records throughout their information life cycle. [Note: A request by District staff would be required to “EDRMS Help” to set up an access group for each district, and staff can be added when they start and removed if they vacate their current position].
4. The FSPPB FREP CHR team lead will be responsible to manage a ledger to track who is considered a designated CHR district contact for each district, and to ensure each has received this data management guidelines document and that each has signed off they understand the requirements and expectations.
5. The CHR district contact should enter original completed CHR checklists into the provincial FREP IMS CHR Application database no later than November 15 of each year. The FREP IMS database is government password protected and requires FSPPB permission for both data entry and extract of the data.
6. FREP IMS access by CHR District contacts is not restricted from *viewing* any other District FREP CHR entries but does restrict District contacts from downloading reports or spreadsheets of any District CHR data.
7. Indigenous community representatives who are contracted to conduct FREP CHR assessments may be assigned an IDIR login to enter data into FREP IMS

CHR Application database. FREP IMS access by contractors allows entry of data, and viewing of any other District FREP CHR data, but restricts the downloading of any CHR data.

8. Data will be analyzed for reporting purposes. Location specific information about specific CHR sites or features will not be used for reporting purposes.

Access to Information

The CHR District contact will have access to FREP CHR data collected within their districts for the purposes of local level data analysis. District staff should discuss any requests for FREP data with the Indigenous community in whose traditional territory the data were collected before sharing the data with outside parties, as well as notify the FSPPB FREP CHR Team Lead of any such requests.

Indigenous communities will have access to the FREP CHR data that has been collected within their traditional territory only. FREP CHR data will be sent by the district staff to the appropriate Indigenous community organization, on request.

Natural Resource officers from Compliance and Enforcement (C&E) will receive information about alleged contraventions of the *Forest and Range Practices Act* or *Heritage Conservation Act* for further investigation. And C&E will inform affected Indigenous communities via their investigation process.

The Archaeology Branch will receive FREP CHR information about both previously documented and undocumented sites protected under the *Heritage Conservation Act* for the purposes of updating the Provincial Heritage Registry or further inquiry into suspected contraventions of the *Heritage Conservation Act*.

All data requests from outside parties will be discussed with affected Indigenous communities to determine if and how data will be shared. A Data Sharing Agreement may be required.

Reporting on CHR Results

FREP CHR data will be reported by the FSPPB CHR lead annually onto the public online FREP Dashboard and may be reported in Multiple Resource Value Assessment (MRVA) reports prepared for a District. And FSPPB and District staff may report the CHR data in licensee-specific reports, and First Nations'- specific reports.

Data Sharing Agreement

A Data Sharing Agreement template has been developed by FSPPB staff. If requested by an Indigenous community, a Data Sharing agreement may be discussed by both parties, adjusted to suit, and signed by both parties to formalize this data sharing protocol.

Important Notes

If an Indigenous community requires major deviations from these guidelines, it is recommended that they do not participate in data collection unless a mutually acceptable data management can be developed with FSPPB and the local District.