



# Heritage Conservation Act Permit Application Guidance

Guidance to support the successful submission of *Heritage Conservation Act* (HCA) permit applications to the Archaeology Branch, using the current templates and requirements.

## Document Purpose

This document outlines the Archaeology Branch's current requirements and process, and addresses necessary modernizations since the HCA permit application templates were last released in 2020. Guidance for each template is provided by Section, with helpful links (active to date of issuance of this document).

## Introduction

The Archaeology Branch (the Branch) administers three kinds of permits under the HCA:

- Heritage Inspection Permits (HIPs) issued under Section 12.2 of the HCA authorise an archaeologist to identify, assess, and evaluate archaeological sites using archaeological methods.
  - Archaeological impact assessments (AIAs) may include pedestrian survey, subsurface testing programs, and machine-assistance to remove built obstructions or inspect deep deposits.
  - It may be appropriate to evaluate a site through limited excavation.
- Heritage Investigation Permits, also issued under Section 12.2, allow for broad inventories and research, including significant archaeological excavation.
  - These studies may not necessarily be tied to a proposed development.
  - Complex or significant mitigative investigations may require an Investigation permit.
  - The investigation will be based on an appropriate research design.
  - Since 2017's devastating wildfires, the Archaeology Branch has used s.12.2 Investigation permits to support response and recovery to natural disasters.
- Alteration Permits, sometimes known as Site Alteration Permits (SAPs), authorize impacts to archaeological sites under Section 12.4 of the HCA.
  - Any land-altering developments located within an archaeological site must have a s.12.4 permit before proceeding.
  - Archaeological methods under these permits may be limited to archaeological monitoring and artifact collection.

HCA application templates were initially released in 2015. Each template includes the most commonly used options (e.g., archaeological methods), for convenience.

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## How to use the Application Templates and This Guide

The permit applicant is expected to determine project-specific approaches and convey information via the application. The permit application is the preemptive resource to help archaeologists make good in-field decisions and record relevant observations, to inform site records, reports, management recommendations, and a record of the assessment.

Grey textboxes help identify mandatory content; they are formatted so text is distinctive from the application template, to support review by all parties. Those with a strong preference can use another font (and/or colour) provided it's well-distinguished from the template; please apply that font consistently within a document.

The application templates provide terms, conditions, and prompts that will work for most assessments, most of the time.

The Branch encourages innovation, creativity, collaboration, and ensuring scope and methods are appropriate to identify and assess possible impacts. While there are many standard terms and conditions (provided in , the templates feature numerous checklists to refine project-specific scope and methods. Every section of each template provides the applicant with an opportunity to provide further information, rationale, or approaches not included within the application (Figure 1).

**Select as appropriate:**

- Tests will minimally measure 0.123 m<sup>2</sup> (e.g., shovel tests with 35 cm per side). **Additional details:** [ ]
- Sediments will be screened through ¼" mesh or smaller. **Additional details:** [ ]
- Tests will be excavated until archaeologically sterile sediments are confirmed (e.g., glacial till). **Additional details:** [ ]
- Tests will not be excavated until archaeologically sterile sediments are confirmed (e.g., glacial till). **Additional details:** [ ]
- Subsurface Test Areas will be tested at 5 m intervals or less. The field director will provide a rationale in instances where a different interval of testing is employed. Rationale may benefit from prior approval by the Branch. **Additional details:** [ ]
- Soil probes may be used to confirm the presence of archaeological deposits (e.g., midden; stratigraphy within cultural depressions; to evaluate deposits deeper than the reach of a shovel). However, only mechanical augers or shovel testing can be used to demonstrate archaeological deposits are not present to support site boundary definition. **Additional details:** [ ]
- Other methods will be followed. **Describe approach:** [ ]

Figure 1. Checklist with mandatory prompts for additional information

Some lists include the prompt to provide additional information. **These fields are mandatory** (Figure 1.).

For example, it may be appropriate for an archaeologist to limit testing within a sensitive site to the depth of impacts, particularly if the developer is importing fill or using low-impact construction

methods to minimize impacts to the site, but the rationale behind that decision should be explained.

Some checklists within the template provide the option to follow all methods or develop your own (Figure 2). Applicants must choose one of the boxes, but if the applicant selects “Other methods will be followed”, they are welcome to copy and paste any of the options above that will support their assessment (e.g., only 2 and 3 may be appropriate in the example provided).

**Select as Appropriate:**

The following methods will be followed:

1. Toothed buckets may be used to remove obstructions (pavement, boulders, etc.) prior to reaching potential archaeological deposits. **Additional details regarding approach:** [REDACTED]
2. Finishing buckets will be used to remove potential archaeological deposits, in maximum 10 cm vertical lifts, to allow the archaeologist to observe any exposed features or intact deposits and collect artifact provenience in the most precise manner possible. The horizontal extent of lifts will not exceed 3 m. **Additional details regarding approach:** [REDACTED]
3. Mechanically displaced deposits, confirmed or suspected to be within a site, will be inspected for cultural material (e.g., screening, raking). **Additional details regarding approach:** [REDACTED]

**OR**

Other methods will be followed. **Describe approach:** [REDACTED]

Figure 2. Generic and free-form checklist options

Where applicable, this guide will identify relevant documents; URLs for all documents will be maintained in Appendix 2 – URLs for Branch Requirements, Standards, and Guidance.

Some portions of the permit application will ask whether something is relevant. This guide will indicate where, if “No” is selected and a rationale is provided, the rest of a subsection may be deleted (dashed line in Figure 3 ).Some sections may request rationale when “no” is selected.

Will winter assessment be employed?

**No** (*delete rest of the text in this section and proceed to next subsection*).

**Yes**. Choose as appropriate:

Winter assessment may occur in areas that were initially visited under snow-free and frost-free conditions and evaluated to contain archaeological potential for subsurface archaeological sites. Winter methods may include evaluative units and systematic data recovery using artificial heating or other methods approved by the Branch to create snow-free and frost-free conditions.

Understanding snow may obscure sites like surface finds and trails, winter survey may be appropriate to identify sites within the assessment area. Reports will discuss why the field director determined it was appropriate to proceed with assessment, and how field methods were adjusted to address winter conditions, with consideration to anticipated site types in the area. **Describe:** [REDACTED]

**Other:** [REDACTED]

Reports will describe how winter methods (and confidence in testing) considered the degree in which microtopography was discernable and discussed in the Evaluation and Discussion section(s) of the report.

**Describe field, transport, and lab methods:** [REDACTED]

**Additional comments:** [REDACTED]

Figure 3. Example where text may be deleted

## Working with Indigenous Governments

An application with sufficient detail provides affected First Nations with information as to why this assessment is occurring, how the applicant is approaching the assessment, and what will occur in the event an archaeological site is identified.

The Branch encourages applicants to engage with Nations in advance of submitting applications; while some Nations have expressed an interest to develop relationships that transcend transactional submissions, others prefer to only read applications once they've been reviewed and distributed by the Branch.

It is recommended that applicants are familiar with a First Nations' approach to cultural resource management, with consideration to heritage policies, and cultural protocols that may exceed the authority of the HCA.

## Updates to 2024 Application Templates

The Branch created this document to provide application guidance and modernized the application templates to:

- align with current processes and approaches;
  - example: all materials submitted under permits require a license grant for copyright
- change the scope of s.12.2 HIPs to clarify the process for projects requiring multiple HCA permits

- example: archaeologists can oversee the removal of built obstructions under HIPs to support inspections within sites; those results will inform a s.12.4 alteration permit application
- incorporate bulletins and standard terms and conditions; and
- reorganize some sections to support the workflow of most projects.

General changes to the application templates are summarized in Table 1.

Table 1. Summary of General Changes to the Application Templates

Topic	Changes in 2024 Template
General	<ul style="list-style-type: none"> <li>● Reference to provincial guidance/requirements, etc., instead of specific policies and documents – those specific details will be maintained in this guide.</li> <li>● Applicants are advised that incomplete submissions may not be assessed.</li> <li>●</li> </ul>
Expiration and Deliverable Due Dates	<ul style="list-style-type: none"> <li>● Rather than proposing a specific expiration date, applicants may choose a set term from the date of issuance (1 or 2 years), though the applicant may choose another term as appropriate.</li> <li>● Deliverables are likewise tied to permit issuance.</li> </ul>
Contact information	<ul style="list-style-type: none"> <li>● It is assumed that parties will use email instead of fax numbers. If, however, fax is preferred, please update tables as appropriate.</li> </ul>
Signatures	<ul style="list-style-type: none"> <li>● Some sections which required signatures have been removed</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>● Roles and responsibilities align with the Archaeological Permit Personnel Policy; applicants will describe how a field director will support in-field decisions when working in another location</li> </ul>
Methods	<ul style="list-style-type: none"> <li>● While more options are provided, the Branch expects the applicant to provide more rationale, and describe specific methods in sufficient detail to inform in-field decisions.</li> </ul>
Ancestral Remains	<ul style="list-style-type: none"> <li>● A reminder that checkboxes will require additional information</li> <li>● Prompts to describe whether project-specific plans have been developed with descendent communities, or whether proposed scope and methods consider policies and long-standing relationships with First Nations.</li> </ul>
Repositories	<ul style="list-style-type: none"> <li>● Text now incorporates previous conditions</li> <li>● Additional clarity regarding expectations</li> </ul>
Permit Deliverables	<ul style="list-style-type: none"> <li>● Additional text to clarify expectations regarding site records, reports, and submissions to repositories</li> <li>● Enhancements to text incorporate previous standard conditions</li> </ul>



License Grant: Section 10.1 and Appendix 1	<ul style="list-style-type: none"> <li>The License Grant has been updated and will be required for all deliverables submitted to the Branch, including site records, spatial files, and all reports.</li> <li>This addresses Intellectual Property, whilst allowing the Branch can redact details at a Nations' request and distribute information via the Provincial Archaeological Report Library and the Provincial Heritage Register</li> </ul>
References	<ul style="list-style-type: none"> <li>Many references were removed</li> <li>This guide will serve to provide current policies, guides, and URLs</li> <li>The archaeological community is encouraged to share new and relevant sources, to support archaeological work in BC</li> </ul>
Personal Information	<ul style="list-style-type: none"> <li>With updates to align with the Freedom of Information and Protection of Policy Act (FOIPPA), consent is no longer required</li> </ul>
Client Endorsement	<ul style="list-style-type: none"> <li>This was removed from the s.12.12 permits, given the 2019 amendments to the HCA</li> </ul>
General Terms and Conditions of Permit	<ul style="list-style-type: none"> <li>Terms and conditions are applied at issuance; a summary of standard conditions is available via this document</li> </ul>

Most comment boxes of the previous iterations of the application templates have been incorporated in this guide.

### Archived Bulletins

Recent policies and the terms and conditions of this template address the material of several bulletins, allowing the following to be archived:

*Table 2. Summary of Bulletins replaced by policy or HCA permit application templates*

Original Document	Description	New Location(s)
<b>Bulletin 6:</b> Copying permit report review comments to clients	When proponents may receive report review comments	Interim Permit Report Policy
<b>Bulletin 7:</b> Standards for electronic submission of Permit Reports	Guidance to submit reports in electronic format, to support research via PARL	Interim Permit Report Policy Permit template terms and conditions (e.g., Section 8)
<b>Bulletin 8:</b> Permit report citations	HCA permit numbers required in citations	
<b>Bulletin 18:</b> Site alteration permit reports	Guidance to submit reports in electronic format, to support research via PARL	
<b>Bulletin 24:</b> Annual Reporting for multiyear archaeology inspection studies	Ensuring appropriate access to information for long-term projects	



Through the Heritage Conservation Act Transformation Project (HCATP), the Province is collaborating with First Nations and stakeholders to develop policy, processes, and standards regarding the administration of *Heritage Conservation Act* (HCA) permits.

### Helpful Links for the Application Templates

A comprehensive list is provided in Appendix 2 – URLs for Branch Requirements, Standards, and Guidance. As these documents are updated, the archaeological community will be advised.



## Section 12.2 Heritage Inspection Permit Applications

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### Introduction

The Branch released the original HCA application templates in 2015. These templates include the most commonly-used options (e.g., archaeological methods), for convenience. However, it is up to

The application templates provide terms, conditions, and prompts that will work for most assessments, most of the time.

the applicant to determine project-specific approaches; every section of this template provides the applicant with an opportunity to provide further information, rationale, or approaches not included within the application. The permit application is the preemptive resource to help archaeologists make good in-field decisions and record

relevant observations. Correct use of the template helps to inform site records, reports, management recommendations, and a record of the assessment. In its use, The Branch encourages innovation, creativity, collaboration, and ensuring scope and methods are appropriate to identify and assess possible impacts.

The Branch incorporated the comment boxes of the previous iterations of the application template into this guide.

### First Pages and General Comments

Of possible relevance to support discussions with clients: S12.2(3) states “The person named as a proponent in an application for a permit under subsection (2) is liable to pay for a heritage inspection or heritage investigation authorized by the permit.”

Additional proponents can be added to Multi-Assessment Permits upon submission of documents as required by the Archaeology Branch; the client certification form will reference the application/permit, and provides representatives the opportunity to sign onto the permit.

Please refer to for a summary of relevant changes.

### Helpful Tips

If the application has multiple proponents, ensure each known client provides their contact information and signature throughout the application. It may be appropriate to enter each table separately or have an appendix for all clients.

Any revisions to an application will require that the applicant re-sign (and re-date) the document.

Please provide day, month, and year if asked to provide a date within the application.

This helps distinguish the versions of an application (example: original dated January 10<sup>th</sup>, 2024, revisions dated January 25<sup>th</sup>, 2024) in documents (i.e., should the permit be issued, all parties can reference the appropriate application).

The “Briefly summarise the Project” portion of this section helps reviewers quickly understand the proposed scope of an assessment, which may also influence how a First Nation Government prioritizes review. Examples include:

- An archaeological impact assessment to evaluate impacts to FaKe-1 in advance of proposed residential developments at 123 Main Street, Happy Town. This portion of FaKe-1 is not well-studied but midden deposits extend to a depth of 2 m elsewhere in the site.
- Archaeological impact assessments on behalf of Sunshine Logging company and possible other licensees for proposed forestry developments in the Campbell River Natural Resource District – please note this is a multi-assessment permit.

Good descriptions address the 5 Ws (Who, What, When, Where, Why), with a reference to how the work will be done, and whether this work affects land-use decisions.

An applicant can add rows to any table within the document, to ensure enough room to enter relevant information. (Extraneous rows can be deleted to limit the length of the document.) In addition a column within Table 3 may be unnecessary, and Table 5 may be duplicated.

Section-specific links are provided in Appendix 2 – URLs for Branch Requirements, Standards, and Guidance. The links for this section<sup>1</sup> include:

- Bulletins and Policies, in particular:
  - Archaeological Information Access Policy
  - The Archaeological Permit Personnel Policy, to replace Heritage Permits Policy and Bulletin 17: Field Director Qualifications
  - Multi-Assessment Permit (MAP) Policy:
  - Heritage Conservation Act Permitting Process Policy Guide (HCAPPPG), which describes:
    - The various permit types
    - How applications are received, reviewed, referred, and decided upon
    - What kinds of changes to permits require amendments, and which amendments require referrals
    - How to submit applications via the Archaeological Permit Tracking System (APTS).

## HIP Section 1: Permit Information

This section describes why this permit is required, and how it may relate to other permits.

### Section 1 Helpful Tips

Please refer to the Site Form and Mapping Requirements to ensure spatial files, kmz, etc., are submitted as appropriate. Some requirements are in place to support effective consultation with First Nations (e.g. kmz files, specific attribute tables).

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<sup>1</sup> Please refer to Appendix 2 – URLs for Branch Requirements, Standards, and Guidance

Helpful documents for completing this section include:

- Site Form and Mapping Requirements
- Multi-Assessment Permit Policy

### Section 1.1

Please consider all anticipated development that may require the authority of this permit, and ensure the permit area (i.e., where activities are authorised) is sufficient. An example when considering an application for residential development should include:

- Development activities requiring archaeological oversight may include the removal of existing obstructions, updates to utilities, landscaping, importing fill, retaining walls, in addition to excavation of a footprint for a new dwelling.
- Consider what details will inform the potential impacts to protected sites and inform the scope of assessment. What, if missed, would require an amendment to the permit? ( e.g., depth of excavation for foundations; hydro poles).
- Further, it's recommended that applications use entire subject property (not just a proposed house footprint) or add appropriate buffers as appropriate to support assessments related to project redesign.

Please consider whether the size of the permit area is reasonable for consultation, or whether it should be subject to the terms of the MAP policy. Some major projects (e.g., inter-provincial pipelines with a 2 km buffer) may be too large for parties to effectively review the proposed permit area.

If the project is not subject to the terms of the MAP policy, the extra text can be deleted, as instructed.

If applying for a MAP, please describe how areas will be selected for assessment. Will they be compared to a provincially-approved GIS-based AOA? Will the entire permit area be subject to a field assessment? If a desktop-based assessment is used, please consider guidance from the AOA Guidelines.

### Section 1.2

In Table 1: Location of Permit Area, delete prompts in grey and delete unnecessary rows . Refer to iMap or other resources for information as necessary (e.g., PIDs). Specify whether public land is provincial or municipal. Applications which define a permit area with reference to a First Nations asserted territory must define that territory by reference to an attached map and/or geographic references.

### Section 1.3

Please consider Objectives not listed herein that are project-specific.

While Section 1.3 references previous studies, with a prompt to provide details, a more fulsome summary of that work is expected in Section 1.4, "Related Studies".

### Section 1.4

Please provide copies of previous studies to the Branch. However, if it was obtained through PARL, a reference is sufficient, as a reviewer (Branch staff; First Nations) should have access. Desktop-based studies or PFRs not subject to HCA permitting, that influenced the scope and methods of the application, can be submitted via APTS. In short, if an assessment relies on other work, it must be available to the regulator.

Please indicate whether GIS-based archaeological predictive models have been approved by the Archaeology Branch.

Table 2: “Relevant” studies may be geographically proximate, in a similar environment (e.g., alpine setting), or has had so much significant work as to directly influence the culture history of the area. Comments relevant to this study may include observations that will influence the scope and approach of this study, like “site has not been assessed since 1972, and initial fieldwork did not include subsurface testing” (Figure 5). The Branch is not expecting an exhaustive list of every assessment from sites subject to numerous assessments (e.g., Crescent Beach).

*Table 2. Previous Studies Relevant to the Proposed Assessment(s)*

<b>Title of Study</b> (include HCA permit # and/or study type)	<b>Proximity to Proposed Assessment Area</b>	<b>Year of Assessment</b>	<b>Comments Relevant to this Study</b>
Archaeological Impact Assessment of 2975 Jutland Road, Victoria BC, conducted under HCA Permit 2023-0001	<u>Immediately Adjacent</u> , to the north	2023	AIA immediately adjacent to subject property had deposits to 2 m DBS, and recommended deep-testing and 10 evaluative units
Non-permitted desktop assessment of 2795 Jutland Road, Victoria.	Subject Property	2020	Assessment recommended pedestrian survey and deep testing.

Figure 4. Example of Table 2 from Section 1.4 of the Application Template

Table 3: As with the application template’s Table 2, archaeological sites “relevant” to the assessment(s) may include proximate sites, as well as specific site types (e.g., wet sites) that may influence the scope, methods, and planning for this assessment. The “Proposed Development Component” column may be deleted to increase the width of other columns if appropriate; it might be helpful for known forestry blocks, or specific components of a sprawling development – for example, the western parking lot of a 1.2 million sqft hospital.

### Section 1.5

The most significant changes to the administration of permits are reflected in this Section . The changes in this section are intended to make the process to obtain appropriate authorisations for “concurrent permits” clearer to First Nations, applicants, and developers.

While significant, net new impacts to sites require S12.4 permits, actions like removing obstructions could occur under a S12.2 to support heritage inspections.

If the application does not relate to known concurrent HCA permits or applications, text associated with the “yes” option can be deleted.

**Select one of the following to describe how the HCA permits will work together:**

- Development is proposed within a known archaeological site. This s.12.2 heritage inspection will evaluate the site and inform the terms and conditions of any additional HCA permit(s). **There are no built obstructions within protected sites impeding this heritage inspection.**
- Development is proposed within a known archaeological site. This s.12.2 heritage inspection will evaluate the site and inform the terms and conditions required for additional HCA permit(s). **Built obstructions within protected sites must be removed to enable this heritage inspection.** Removal of obstructions will not result in any net new, significant impacts to the site. Any activities with the potential to impact the site will occur under the direction of a qualified archaeologist (e.g., field director).
- Development is proposed within a known archaeological site which has been evaluated to the extent necessary to provide sufficient understanding of the site composition and nature of proposed impacts to proceed to a s.12.4 alteration permit. This s.12.2 heritage inspection is intended to authorize any concurrent

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inspection methods proposed as part of the site mitigation plan while the s.12.4 alteration permit authorizes site impacts from development.

- Other. **Provide further details:**

*Figure 5. New text from Section 1.5 regarding concurrent permits*

In the “additional comments” section, please describe how the project “will work” – how will the permit holder communicate the results of the assessment to inform permitting authorizations?

This section is relevant when site alteration activities are necessary to complete an archaeological impact assessment, but no net impacts are anticipated. Activities such as excavation of overburden and removal of existing structures and pavements, can be authorized by this permit. More substantial alterations to the site, related to construction of new structures etc., are conditional on a review of results by the Archaeology Branch. Results may be conveyed through interim reporting, which is also expected to be distributed to First Nations in advance of an application for an alteration permit. It is the archaeologist’s responsibility to clearly identify the various phases of a project, so the proponent, First Nations, and the Archaeology Branch can have a shared understanding of how activities receive HCA authorizations.

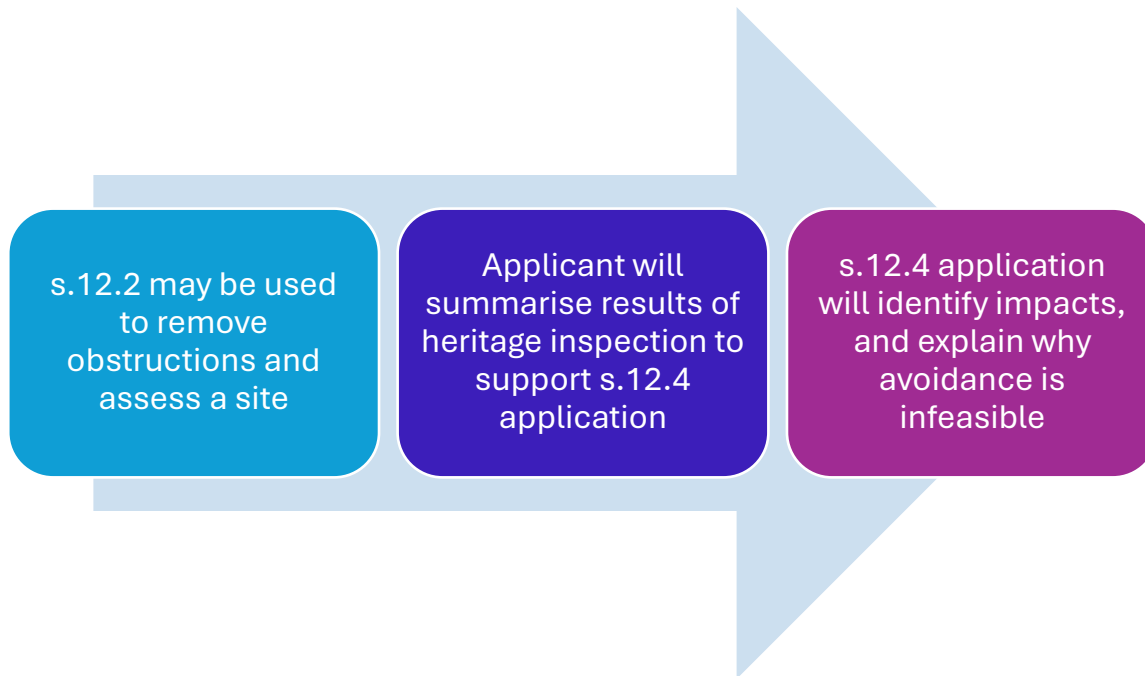


Figure 6. Basic flow of permitting authorisations

## Section 1.6

Every section of the application includes an opportunity to provide additional relevant details. In Section 1, please consider whether the project is subject to approvals from other agencies (e.g., the Canadian Energy Regulator [CER]; Environmental Assessment Office [EAO] that may have impacts to the adjudication of the permit), or whether there will be significant deviations to the rest of the application (e.g., previous contamination will influence archaeological methods).

## HIP Section 2: Personnel

The Archaeological Permit Personnel Policy is replacing Bulletin 17 and aspects of the Heritage Permit Policy.

### Section 2 Helpful Tips

Unnecessary rows in Table 4 may be deleted.

Applicants are encouraged to only list previously-qualified Field Directors in applications.

Please use “additional comments” in this section to describe how field directors will be able to support in-field decisions; active construction sites with the risk for irreparable impacts to sites may require more oversight than “greenfield assessments” (i.e., assessments of proposed forestry blocks, where development is not occurring during/immediately after assessment- there is an adequate delay for experienced staff to review in-field decisions).

Large and complex permits may seek to include provisions for delegated archaeologists – it may be appropriate to speak with the Branch in advance, with reference to terms and conditions from the Heritage Investigation Permit, to address roles overseeing assessments, and the schedule of deliverables.



The terms and conditions of the permit allow the Branch to make amendments. If, through the review of an individual’s work, the Branch may remove an archaeologist as a field director.

Helpful documents for this section include:

- Archaeological Permit Personnel Policy once it replaces Bulletin 17: Field Director Qualifications

### HIP Section 3: Field Methods

The order of this section was significantly re-organized to align requirements more closely with the order of progression. Other changes to content were intended to clarify prompting questions whilst not making the document drastically longer (Table 3).

In general, Section 3 describes proposed archaeological methods, but nearly **always provides the field director with options to make in-field decisions** with regards to survey coverage, subsurface testing, etc., based on their observations – provided the report describes the rationale behind their decisions.

*Table 3. Summary of Changes in Section 3: Field Methods*

Location	Changes in 2024 Template
Section 3 – methods	Subsections reordered with new subsection 3.1 – pre-field background research
Section 3.3 – archaeological potential	Previously section 3.1; provides additional information about identifying, recording, and reporting on AOPs; note the Branch’s preference is that AOPs are subsurface tested
Section 3.4 – subsurface testing	<ul style="list-style-type: none"> <li>• Previous box on mechanical augers subsumed under first box (tests in general)</li> <li>• Previous check box that soils suspected to contain archaeological materials are to remain within the site has been removed</li> </ul>
Section 3.4.1 – machine-assisted inspections	<ul style="list-style-type: none"> <li>• Machine assistant inspections are to be directed by a field director or permit holder</li> <li>• Includes list of options for machine-assisted inspection types to be included under the assessment</li> <li>• More standardized methods or option to outline a non-standard approach</li> <li>• New section regarding removal of sediments from the permit area</li> </ul>
Section 3.4.2 – winter testing	<ul style="list-style-type: none"> <li>• Section reduced with separate options for surface survey and subsurface testing only (or other methods, as outlined by the applicant)</li> <li>• Field, lab, and transport methods must be specified by the applicant</li> </ul>

### Section 3 Helpful Tips

Helpful documents for this section include:

- BC Energy Regulator Application template includes winter testing methods

### Section 3.1: Pre-Field Background Research:

The Branch has made the “Unreviewed Site Record Updates” layer available via RAAD and archaeologists may consider providing the Branch’s Inventory Archaeologists with a list of Borden Numbers in proximity to an assessment area to confirm there are no significant updates.

Provide all field staff with copies of comprehensive maps and the permit application prior to fieldwork; it will help new staff develop, and all members of the crew will understand why some in-field decisions occur, what rationale might help in-field decisions, and how data collected in the field address permit obligations (e.g., spatial data for survey coverage, Areas of Potential [AOPs], Subsurface Test Areas [STAs], and site boundaries).

### Section 3.2: Survey Coverage

The Branch sees an opportunity for permit holders to describe survey coverage better (i.e., where did survey occur, why did the field crew go there, and what was observed). The additional comments of this subsection are an opportunity to describe how project-specific information will influence the study. Questions to consider in this section include:

- Are larger transects appropriate in cultivated land?
- Has the area been subject to a non-permitted preliminary field reconnaissance (PFR)?

### Section 3.3: Archaeological Potential:

- The Branch reminds permit holders that describing terrain as “sloping” is insufficient to determine that an area lacks potential for archaeological sites. At a minimum, describe what site types were anticipated, and provide the degree and aspect of the slope.
- The responses to the referral to an application or Notices of Intent, ethnographic accounts, and the Informed Contributor’s Layer (ICL) in the Remote Access to Archaeological Data (RAAD) may increase an archaeologists’ understanding of areas with cultural significance, in addition to in-field observations from First Nations representatives (when present).
- Sites are subject to protection regardless of disturbance. Please consider the difference between activities that have removed all culture-bearing sediments and those activities which may have relocated sediments (e.g., plowing).

### Section 3.4: Subsurface Testing:

- When describing Subsurface Test Areas (STAs), the Branch has developed a subsurface test log that may prove helpful. Subsurface descriptions should be representative; the stratigraphy of each test does not have to be recorded.
  - Describing an STA in m<sup>2</sup> rather than dimensions provides more accurate information, to determine whether subsurface testing was adequate.
- The site probability calculator will be made available on the Branch’s website. It’s a tool to provide quantitative response to the qualitative question of whether an appropriate level of effort was spent on testing.
- When choosing subsurface testing methods:
  - Consider that a 40 cm diameter auger is approximately 0.125m<sup>2</sup>, and may be appropriate for deep-testing.

- If less than 100% of displaced sediments are screened, what will be done with the unassessed sediments?
- If the applicant can't guarantee that tests will be excavated until culturally-sterile sediments are confirmed, why? It may be appropriate to say something like ““This site is known to have ancestral remains; the proposed slab on grade construction is proposed to minimise impacts to the site, so subsurface testing will be limited to the depth of development. The report and management recommendations will clearly articulate that this study did not fully assess the depth of deposits within the subject property”
- If the project warranted it, an archaeologist could use this section to describe systematic or random testing approaches, rather than judgmental testing often employed.

#### *Section 3.4.1 Machine-Assisted Inspections*

This section has had significant edits to structure within Section 3.

Machine-assisted inspections should be directed by the Field Director, though monitoring may be appropriate in areas with lower risk for archaeological sites to be present, or where other considerations (e.g., crew safety) takes precedence.

Applicants are encouraged to consider the details of the proposed assessment; how well-studied is this area? Is machine-trenching the best, safest way to assess deep deposits within an urban setting? Will a trench be used to displace sediments for a waterline, only to reinter the displaced soils? When possible, please provide details about specific approaches; for example, will Geotech testing employ a mud rotary auger, sonic testing, hollow stem, etc.? The Branch understands some Nations and municipalities have developed guidance for approaches such as hydrovac/dryvac work, that may be directly relevant.

There is no “standard” for machine-assisted inspections as the Archaeology Branch looks to the applicant to make project-specific decisions as to the appropriate methods and approaches.

The Branch is aware of several projects where mechanical screening was an effective approach to process significant volumes of sediments, with evidence to suggest materials were not damaged through the process (example: a full deer ulna was recovered in the Interior).

For “other” machine-assisted inspections, consider approaches not included in this list (e.g., tilling farm fields, to make sediments easier to assess). Please advise the Branch if there are other common inspections to add to this list.

As with other sections of this application template, the most commonly-seen options

have been included for an applicant’s convenience, with a grey box to prompt additional information.

When discussing volume or relative percentage of displaced sediments, please provide a robust rationale as it pertains to the proposed assessment; a diffuse lithic scatter may benefit from a different approach from deep, stratified midden deposits; other considerations may include the safety constraints of a project in an urban setting. Describe the volume or percentage of sediments that will be screened, raked, or subjected to other inspection methods. It may be helpful to identify

which approaches may be adjusted, based on initial results, at the discretion of the Field Director; when this authority is exercised, it may be appropriate for the Field Director to confer with the permit holder, First Nations, and/or the Branch, and their rationale for deviations must be provided in report(s).

The Branch may develop guidance for stockpiling; it is preferable that sediments are processed, to minimize the risk that cultural-bearing sediments are not moved offsite. If it is infeasible to process all sediments, please consider whether sediments will be kept within the subject property, or site boundaries will be revised to include displaced sediments, etc.

#### *Section 3.4.2: Winter Assessments*

Please describe what assessment may occur under winter conditions. Given the anticipated site types (surface scatters, trails, cultural depressions, etc.), describe how deep frost or snow can be before anticipated site types will be obscured. The HCA permit application template for BC Energy Regulator (BCER) includes methods for winter testing.

In “Additional comments”, please describe those situations where winter assessments will be inappropriate, or provide further details regarding scope, methods, or approach not yet discussed.

#### *Section 3.4.3 Additional Discussion: Subsurface Testing*

If not previously addressed elsewhere in the application, projects with significant contamination or disturbance that may affect proposed archaeological methods should be discussed here.

#### **Section 3.5 Other Field Methods**

This is a placeholder where applicants should address other possible field methods not discussed elsewhere in the document.

### **HIP Section 4: Site Recording and Evaluation**

This section of the application addresses determining the extent of sites; recording and documenting findings, ensuring collected materials are stored and transported appropriately in advance of curation, and post-field work to define site boundaries.

Subsections for CMTs, rock art, or wet sites allow for the specific methods that may be used to record those sites. The section provides additional prompts for historical sites relevant to the authority of this permit, and an opportunity to discuss site types not otherwise mentioned that warrant specialized discussion.

#### **Section 4 Helpful Tips**

This document references Provincial guidance (i.e., Bulletin 26 and Site Form and Mapping Requirements; helpful links provided below), and “representative sample(s)” – please scale as appropriate when encountering two versus 200 diagnostic artifacts, while acknowledging the value in documenting finds in the field.

High resolution photos are preferred (note: reports may benefit from ‘compressing’ photos to address file size issues.

For Legacy sites: please refer to notes and materials from the February 15th, 2024 webinar, and the relevant section of Site Form and Mapping Requirements.  
A reminder for reports and site forms: archaeologists make *recommendations* as to legacy status.  
Legacy Status is not a management recommendation, but a possible outcome of alterations to a site. Legacy status recommendations will only be considered if the site is clearly demonstrated to have been 100% excavated, removed, or stripped down to bedrock or sterile deposits.

Helpful documents for this section include:

- Bulletin 26: Treatment and Analysis of Archaeological Materials
- Bulletin 27: Culturally Modified Trees Guidelines
- Bulletin 28: Wet site guidelines includes the recommendations for several references
- Culturally Modified Trees of British Columbia (the CMT Handbook
- B.C. Heritage Branch
- Photo Template
- Site Form
- Subsurface test log
- Site Form and Mapping Requirements

#### Section 4.1: Excavation

Given the variations between projects, it is expected that an applicant will anticipate how many evaluative units will be excavated to support the identification and assessment of the site; how First Nations and the Branch will be engaged in advance of significant mitigation strategies; and make recommendations as to when the scope of investigation will require a s12.2 Heritage Investigation Permit, to ensure all parties are informed of the scope of possible work and permitting decisions.

#### Section 4.2: CMT Survey

If CMTs are not expected (e.g., urban setting), “No” can be selected and the rest of the accompanying text may be deleted. Provincial guidance refers to the CMT Handbook and Bulletin 27 (links provided below).

It is recommended that staff understand sampling principles and proposed approaches prior to commencing fieldwork in areas expected to have a significant number of CMTs.

#### Section 4.3: Rock Art

Consider what approaches will support post-field analysis (e.g., photogrammetry; D-stretch; laser-scanning).

#### Section 4.4: Wet Sites

Consider whether wet sites require specific survey approaches; what will be done in the event a wet site is encountered; and how you will work with a specialist. If specialists are named, they must

agree to be included in the permit application. Refer to Bulletin 28 and the March 6, 2024 webinar for additional guidance. For example:

- Consider survey methods and site discovery methods for intertidal or subtidal components.
- Describe how location and materials will be stabilized.
- Consider: will cores be employed to identify wet sites? Is another repository required?

Note: “methods will be determined” is insufficient.

#### Section 4.5: Historical Sites

Some historical sites may be subject to jurisdiction by the Archaeology Branch (e.g., pre-1846). Engage with the Heritage Branch ([Heritage@gov.bc.ca](mailto:Heritage@gov.bc.ca); 250-356-1432) separately regarding their permitting requirements. Please note the Heritage Branch moved their ~7,000 sites to the BC Register of Historic Places, effective February 2024. The historic site records in HRIA are for information purposes only. The Provincial Registrar Office can be reached at [BCHistoricPlacesRegister@gov.bc.ca](mailto:BCHistoricPlacesRegister@gov.bc.ca).

Consider approaches are expected to comply with Heritage Branch and local government policies.

#### Section 4.6: Site Flagging

Describe whether boundaries will be flagged. It is expected that larger management buffers (e.g., windfirm zones; machine free zones) will be differentiated from proposed archaeological site boundaries.

#### Section 4.7 Additional Discussion

This is another placeholder to address other possible approaches not discussed elsewhere in the document.

#### HIP Section 5: Collection and Analysis

Ensure applications clearly describe whether collection and analysis objectives will vary (e.g., within permits with large geographic areas) to reflect the perspectives of First Nations who prefer artifacts are collected or left in situ, or where project impacts vary.

With regards to analysis, while all tools will be measured and illustrated or photographed, cores, expediently-retouched flakes, and utilized flakes may be sampled.

Applicants are reminded to document where materials are reburied to ensure they can be relocated, and are not miscounted as new finds in subsequent assessments.

#### Section 5 Helpful Tips

Use the options and prompts in this section to ensure collection and analysis are of an appropriate scope for the proposed project, and highlight where there may be different approaches (e.g., for permits with large geographic areas).

Helpful documents for this section include:

- Bulletin 26: Treatment and Analysis of Archaeological Materials
- Bulletin 27: Culturally Modified Trees Guidelines
- Bulletin 28: Wet site guidelines
- Assessing significance and impacts
  - Section 3.5.2.2 and Appendix D of the AIA Guidelines speak to site significance, and Section 3.5.2.3 and Appendix F of the AIA Guidelines speak to assessing impacts to sites
  - Eldridge, M. (1997). The Significance and Management of Culturally Modified Trees
- CMT Sampling: Muir, R.J. and H. Moon. (2000). Sampling culturally modified tree sites. Ministry of Forests, Aboriginal Affairs Branch.
- FAR resources:
  - Experimental analysis correlated with activities: Custer, J. F. (2017). Experimental analysis of fire-cracked rocks from varied use contexts: Fracture attributes. *North American Archaeologist*, 38(3), 237-291.
  - The study of FAR and its research: Ng, Tommy (2004). The Study of Fire-cracked Rock and its Archaeological Research Potential, a Case Study from Site 33Ro616, Ross County, Ohio, U.S.A.
- Further references to support sampling are included in Appendix 2 - Non-Branch literature to support analysis and sampling.

### Section 5.1: Collection of Material and Sampling

When only a sample of material is collected, when will the permit holder need to engage with the Branch, and how will First Nations be advised? For example, it may be appropriate to only analyze a sample of an assemblage for a site yielding millions of fish bones.

When historical material is anticipated, please describe what will be collected.

When micro debitage is anticipated, and the prompt references how it will be “identified and “assessed”, please consider whether smaller screens in the field or soil sampling will be used.

REMINDER: Some lists include the prompt to provide additional information. **These fields are mandatory (Error! Reference source not found.).**

When FAR is anticipated, consider ways to collect meaningful data and speak to the activities that yielded that particular type of FAR. Will it be weighed? Counted? Sized? Will you report on the ratio for specific stratigraphies (e.g., XX g of FAR recovered in level 1 within EUs and YY g in level 3).

### Section 5.2: Analysis

The application commits the applicant to using a published analytical approach. Suggested approaches for debitage analysis may include:

- The modified Sullivan and Rozen approach following Prentiss 1998; Sullivan and Rozen 1985
- Attribute analysis approach following Andrefsky 2005; Shott 1994
- A technological approach following Odell 2003
- A staged approach following Magne 1983; Magne 1985



Depending on analytical approach, debitage analysis should consider:

- Raw material.
- Size (class or dimensions).
- Weight.
- Count.
- Reduction type.
- Reduction stage.

The proposed debitage analysis should consider the size of the anticipated collection. Consider whether there will be specific thresholds where approaches will change (i.e., is the applicant proposing a difference to analyzing 15 or 15,000 pieces of debitage).

Where debitage analysis is limited to the collection of in-field data, provided a representative sample of debitage will be photographed, a modified approach to the methods of the HIP may be applied. For example:

- approximate count
- raw material
- description of maximum dimensions of smallest and largest debitage within scatter
- observed stages of reduction per Magne 1985
- presence or absence of cortex
- observed reduction types
- any relevant notes on spatial distribution of above-listed attributes.

Tool analysis should consider:

- Tool type based on functional attributes, using published references (e.g., Andrefksy 2005).
- Dimensions (max length, width, thickness) and weight.
- Raw material.
- Features or attributes including retouch type, evidence of repurposing, use-wear, etc. (provide references as appropriate).
- Identification of expedient use.
- Reduction stage or sequence
- Context of regional typologies (e.g., Richards and Rousseau 1987; Rousseau 2008; Stryd and Rousseau 1996).

In addition to the discussion of the Canadian Archaeological Radiocarbon Database, describe bulk samples, column samples, or other dating strategies.

### Section 5.3: Significance and Impacts

Please use this section to speak to any First Nation policies which will influence this evaluation.

### Section 5.4 Additional Discussion

This is another placeholder to address other possible approaches not discussed elsewhere in the document.

## HIP Section 6: Ancestral Remains and Burial Places

The scope of project may suggest applicants engage with First Nations and proponents prior to developing this application. Methods can then be inserted into this document.

Table 4. Summary of Changes in Section 6: Ancestral Remains and Burial Places

Location	Changes in 2024 Template
Section 6 – Ancestral Remains and Burial Places	<ul style="list-style-type: none"> <li>• Reiteration that comments for several check boxes are now mandatory</li> <li>• new check box to differentiate between management plans based on discussions with First Nations (i.e., project-specific) or their policies (either representative of research or through long-standing relationships with descendent communities)</li> </ul>

### Section 6 Helpful Tips

Prior to submitting the application, determine whether First Nations want remains reburied within the site or a different course of action, as that will affect the conditions of the permit.

Consider what the field directors and crews need to know when conducting work, and what you’ve heard from First Nations and put it in the application – for example: can ancestral remains be photographed? Can they leave the territory?

In addition:

- Will methods be consistent throughout the permit area?
- Does your firm have access to a specialist?
- Is there anything to note if machine-assisted investigations are identified in Section 3.4.1 of the application?
- Is there anything else the application should articulate for this specific project?

While all grey boxes are considered mandatory prompts to describe methods and approaches, it is explicitly noted in Section 6.

Helpful documents for this section include:

Through the Heritage Conservation Act Transformation Project (HCATP), the Province plans to collaborate with First Nations and stakeholders to develop policy to clarify the respectful treatment of ancestral remains. Changes to the Ancestral Remains Policy are anticipated:

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/bulletins-policies>

Where burial features are believed to be present, applicants are encouraged to consider appropriate classification schemes, such as described by Darcy Mathews (2006).

### HIP Section 7: Repository and Curation

It is expected that the applicant will arrange for a repository that will make collections available to descendent communities and researchers.

### Section 7 Helpful Tips

It's recommended that an application isn't submitted to the Branch until an institution has agreed to act as the repository. The applicant is responsible for providing written confirmation to the Branch as part of the application submission package.

Ensure you understand the institution's policies regarding collections and will (or won't be accepted).

The application allows for multiple repositories to be listed; ensure the application clearly articulates which material will go where, and copy rows within "Table 5 – Repository Information" for all repositories to be added to a permit.

While it is recommended that sites and collections are kept together, repositories may transfer or repatriate materials once they have accepted materials. Applicants are reminded to ensure site records and reports identify the repository for cultural material.

It is recommended that the applicant address Nations' preferred institutions prior to submitting an application; if another repository is requested, the Branch's standard practice is to wait until the assessment is complete, until it is known whether materials were collected requiring special curation, and all affected Nations can be consulted on the proposed additional repository.

Helpful documents for this section include:

- The current process for institutions to be recognized as a repository for materials collected under HCA archaeological permits.

### HIP Section 8: Permit Deliverables

The application provides information on submitting deliverables to the Branch. As of April 2024, the Archaeological Permit Tracking System (APTS) is how reports are submitted to the Branch, while site records and shapefiles are sent to specific email inboxes. If these processes change, the archaeological community will be advised.

Please refer to Section 10.1 (in the "End of Application" section) for a discussion about the license Grant for Copyright for deliverables such as site records, spatial data, and reports.

Recent policies and the terms and conditions of this template address the material of several bulletins (Table 8). Consequently, the following bulletins will be archived:

- Bulletin 7: Standards for electronic submission of Permit Reports
- Bulletin 8: Permit report citations
- Bulletin 18: Site alteration permit reports
- Bulletin 24: Annual Reporting for multiyear archaeology inspection studies

### Section 8 Helpful Tips

The Branch has developed process and policy documents which inform permit deliverables (site records; spatial files; reports). Refer to the links below for the Provincial guidance. There should be no discrepancies between the site record and the content of reports; noting that an archaeologist's submission may not match what was registered by the Branch. Where there is a discrepancy, the Provincial records will prevail (but, if they are incorrect, please contact the Branch at [archsitereform@gov.bc.ca](mailto:archsitereform@gov.bc.ca)). We recommend that permit holders confirm site descriptions with the Branch prior to finalising reports.

Please identify when deliverables for multiple permits (e.g., Heritage Inspection and Alteration permits) will be consolidated.

“Management decisions(s) under other legislation” may refer to Acts such as the *Environmental Assessment Act* or *Mines Act*, etc.

“No further work” should not be considered an appropriate management recommendation. Instead, consider text such as; “while no archaeological resources were identified following this study, should an archaeological site be identified, work must stop and the Branch contacted for further direction. A site alteration permit is required prior to any alterations to a site.”

Resources not automatically protected under the HCA may be discussed, in order to inform the proponent that additional management measures may be discussed with affected First Nations.

It is the permit holders’ responsibility of permit holders to ensure that site form packages are reviewed prior to submission. Failure to submit satisfactory site records constitutes an outstanding permit obligation that can affect an archaeologist’s ability to hold additional permits or obtain permit amendments.

Large or complex projects which will benefit from provisions for Delegated Archaeologists may benefit from text from the Heritage Investigation Permit template to ensure appropriate data management and submission of deliverables.

Helpful documents for this section include:

- AIA Guidelines
- Interim Permit Reporting Policy
- Site Form and Mapping Requirements also include spatial requirements

## HIP Section 9: Applicant

Updated resumes (e.g., to reflect change of employer; completion of graduate studies) may be emailed to [archpermitapp@gov.bc.ca](mailto:archpermitapp@gov.bc.ca); new or updated resumes can also be uploaded via APTS if related to an active submission.

## Summary of Changes in Section 9: Applicant

### Section 9 Helpful Tips

Unchecked options may be deleted.

An applicant with three or less completed permits should provide the HCA permit and/or application numbers.

Additional comments may be used to address such questions as:

- Can the applicant provide additional information to demonstrate they are sufficiently experienced to oversee the assessment? (e.g., experience with contaminated sites; complex project management experience for Major Projects; experience in similar environmental conditions under other jurisdictions)

- What steps are being taken to mitigate experience gaps (e.g., access to an osteologist; scheduled meetings with elders for a territory the applicant has never worked in).
- If this project is outside the usual scope of projects for the applicant, this is an opportunity to explain how possible capacity issues will be addressed.

### HIP End of Application

This portion of the application template has been shortened considerably; most documents previously included in the references are now provided in this document.

Fewer signatures are required of applicants and their clients.

Helpful documents for this section include:

- Bulletin 3, which describes what personal information is collected, how information is managed, and how the Province seeks permission to copy and distribute reports. Revisions are anticipated, given changes to application templates:
- Legislation:
  - Freedom of Information and Protection of Privacy Act
  - Heritage Conservation Act
- Heritage Conservation Act Permitting Process Guide

## Section 12.2 Heritage Investigation Permit Applications

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### Introduction

The S12.2 Investigation Permit (INV) application template is primarily used for:

- Research
- Extensive investigations of complex sites
- GIS-based Archaeological Overview Assessments (AOAs)
- Response and recovery for natural disasters.

Given the infrequency this application is used, an itemized list of application-specific changes has not been developed, though general updates are listed in Table 1. This template was last updated in 2017.

The INV application template is based on the S12.2 Heritage Inspection Permit (HIP) template. Readers will often be directed to relevant sections for that permit for instructions or helpful links. Please note the sections in this application have different numbering than the HIP, though the headers are generally consistent.

The application templates provide terms, conditions, and prompts that will work for most assessments, most of the time.

The applicant is responsible to determine project-specific approaches; every section of this template provides the applicant with an opportunity to provide further information, rationale, or approaches not included within the application (Figure 1; Figure 2)). Consider this permit

application is the preemptive resource to help archaeologists make good in-field decisions and record relevant observations, to inform site records, reports, management recommendations, and a record of the assessment. The Archaeology Branch (the Branch) encourages innovation, creativity, collaboration, and ensuring scope and methods are appropriate to identify and assess possible impacts.

Please note individuals who have been issued S12.2 Heritage Investigation Permits may not be eligible to hold other permits; please refer to provincial guidance for further details.

### First Pages and General Comments

Of possible relevance to support discussions with clients: S12.2(3) states “The person named as a proponent in an application for a permit under subsection (2) is liable to pay for a heritage inspection or heritage investigation authorized by the permit.”

In addition to the changes identified in the HIP (), the INV permit application includes discussion for Delegated Archaeologists, (i.e., who may oversee assessments for permits issued to a representative of the Province).

## Helpful Tips

Any revisions to an application will require that the applicant re-sign (and re-date) the document.

Please provide day, month, and year if asked to provide a date within the application.

This helps distinguish the initial application from any revisions; should the permit be issued, all parties can reference the appropriate application.

The “Briefly summarise the Project” portion of this section helps reviewers quickly understand the proposed scope of an assessment, which may also influence how a First Nation Government prioritizes review. Examples may include:

- Systematic data recovery within FaKe-1 in advance of proposed residential developments at 123 Main Street, Happy Town. The previous archaeological impact assessment, conducted under permit 2023-1234, identified X artifacts, Y faunal elements, and Z features; no ancestral remains were identified. Further to the management recommendations following interim report 2023-01234-001, 25 evaluative units are proposed here, here, and here.
- An inventory of clam gardens on behalf of Sunset Bay First Nation, focusing on Sunset and Sunrise Bays and Sheltered Inlet.

Good descriptions address the 5 Ws (Who, What, When, Where, Why), with a reference to how the work will be done, and whether this work affects land-use decisions.

Any table within the document can have rows added or deleted, to ensure the applicant has enough room to enter relevant information (and extraneous rows can be deleted to limit the length of the document). In addition, irrelevant rows may be deleted from Tables 1 and 4, while a column within Table 3 may be unnecessary; Table 5 may be duplicated.

## INV Section 1: Permit Information

This section describes why this permit is required, and how it may relate to other permits. Changes to Section 1 of the HIP application are described in .

### INV Section 1 Helpful Tips

Please refer to the Site Form and Mapping Requirements to ensure spatial files, kmz, etc., are submitted as appropriate. Some requirements are in place to support effective consultation with First Nations (e.g. kmz files, specific attribute tables).

Helpful documents for this section<sup>2</sup> include:

- Site Form and Mapping Requirements
- Multi-Assessment Permit Policy

### Section 1.1

Please describe the intent of the proposed project. Helpful sections from the HIP include:

- Section 1.1, which provides additional prompts to discuss the scope of the assessment.

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<sup>2</sup> Please refer to Appendix 2 – URLs for Branch Requirements, Standards, and Guidance



- Section 1.3, which provides some objectives that may be relevant to this study.

### Section 1.2

In Table 1: Location of Permit Area, delete prompts in red and delete unnecessary rows. Refer to iMap or other resources for information as necessary (e.g., PIDs). Specify whether public land is provincial or municipal. Applications which define a permit area with reference to a First Nations asserted territory must further define the permit area by reference to an attached map and/or geographic references, given possible changes over time.

### Section 1.3

Table 2 is provided to describe proposed work within known sites (e.g., 20 evaluative units are proposed within FaKe-1); if the scope of the permit will not support this summary, please provide some information in the ‘additional comments’ section.

Please describe the proposed scope of the assessment. Regarding the question “does this application identify all areas of investigation?” If the answer is:

- **Yes**, all text relating to “no” can be deleted.
- **No**, please consider whether the MAP policy should apply (see Section 1.1 of the HIP)
  - Depending on the terms and conditions of the permit, the addition of proponents and Delegated Archaeologists may not require additional First Nations referral. Addition of new study areas, developments, and archaeological sites will require referral to affected First Nations.
  - Some permits use Archaeological Workplans and Schedule As, submitted to the Branch after permit issuance to add proponents, delegated archaeologists, and projects.
    - Archaeological Workplans outline methods for the discovery and assessment of archaeological sites in relation to proposed development. Provides a mitigation plan if an archaeological site is found in conflict with proposed development. Depending on the level of impact and site significance a concurrent Section 12.4 Alteration Permit may be required.
    - Schedule As:
      - Add study area, property, and/or development to the existing permit.
      - Add proponents and Delegated Archaeologists to the permit.
      - Provide HCA authorization for specific site impacts to an archaeological site (e.g., within a particular property or for a defined activity).
  - If applicable, explain how assessment areas with limited scope have been selected (e.g., clam gardens on specific islands).

### Section 1.4

Please refer to [Section 6](#) of the HIP application for direction.

This section was moved forward in the application given the variations of scope of this kind of permit.

### Section 1.5

Please refer to [Section 1.4](#) of the HIP application for direction.

### Section 1.6

This section is intended to clarify whether multiple permits are linked to this study. If the application does not relate to known concurrent HCA permits or applications, text associated with the “yes” option can be deleted.

### Section 1.7

Every section of the application includes an opportunity to provide additional relevant details. In Section 1, please consider whether the project is subject to approvals from other agencies (e.g., the Canadian Energy Regulator [CER]; Environmental Assessment Office [EAO] that may have impacts to the adjudication of the permit), or whether there will be significant deviations to the rest of the application (e.g., previous contamination will influence archaeological methods).

## INV Section 2: Personnel

The Archaeological Permit Personnel Policy will replace Bulletin 17 and aspects of the Heritage Permit Policy.

Given the variability in the scope and methods of Heritage Investigation Permits, several options are provided to describe the project, the qualifications of the permit holder, and whether field directors or delegated archaeologists will be used.

Refer to [Section 2](#) of the HIP guidance in this document for instructions. includes prompts to discuss how a field director will supervise in-field assessments.

### Section 2 Helpful Tips

Unnecessary rows (or the delegated archaeologist column) in Table 4 may be deleted. To minimize delays resulting from additional review, applicants are encouraged to only list previously-qualified Field Directors in applications.

Applicants are prompted to select from the choices (or describe the permit themselves) to ensure the Statutory Decision Maker can determine what conditions may be applied to the permit.

Helpful documents for this section include:

- Bulletin 17: Field Director Qualifications, until it is replaced by the Archaeological Permit Personnel Policy

## INV Section 3: Field Methods

In general, Section 3 describes proposed archaeological methods, but nearly **always provides the field director with options to make in-field decisions** with regards to survey coverage, subsurface testing, etc., based on their observations – provided the report describes the rationale behind their decisions.

This application limited descriptions regarding winter testing and machine-assisted investigations.

Refer to [Section 3](#) of the HIP guidance in this document for instructions. includes prompts to discuss situations not included in this application (e.g., when sediments cannot be 100% screened) and links.

#### INV Section 4: Site Recording and Evaluation

This section of the application addresses determining the extent of sites; recording and documenting findings, ensuring collected materials are stored and transported appropriately in advance of curation, and post-field work to define site boundaries. Refer to [Section 4](#) of the HIP guidance in this document for instructions and links.

#### INV Section 5: Collection and Analysis

Ensure applications clearly describe whether collection and analysis objectives will vary (e.g., within permits with large geographic areas) to reflect the perspectives of First Nations who prefer artifacts are collected or left in situ, or where project impacts vary. Refer to [Section 5](#) of the HIP guidance in this document for instructions and links.

Applicants (or delegated archaeologists) are reminded to document where materials are reburied to ensure they can be relocated and are not miscounted as new finds in subsequent assessments, even decades in the future.

#### INV Section 6: Repository and Curation

It is expected that the applicant (or delegated archaeologist) will arrange for a repository that will make collections available to descendent communities and researchers. If a repository will not be used, select no, provide rationale, and consider how field notes, samples, photographs, and other information from the study will be preserved.

More than one repository can be used – add lines to Table 6 as required, and describe how the multiple repositories will be used.

Refer to [Section 7](#) of the HIP guidance in this document for instructions and links.

#### INV Section 7: Permit Deliverables

The Branch has invested in the process and policy documents which inform permit deliverables (site records; spatial files; reports). Refer to the links within the HIP guidance for Provincial requirements.

There should be no discrepancies between the site record and the content of reports; please note that an archaeologist's submission may not match what was registered by the Branch. Where there is a discrepancy, the Provincial records will prevail (but, if they are incorrect, please contact the Branch at [archsiteform@gov.bc.ca](mailto:archsiteform@gov.bc.ca)). Given ongoing efforts to address the backlog of unprocessed site updates within the Provincial Heritage Register, permit holders are recommended to confirm site descriptions with the Branch prior to finalising reports.

It is the permit holders' responsibility to ensure that site form packages are reviewed prior to submission. Failure to submit satisfactory site records constitutes an outstanding permit obligation that can affect an archaeologist's ability to hold additional permits or obtain permit amendments.

Project-tracking reports are generally used for projects with delegated archaeologists (i.e., provincially-held INV permits to support disaster response and recovery). These reports to ensure NOIs, assessments, results, and projects are consistently tracked, and all parties understand the schedule of deliverables, and the Branch can ensure specific management directions are provided to the proponent

A Project Tracking report generally provides company-specific summaries regarding:

1. The unique identifier for proposed assessments and corresponding NOI correspondence (i.e., distribution date, how responses from First Nations were addressed)
2. Confirmation whether the corresponding studies occurred,
3. Results and recommendations from studies
4. A status summary for the submission of deliverables (i.e., site records, spatial files, and reports).

Consider the Branch is tracking the progress of assessments and deliverables from multiple firms. Refer to [Section 8](#) of the HIP guidance in this document for instructions and links.

### INV Section 8: Applicant

Updated resumes (e.g., to reflect change of employer; completion of graduate studies) may be emailed to [archpermitapp@gov.bc.ca](mailto:archpermitapp@gov.bc.ca); new or updated resumes can also be uploaded via APTS if related to an active submission.

Refer to [Section 9](#) of the HIP guidance in this document for instructions and links.

### INV End of Application

While there is new information relating to Copyright, this portion of the application template has been shortened considerably and require fewer signatures at the time of the application.

Most documents previously included in the references are now provided in this document.

Please refer to the HIP guidance in this document for instructions and links.

## Section 12.4 Alteration Permit Applications

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### Introduction

As with the previously discussed templates, the alteration permit template includes the most commonly-used approaches for convenience. However, it is up to the applicant to determine

The application templates provide terms, conditions, and prompts that will work for most assessments, most of the time.

project-specific approaches; every section of this template provides the applicant with an opportunity to provide further information, rationale, or approaches not included within the application.

The Archaeology Branch (the Branch) encourages innovation, creativity, collaboration, and ensuring scope and methods are appropriate to identify and assess possible impacts.

In addition to the summary provided in Table 1, significant changes to this template include:

- One applicant will apply for S12.4 permits – this will generally be the individual seeking authority to alter a site subject to protection under the HCA (e.g., property owner, developer, or an individual responsible to act on their behalf).
- Where appropriate to have archaeological oversight, the applicant may indicate a “responsible archaeologist” is providing support, ranging from development of the application, to overseeing all activities and writing all permit deliverables.
- Stronger prompts for applicants to describe what measures have been undertaken to minimize, mitigate, or avoid impacts to protected sites.
- Changes to the Certification, Consent, and Grant of License, as described in detail in the “End of Application” the s.12.2 Heritage Inspection (HIP) template guidance.

### First Pages and General Comments

To clarify roles and responsibilities, s.12.4 permits will be issued to the individual requesting authority to alter a site. However, the applicant can engage an archaeologist to provide support (Figure 7). The application is scale-able, depending on the scope and magnitude of proposed impacts, and the role of the responsible archaeologist.

The applicant has retained an archaeologist to:

- act as the “responsible archaeologist” to complete the following tasks:
  - submit the permit application on behalf of the applicant
  - review project activities to determine which activities fall under the authority of the HCA and ensuring the scope of the permit captures all activities requiring authorization under the HCA . **Describe:**
  - provide onsite oversight of the proposed site alterations, including archaeological methods (e.g., monitoring; artifact collection). **Describe:**
  - submit permit deliverables on their behalf.
  - support this application and work subject to other HCA permits/pending applications. **Describe:**

**OR**

Other. **Describe:**

Figure 7. Responsible Archaeologists

### Helpful Tips

The applicant must re-sign (and re-date) any revised applications; this supports version control should the permit be issued.

Please provide day, month, and year if asked to provide a date within the application.

Any table within the document can have rows added or deleted, to ensure the applicant has enough room to enter relevant information (extra rows can be deleted to limit the length of the document).

Presently, applicants require a BCeID to access to the Branch’s Archaeological Permit Tracking System (APTS) to submit applications. Private property owners or RFPs who do not have access to APTS can submit applications via [archpermitapp@gov.bc.ca](mailto:archpermitapp@gov.bc.ca). This option is not available to those who have APTS access (i.e., responsible archaeologists).

### Alteration Permit Section 1: Permit Information

Applicants are asked to briefly describe the scope and scale of the project; prompting questions within the template solicit information regarding the timing of activities, the location of the proposed project, what is known about the site, and how development planning has resulted in site avoidance, or, where avoidance is infeasible, impacts have been minimized or mitigated.

In describing the location of the project, please use the most appropriate administrative information (e.g., residential work should include civic address and legal description, including the Property Identification Number(s) [PIDs]; Crown land should include the Parcel Identifier Number(s) [PINs] or geographical information, forestry developments should include the cutblock,

etc.). Within this guide, the s.12.2 Heritage Inspection Permit (HIP) permit provides additional information to support “location”.

Table 1 of this application provides the applicant an opportunity to describe what impacts are anticipated (Figure 8). Consider details such as: anticipated depth, volume, nature, integrity, and significance of deposits to be impacted.

*Table 1. Archaeological Site(s)*

Borden Number	Site Description	Anticipated Impacts
<i>FaKe-1</i>	<i>Diffuse subsurface lithic scatter</i>	<i>Capped with imported fill to depth of 1.0 m to contain all proposed development (slab on grade construction; new utilities)</i>

Figure 8. Example of Table 1 in s.12.4 Alteration application

Table 2: “Relevant” studies may be geographically proximate, in a similar environment (e.g., alpine setting), or has had so much significant work as to directly influence the culture history of the area. Please refer to Section 1.4 of the s.12.2 HIP template for a fulsome list of anticipated assessment types.

Applicants are expected to provide relevant information for Table 2: it may be appropriate to have an archaeologist provide you with data for this table, to describe the results of relevant assessments (The Branch is not expecting an exhaustive list of every assessment from sites subject to numerous assessments like Crescent Beach, especially if the applicant seeks to cap a site with imported fill). Comments relevant to this study may include observations that will demonstrate the scope of known impacts – it would be unlikely, for example, for the Branch to approve a full basement in a site that has not been assessed since 1972, and never included subsurface testing.

Please provide copies of previous studies to the Branch. If the document was obtained through PARL, a reference is sufficient, as the reviewer (Branch staff; First Nations) should have access. Desktop-based studies or PFRs not subject to HCA permitting, that influenced the scope and methods of the application, can be submitted with the application.

In short, if an assessment relies on other work, it must be available to the regulator.

For permits seeking authority to alter several sites, this table can be duplicated and new titles added to reflect “Table 2: FaKe-1: Related Archaeological Studies”, with unique site numbers and titles for other sites as appropriate. Please provide HCA permit numbers as appropriate.

The last question regarding pervious assessments will inform the Impact Management Measures, described in Section 1.1.



It may be appropriate to use “additional comments” to describe whether this is a Major Project with an Archaeological Impact Management Plan, or whether impacts to the site are required to remediate historical contamination, etc.

### Section 1.1

This section provides the applicant space to articulate how project design has resulted in site avoidance, or, where avoidance is infeasible, has demonstrated the commitment to minimize or mitigate impacts. For example, it may be appropriate to describe how nearby sites have been avoided.

Please consider section 1.1 establishes why impacts to the site are unavoidable.

### Section 1.2

Section 1.2 of this application describes the known risk of impacts to ancestral remains. Please refer to [Section 6](#) of the HIP application for additional direction.

### Section 1.3

Developers and homeowners may require the authority of several, possibly concurrent HCA permits to authorise assessments and impacts to sites. Please consult [Section 1.5](#) of the HIP application guidance for more information.

### Section 1.4

Every section of the application includes an opportunity to provide additional relevant details. In Section 1, please consider whether the project is subject to approvals from other agencies (e.g., the Canadian Energy Regulator [CER]; Environmental Assessment Office [EAO] that may have impacts to the adjudication of the permit), or whether there will be significant deviations to the rest of the application (e.g., previous contamination will influence archaeological methods).

### Alteration Permit Section 2: Personnel

If an archaeologist is not tied to this permit, the text after “Yes” may be deleted to make this document shorter (Figure 9).

**2. PERSONNEL**

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Will an archaeologist submit permit deliverables to the [Province](#) and/or direct work?

**No.** *(Text after “yes” may be deleted).* The applicant is responsible to submit site records, reports, and other deliverables requested by the Branch. Provide any additional details:

**Yes.** Describe the archaeologist’s role:

The permit holder and field director(s) will consider and document comments and concerns from First Nations relevant to the jurisdiction of the HCA when making in-field decisions and developing management recommendations under this permit. These details will be provided to the First Nation upon request and will be included in the final report. Within this document, “field director” will be used for the individual overseeing archaeological field methods.

Figure 9. Example of text that can be deleted

Unnecessary rows in Table 4 may be deleted.

To minimize delays resulting from additional review, applicants are encouraged to only list previously-qualified Field Directors in applications.

Helpful documents for this section include:

- Bulletin 17: Field Director Qualifications, until it is replaced by the Archaeological Permit Personnel Policy

### Alteration Permit Section 3: Methods

If concurrent permits/applications have been developed for the project, it is expected the s.12.2 permits will include archaeological methods. However, in the event it is appropriate to provide methods in this application, please refer to Section 3 of the HIP.

In general, proposed archaeological methods will nearly always provides the field director with options to make in-field decisions with regards to survey coverage, subsurface testing, etc., based on their observations – provided the report describes the rationale behind their decisions.

Refer to [Section 3](#) of the HIP guidance in this document for instructions, prompts to discuss situations not included in this application (e.g., when sediments cannot be 100% screened) and links.

### Alteration Permit Section 4: Collection and Analysis

If concurrent permits/applications have been developed for the project, it is expected those permits will include archaeological methods. However, in the event it is appropriate to provide methods in this application, please refer to [Section 5](#) of the HIP.

Ensure applications clearly describe whether collection and analysis objectives will vary (e.g., within permits with large geographic areas) to reflect the perspectives of First Nations who prefer artifacts are collected or left in situ, or where project impacts vary. [Refer to Section 5](#) of the HIP guidance in this document for instructions and links.

Applicants (or responsible archaeologists) are reminded to document where materials are reburied to ensure they can be relocated and are not miscounted as new finds in subsequent assessments, even decades in the future.

### Alteration Permit Section 5: Repository and Curation

If a concurrent permit has been issued for the project, and all repository requirements will be addressed through that permit, please provide relevant comments and the rest of the text in this section can be deleted (Figure 10 – blue line).

**5. REPOSITORY AND CURATION**

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Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain.

Will all repository requirements be addressed through a concurrent HCA permit?

**No.**

**Yes.** Describe:

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Is a repository required for materials collected under the authority of this permit?

**No.** Provide rationale:

**Yes.**

The permit holder, in consultation with affected First Nations as appropriate, shall arrange for a secure repository to care for any materials recovered under authority of the permit. The permit holder will confirm in writing that that the repository has agreed to accept materials, and the repository will make collections available to affected Indigenous communities and researchers.

The repository has been contacted and provided the permit holder confirmation in writing that it agrees to accept materials collected under the authority of this permit and that it will make collections available to affected Indigenous communities and researchers.

Figure 10. Text within Section 5 of the S12.4 permit that may be deleted

It is expected that the applicant (or delegated archaeologist) will arrange for a repository that will make collections available to descendent communities and researchers. If a repository will not be used, select no, provide rationale, and consider how field notes, samples, photographs, and other information from the study will be preserved – describe in “provide rationale” and the text after the yellow line of Figure 10 can be deleted.

More than one repository can be used – add lines to Table 6 as required, and describe how the multiple repositories will be used.

Refer to [Section 7](#) of the HIP guidance in this document for instructions and links.

## Alteration Permit Section 6: Permit Deliverables

If a concurrent permit has been issued for the project, and all reporting requirements will be addressed through that permit, please provide relevant comments and the rest of the text in this section can be deleted.

The Branch has invested in the process and policy documents which inform permit deliverables (site records; spatial files; reports). Refer to the links within the HIP guidance for Provincial requirements.

Refer to [Section 8](#) of the HIP guidance in this document for instructions and links.

### Section 6.1

Site records are independent of reports and summarise activities and observations. Non-archaeologists can contact the Branch for advice.

There should be no discrepancies between the site record and the content of reports; please note that an archaeologist's submission may not match what was registered by the Branch. Where there is a discrepancy, the Provincial records will prevail (but, if they are incorrect, please contact the Branch at [archsiteform@gov.bc.ca](mailto:archsiteform@gov.bc.ca)). Permit holders should confirm site descriptions with the Branch prior to finalising reports.

When attached to the permit, it is expected that the responsible archaeologist will ensure site form packages are reviewed prior to submission. Failure to submit satisfactory site records constitutes an outstanding permit obligation that can affect an archaeologist's ability to hold additional permits or obtain permit amendments.

### Section 6.2

Reports from archaeologists are expected to meet provincial standards, while reports from the public are expected to summarise low-impact alterations like capping with imported fill or limited ground-altering activities.

### Section 6.3

Complex or multi-year projects may be subject to additional terms and conditions, to ensure the Branch receives timely updates to sites, as that information may influence other projects.

## Alteration Section 7: Applicant

Updated resumes (e.g., to reflect change of employer; completion of graduate studies) may be emailed to [archpermitapp@gov.bc.ca](mailto:archpermitapp@gov.bc.ca); new or updated resumes can also be uploaded via APTS if related to an active submission.

Refer to [Section 9](#) of the HIP guidance in this document for instructions.

## Alteration Permit: End of Application

While there is new information relating to Copyright, this portion of the application template has been shortened considerably and require fewer signatures at the time of the application.

Most documents previously included in the references are now provided in this document.

Please refer to the HIP guidance in this document for instructions and links



## Appendix 1: Standard Terms and Conditions

While (Table 5) provides a list of standard conditions as of July 2024, the Statutory Decision Maker will determine what is applied to the permit.

Table 5. Permit Terms and Conditions

Condition	S12.2 Inspection	S12.2 INV	S12.4
Term of Permit	1. Permits shall be valid for the term stipulated in the permit unless otherwise suspended or cancelled. Extensions to the term of the permit, or other amendments, will be considered upon submission of an application to the Archaeology Branch at least 60 calendar days prior to the expiry date of the permit.	1. Permits shall be valid for the term stipulated in the permit unless otherwise suspended or cancelled. Extensions to the term of the permit, or other amendments, will be considered upon submission of an application to the Archaeology Branch at least 60 <u>calendar days</u> <u>prior</u> to the expiry date of the permit.	1. Permits shall be valid for the term stipulated in the permit unless suspended, cancelled, or extended. Amendments will be considered upon submission of an application to the Archaeology Branch at least 60 calendar days prior to the expiry date of the permit.
“follow the terms of this permit”	2. The permit holder shall conduct the inspection as described in the permit application, unless otherwise specified in the permit or as directed by the Archaeology Branch		2. The permit holder, proponent, responsible archaeologist, and property owner who has accepted responsibility for the alterations on the subject property shall conduct the alterations as described in the permit application, unless otherwise specified in the permit or as directed by the Archaeology Branch.

Condition	S12.2 Inspection	S12.2 INV	S12.4
Branch can modify approach	3. Archaeology Branch may direct the permit holder to complete the work as described in the permit application in a matter different than as described, in line with the purposes and intent of the authorised activities described herein.	2. Archaeology Branch may direct the permit holder or delegated archaeologist(s) to complete the work as described in the permit application in a matter different than as described, in line with the purposes and intent of the authorised activities described herein.	3. The Archaeology Branch may direct the permit holder or responsible archaeologist(s) to complete the work as described in the permit application in a matter different than as described, in line with the purposes and intent of the authorised activities described herein.
Branch can apply additional amendments	4. Amendments to the permit may be initiated by the Branch.	3. Amendments to the permit may be initiated by the Branch.	4. Amendments to the permit may be initiated by the Branch.
HCA permits do not authorise access	5. A permit issued under the Heritage Conservation Act does not authorize entry onto land or into a building without the permission of the owner or occupier.	4. A permit issued under the Heritage Conservation Act does not authorize entry onto land or into a building without the permission of the owner or occupier.	5. A permit issued under the Heritage Conservation Act does not authorize entry onto land or into a building without the permission of the owner or occupier.
Returning site to original condition	6. Upon completion of any inspection or investigation involving excavations, the permit holder shall make all reasonable efforts to ensure all sites are restored as nearly as possible to their former condition.	5. Upon completion of any inspection or investigation involving excavations, the permit holder (or their delegated archaeologist[s]) shall make all reasonable efforts to ensure all sites are restored as nearly as possible to their former condition.	

Condition	S12.2 Inspection	S12.2 INV	S12.4
Comply with repository requirements	7. The permit holder shall conform to all requirements respecting archaeological materials and documentation established by the institution or organization named in the "Repository and Curation..." section of the permit.	6. The permit holder (or their delegated archaeologist[s]) shall conform to all requirements respecting archaeological materials and documentation established by the institution or organization named in the "Repository and Curation..." section of the permit.	
Repository remains after permit expiration	8. Notwithstanding expiration or earlier termination of the term of the permit, provisions with respect to the " Repository and Curation..." section shall remain and continue in full force and effect.	7. Notwithstanding expiration or earlier termination of the term of the permit, provisions with respect to the " Repository and Curation..." section shall remain and continue in full force and effect.	
Repository: optional			6. Should a repository be identified in the application, the permit holder and their responsible archaeologist shall conform to all requirements respecting archaeological materials and documentation established by the institution or organization named as a repository in the permit. Provisions with respect to the "Cultural Material" section shall remain and continue in full force and effect in perpetuity, even if the permit is inactive or terminated.

Condition	S12.2 Inspection	S12.2 INV	S12.4
Can't sell artifacts	9. Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain. Any other transfer of heritage objects, materials and records, or changes to the conditions identified under the "Repository and Curation..." section of the permit, may only be carried out with prior consent of the Minister.	8. Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain. Any other transfer of heritage objects, materials and records, or changes to the conditions identified under the "Repository and Curation..." section of the permit may only be carried out with prior consent of the Minister.	7. Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain. Any other transfer of heritage objects, materials and records, or changes to the conditions identified in the permit, may only be carried out with prior consent of the Minister.
Use First Nation File #s	10. Where known, First Nation file numbers will be referenced in permit-related correspondence and reports.	9. Where known, First Nation file numbers will be referenced in permit-related correspondence and reports.	8. Where known, First Nation file numbers will be referenced in permit-related correspondence and reports.
First Nations provided copies of site records and reports	11. The permit holder shall provide affected First Nations with spatial information and electronic copies of any site records and reports produced under the permit, unless the parties have agreed to alternate arrangements.	10. The permit holder (or their delegated archaeologist[s]) shall provide affected First Nations with spatial information and electronic copies of any site records and reports produced under the permit, unless the parties have agreed to alternate arrangements.	9. The permit holder or their responsible archaeologist shall provide affected First Nations with spatial information and electronic copies of any site records and reports produced under the permit, unless the parties have agreed to alternate arrangements.



Condition	S12.2 Inspection	S12.2 INV	S12.4
<p>BC can inspect, recall notes, and compel work</p>	<p>12. A person appointed by the Archaeology Branch may at any time inspect any aspect of a project conducted under the terms of this permit. To further their inspection, the appointee may request field data, or conduct or compel excavations within the study area under this permit. Unless other arrangements are made, data must be made available to the Archaeology Branch within five (5) business days of their request. Notwithstanding the expiration or earlier termination of the term of the permit this provision will remain and continue in full force and effect.</p>	<p>11. A person appointed by the Archaeology Branch may at any time inspect any aspect of a project conducted under the terms of this permit. To further their inspection, the appointee may request field data, or conduct or compel excavations within the study area under this permit. Unless other arrangements are made, data must be made available to the Archaeology Branch within five (5) business days of their request. Notwithstanding the expiration or earlier termination of the term of the permit this provision will remain and continue in full force and effect.</p>	<p>10. A person appointed by the Archaeology Branch may at any time inspect any aspect of a project conducted under the terms of this permit. To further their inspection, the appointee may request field data, or conduct or compel excavations within the study area under this permit. Unless other arrangements are made, data must be made available to the Archaeology Branch within five (5) business days of their request. Notwithstanding the expiration or earlier termination of the term of the permit this provision will remain and continue in full force and effect.</p>
<p>And anything else specified by the SDM</p>	<p>13. Any other conditions that may be specified in the permit.</p>	<p>12. Any other conditions that may be specified in the permit.</p>	<p>11. Any other conditions that may be specified in the permit.</p>



## Appendix 2 – URLs for Branch Requirements, Standards, and Guidance

As the Branch updates policies, processes, and resources on the webpage, this resource will be updated.

### Bulletins and policies:

Heritage Conservation Act Permitting Process Policy Guide (HCAPPPG) -

[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hca\\_permitting\\_process\\_policy\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hca_permitting_process_policy_guide.pdf) describes:

- The various permit types.
- How applications are received, reviewed, referred, and decided upon.
- What kinds of changes to permits require amendments, and which amendments require referrals.
- How to submit applications via the Archaeological Permit Tracking System (APTS).
  - As of May 2024, the Branch is planning to replace APTS.

Ancestral Remains Policy Review: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/ancestral\\_remains\\_policy\\_review\\_-\\_summary\\_of\\_engagement.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/ancestral_remains_policy_review_-_summary_of_engagement.pdf)

Archaeological Information Access Policy: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological\\_information\\_access\\_policy.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological_information_access_policy.pdf)

Bulletin 17: Field Director Qualifications (the Archaeological Permit Personnel Policy anticipated to replace this, summer of 2024): <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/bulletins-policies>

Bulletin 3: describes what personal information is collected, how information is managed, and how the Province seeks permission to copy and distribute reports. Revisions are anticipated, given changes to application templates: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/bulletins-policies>

Interim Permit Reporting Policy: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/interim\\_permit\\_reporting\\_policy.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/interim_permit_reporting_policy.pdf)

Multi-Assessment Permit Policy: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/multi\\_assessment\\_permit\\_policy.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/multi_assessment_permit_policy.pdf)

### Forms, guides and templates:

Archaeological Impact Assessment Guidelines: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological\\_impact\\_assessment\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological_impact_assessment_guidelines.pdf)

Archaeological Overview Assessment Guidelines - [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/aoa\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/aoa_guidelines.pdf)

Bulletin 27: Culturally Modified Trees Guidelines: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin\\_27\\_cmt\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin_27_cmt_guidelines.pdf)

BCER's HCA permit application template (includes winter testing methods):  
<https://www2.gov.bc.ca/assets/download/0247361326BA44969DC70EBAB66732D9>

Bulletin 26: Treatment and Analysis of Archaeological Materials:  
[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin\\_26\\_-\\_archaeological\\_materials.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin_26_-_archaeological_materials.pdf)

Bulletin 28: Wet site guidelines includes the recommendations for several references:  
[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin\\_28\\_-\\_wet\\_site\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/bulletin_28_-_wet_site_guidelines.pdf)

CMT Sampling: Muir, R.J. and H. Moon. (2000). Sampling culturally modified tree sites. Ministry of Forests, Aboriginal Affairs Branch.  
<https://www2.gov.bc.ca/gov/content?id=ECD2694C00694E2397DC0996B0E5B549>

Culturally Modified Trees of British Columbia (the CMT Handbook):  
[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/culturally\\_modified\\_trees\\_handbook.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/culturally_modified_trees_handbook.pdf)

Photo Template:  
<https://www2.gov.bc.ca/assets/download/136B1D1F9F5E44F9B2DC61F010093E32>

Repositories – these guidelines outline the current process for institutions to be recognized as a repository for materials collected under HCA archaeological permits:  
[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/repository\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/repository_guidelines.pdf)

Site Form: <https://www2.gov.bc.ca/assets/download/1EB9E2A1E9F949F8972E4FF667F2D68E>

Site Form and Mapping Requirements (v8) - [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/site\\_form\\_and\\_mapping\\_requirements.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/site_form_and_mapping_requirements.pdf)

Subsurface test log:  
<https://www2.gov.bc.ca/assets/download/9D3369E6D6AD406597B5DF87D15BABB3>

The Significance and Management of Culturally Modified Trees (Morley Eldridge): [https://iaac-aeic.gc.ca/050/documents\\_staticpost/cearref\\_3394/hearings/SM03.pdf](https://iaac-aeic.gc.ca/050/documents_staticpost/cearref_3394/hearings/SM03.pdf)

## Legislation:

Freedom of Information and Protection of Privacy Act:  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00)

Heritage Branch: <https://www2.gov.bc.ca/gov/content/governments/celebrating-british-columbia/historic-places>

Heritage Conservation Act:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96187\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96187_01)

Heritage Conservation Act Transformation Project (HCATP)

- A summary of what the Branch has heard so far is summarized in the following documents, which may influence approaches to working with First Nations:
  - Ancestral Remains Policy Review: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/ancestral\\_remains\\_policy\\_review\\_-\\_summary\\_of\\_engagement.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/ancestral_remains_policy_review_-_summary_of_engagement.pdf)
  - HCATP: Phase 1: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hcatp\\_phase\\_1\\_wwhr\\_first\\_nations.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hcatp_phase_1_wwhr_first_nations.pdf)
  - HCATP Phase 2: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hcatp\\_phase\\_2\\_wwhr.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hcatp_phase_2_wwhr.pdf)

### Non-Branch literature to support analysis and sampling

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- Carlson, R.L and M.P.R. Magne (Eds.) (2008). *Projectile Point Sequences in Northwestern North America*, Archaeology Press, Simon Fraser University Press, Burnaby.
- Clark, T. (2010). *Rewriting Marpole: The path to cultural complexity in the Gulf of Georgia*. [Unpublished doctoral dissertation]. University of Toronto.
- Magne, M.P.R. (1983). *Lithics and Livelihood: Stone Tool Technologies of Central and Southern Interior BC*. PhD Dissertation, Department of Anthropology, University of British Columbia, Vancouver.
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- Richards, T.H. and M.K. Rousseau (1987). Late Prehistoric Cultural Horizons on the Canadian Plateau. Archaeological Press, Simon Fraser University.
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- Watson, K. 2011. Perspectives on the Organization of Lithic Technology at the Punchaw Lake Site – FiRs-1. Master’s Thesis, Department of Interdisciplinary. The University of Northern British Columbia.

Fire-Altered Rock specific resources:

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- The study of FAR and its research: Ng, Tommy (2004). The Study of Fire-cracked Rock and its Archaeological Research Potential, a Case Study from Site 33Ro616, Ross County, Ohio, U.S.A. [https://www.researchgate.net/publication/320331676\\_The\\_Study\\_of\\_Fire-cracked\\_Rock\\_and\\_its\\_Archaeological\\_Research\\_Potential\\_a\\_Case\\_Study\\_from\\_Site\\_33Ro616\\_Ross\\_County\\_Ohio\\_USA](https://www.researchgate.net/publication/320331676_The_Study_of_Fire-cracked_Rock_and_its_Archaeological_Research_Potential_a_Case_Study_from_Site_33Ro616_Ross_County_Ohio_USA)
- FCR fracture types: [https://www.researchgate.net/figure/A-General-Summary-of-FCR-Fracture-Types\\_tbl2\\_320331676](https://www.researchgate.net/figure/A-General-Summary-of-FCR-Fracture-Types_tbl2_320331676)