

# Heritage Conservation Act Permitting Process Policy Guide

Updated April 20, 2020

This Policy Guide replaces Bulletin 13, posted May 5, 2008, the permit amendment process table dated November 2018, and the Archaeological Impact Process previously available on the Archaeology Branch’s website. Appendix A of this document supplements the detailed APTS Application Guide made available on the website site since ~2013.

The Oil and Gas Commission has a specified enactment under the Oil and Gas Activities Act to issue Heritage Conservation Act alteration permits to oil and gas permit holders.<sup>1</sup>

In February 2020, the Archaeology Branch initiated the Continuous Improvement Project, to review current Branch business and propose solutions to enhance Branch policy and/or process. This document will be updated to reflect process changes as they are implemented.

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<sup>1</sup> Please visit [www.bcogc.ca](http://www.bcogc.ca) for more information. Questions regarding their templates, process, and policy should be directed to Commission archaeology staff ([Megan.Charters@bcogc.ca](mailto:Megan.Charters@bcogc.ca) or [James.Greenhalgh@bcogc.ca](mailto:James.Greenhalgh@bcogc.ca))

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## Purpose

This Policy Guide provides information for the general public, development sectors, and government agencies to determine if archaeological studies are warranted in advance of a development, and how to apply for *Heritage Conservation Act* (HCA) permits. Further, this guide outlines:

- What permits may be appropriate;
- What to consider in advance of submitting a permit application to the Province;
- How permit applications are submitted to the Archaeology Branch for review;
- How the Province conducts consultation with First Nations for HCA permits;
- How the decisions whether to issue permits are made; and
- How permits may be amended or extended.

## Determining whether a permit is required

### Identifying possible impacts to archaeological resources

Archaeological sites are protected under provisions of the *Heritage Conservation Act* (HCA) whether they are known or as-yet unrecorded, on Crown and private land. The Archaeology Branch (the Branch) fulfills its mandate to manage archaeological resource management and archaeological site conservation through the administration of permits and the registration of sites found on lands under provincial jurisdiction. A permit is required under the HCA to authorise archaeological research or to search for and collect artifacts or other cultural materials, which assists the assessment of archaeological sites. Proposed developments may trigger the need for HCA permits and may warrant archaeological studies.

The Branch maintains the Provincial Heritage Register of known sites and available GIS-based archaeological overview assessment potential models. Predictive models serve to identify the relative risk of the presence of archaeological sites. The Branch is happy to receive and register site records for archaeological resources located on Federal Land.

The risk of impacts to archaeological resources may be identified through review of the register, following archaeological assessments, or through consultation with First Nations.

Provincial and local government agencies with resource management responsibilities (e.g., subdivision applications; land rezoning; development) may identify overlaps with protected archaeological sites or areas of high potential for archaeological resources. Provincial or municipal officials may use the Remote Access to Archaeological Data<sup>2</sup> (RAAD) application to access archaeological site records and mapping

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<sup>2</sup> <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/data-site-records/raad>

information. They are encouraged to use the provincial notification letter<sup>3</sup> to inform the applicant of the results of this review. There are three possible review outcomes:

- Direct overlap with known archaeological site;
- Direct overlap with an area of significant archaeological potential, including within 50 m of recorded archaeological boundaries;
- No identified overlap with known archaeological sites

The Province restricts access to information about archaeological sites to protect them from looting and vandalism in accordance with the Access to Provincial Archaeological Information<sup>4</sup>. First Nations and archaeologists can access Provincial records. Additional parties such as realtors and property owners may be eligible to request<sup>5</sup> information for subject properties to inform decisions such as proposed development or whether to purchase a property. Archaeological sites are not typically noted on Title.

Decisions under legislation such as the *Environmental Assessment Act* or *Mines Act* may require the results of studies conducted under HCA Permits. Archaeology Branch staff may sit on Technical Working Groups to support the review of Major Projects.

### Identifying what type of permit is appropriate

If the information below does not address your situation, please contact the Archaeology Branch at [archaeology@gov.bc.ca](mailto:archaeology@gov.bc.ca). Please include any available development plans, the specific location, and other information Branch staff may find useful to provide advice.

Prior to the decision to issue a permit under the HCA, the Branch will review an application to confirm the scope and methods are appropriate and refer applications which may impact Aboriginal Rights or Title to affected First Nations.

- **Heritage Inspection Permits (HIPs)** authorized under Section 12.2 of the HCA allows for the identification, assessment, and evaluation of archaeological sites, using archaeological methods. These archaeological impact assessments (AIAs) may include pedestrian survey, low-impact subsurface testing programs and machine-assisted excavations of 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. The study 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.
- **Alteration Permits**, known as Site Alteration Permits (**SAPs**), authorise impacts to archaeological sites under Section 12.4 of the HCA. Archaeological methods under these permits may be limited to archaeological monitoring and artifact collection. Any land-altering developments located within an archaeological site must have a SAP before proceeding.

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<sup>3</sup> [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local\\_government\\_notification\\_letter.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local_government_notification_letter.pdf)

<sup>4</sup> <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/guidance-policy-tools/policy#access>

<sup>5</sup> <https://www.archdatarequest.nrs.gov.bc.ca/>

- An archaeologist is likely to act as co-permittee, particularly when alterations are proposed to scientifically or culturally significant sites, or alterations involve archaeological oversight and removal of cultural materials.
- However, an archaeologist may not be required for all proposed alterations (e.g., when alterations consist of applying fill or cutting protected culturally modified trees under the direction of a Registered Professional Forester).
- The Oil and Gas Commission has a specified enactment under the *Oil and Gas Activities Act* to issue SAPs to oil and gas permit holders and their own processes to apply for these permits.<sup>6</sup>
- **Concurrent permits** are required if a project will require the authorisations of both HIPs and SAPs.
  - To demonstrate: A property owner wishes to demolish a house and build a new one, within an archaeological site. A SAP is required to remove the existing structure. A HIP is required to assess the property, including the footprint of the original structure to evaluate proposed impacts from the new house. Following the results of the study, the SAP can be amended to authorise impacts resulting from the new construction. Approach may vary on a case by case basis (e.g., requirements may be different where the site has been thoroughly assessed by previous studies or where construction methods minimise impacts, such as slab on grade).
  - Some sites may require a Heritage Investigation Permit to support significant excavation.

In the event permits are not in place and an archaeological site is identified during construction, work must cease and a SAP must be obtained<sup>7</sup>. However, the Statutory Decision Maker must know enough about the nature of the site and how it may be impacted by proposed development before making a decision. Further studies under a HIP may be required.

When submitting an application to the Branch, consider what archaeological methods are most appropriate and how will results of the assessment be communicated to the interested parties to develop management recommendations and determine next steps.

## Submitting HCA Applications to the Province

Since 2015, the Archaeology Branch has made application templates available on our website<sup>8</sup>.

In order to be qualified to hold permits, archaeologists must demonstrate the ability to oversee AIAs and record sites within a specific culture area.<sup>9</sup> To maintain eligibility, archaeologists must submit timely deliverables, which meet Branch requirements.

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<sup>6</sup> Please visit [www.bccogc.ca](http://www.bccogc.ca) or contact Oil and Gas Commission archaeology staff for more information.

<sup>7</sup> Regulations are under development to support the 2019 amendments to the HCA which require reported archaeological findings.

<sup>8</sup> Evolving documents, should you identify opportunities to improve the templates, please provide feedback to [archaeology@gov.bc.ca](mailto:archaeology@gov.bc.ca).

<sup>9</sup> The Pending Permit Participant policy will outline roles and responsibilities in greater detail. In the interim, please review Bulletin 17: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/guidance-policy-tools/bulletins>

When preparing an HCA application, permit holders should consider the following:

### Information Sharing with First Nations

Information Sharing with affected First Nations prior to applying for a permit can help facilitate the process by:

- Introducing a proposed project and how potential impacts to archaeological and cultural sites will be managed;
- Understanding the cultural heritage management policies of the affected First Nations and any known cultural values that may be affected within the study area;
- Proactively addressing First Nations policies and concerns;
- Identifying potential modifications to proposed archaeological methods or development plans early, thereby reducing delays or additional costs;
- Ensuring permit parties have an opportunity for open discussions with First Nations early in the planning stages of proposed projects, particularly Major Projects where archaeological assessments help form baseline studies.

Please consider some indigenous communities may prefer more strategic discussions about general archaeological approaches, thereby avoiding discussions on an application by application basis. Other First Nations may prefer project-specific discussions, which might include sharing a draft HCA permit application.

### Archaeological records

Prior to the initiation of field studies, a detailed background review of available site records, permit reports, and site record updates on file with the Archaeology Branch must be conducted. If discrepancies are noted (e.g., previously recorded archaeological site locations, unclear site boundaries), please contact the Branch's Inventory Section ([archsitereform@gov.bc.ca](mailto:archsitereform@gov.bc.ca)) prior to site visit(s). With few exceptions, archaeologists should also confirm with the Inventory Section there are no new sites or revised site boundaries near the proposed project area.

### APTS – Archaeological Permit Tracking System

Presently, HCA permit applications prepared by archaeologists must be submitted via APTS, which requires a BCeID and registration. Please review our Access to Provincial Archaeological Information Policy or contact the Branch for further details.

Users must not share their login information with other colleagues. If additional staff require access under the Business BCeID, please fill out our information sharing agreement<sup>10</sup> and submit it to [archdatarequest@gov.bc.ca](mailto:archdatarequest@gov.bc.ca).

Due to high volumes of submissions, applications which fail to provide required information via APTS may be rejected. A guide featuring screenshot and step by step instructions is provided in

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<sup>10</sup> [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological\\_information\\_sharing\\_agreement\\_v5.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological_information_sharing_agreement_v5.pdf)

Appendix A; additional details can be found in the Application Guide<sup>11</sup>.

Presently in APTS, once an application has been submitted, applicants can only upload reports. Once this access to APTS has been closed, sending documents to both the Project Officer (PO) directly (if known) and [archpermitapp@gov.bc.ca](mailto:archpermitapp@gov.bc.ca) ensures Branch staff can quickly and easily help you.

## Permit Review Process

Figure 1 illustrates the numerous steps in which a permit application is submitted to the Archaeology Branch.

Figure 2 describes the process in which permits are issued under the Heritage Conservation Act at a higher-level.

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<sup>11</sup> [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/apts\\_permit\\_application\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/apts_permit_application_guide.pdf)

# Archaeological Application Process

## Flowchart by Role

Updated: April 9, 2020

Roles by colour

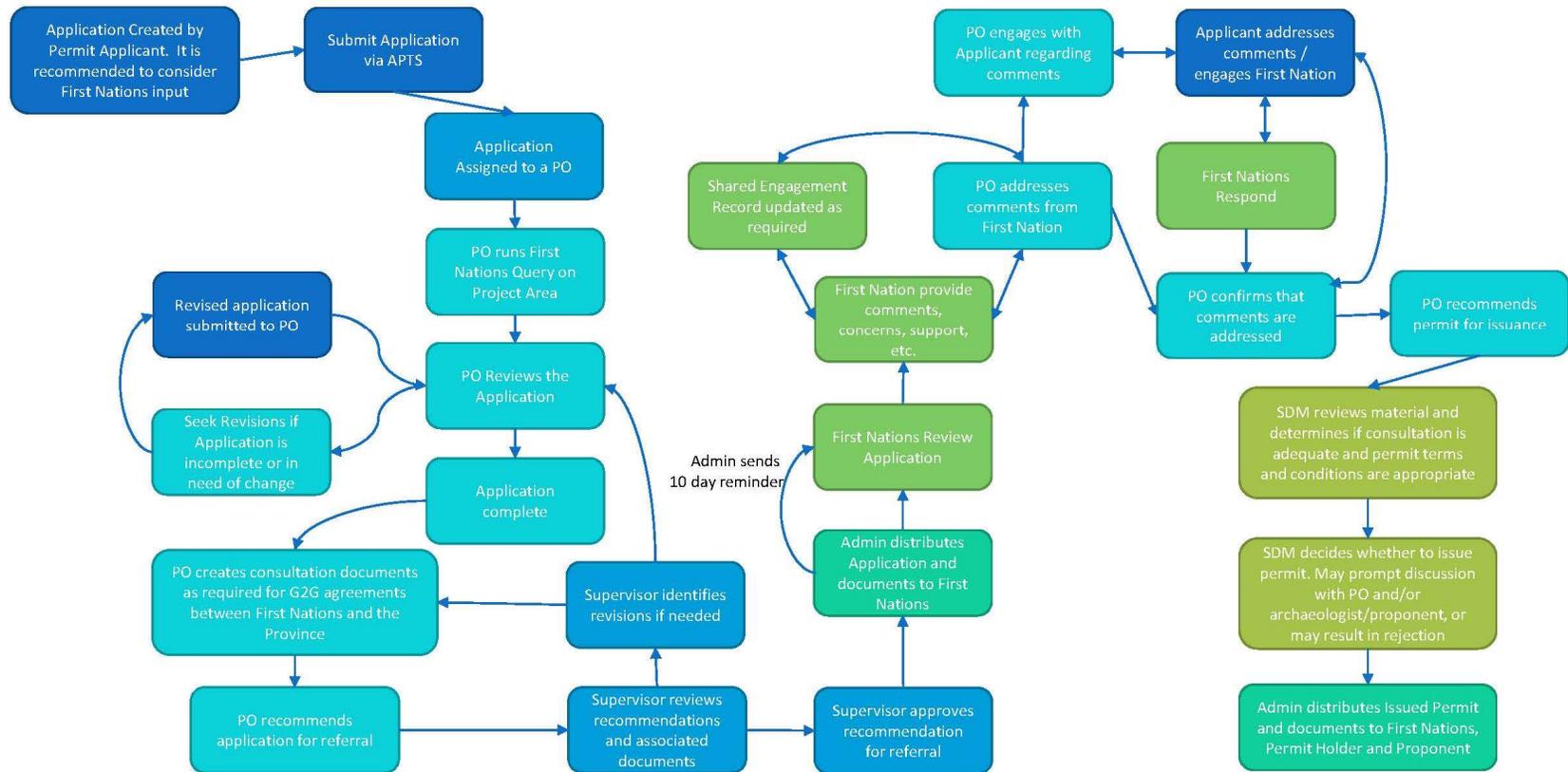


Figure 1. HCA Permitting Process for permits issued by the Archaeology Branch

# Archaeological Application Process

## Flowchart by Stage

Updated: April 9, 2020



Figure 2. HCA Permit Decision Process for permits issued by the Archaeology Branch

## Permit Application Review

Branch staff review permit applications to ensure:

- Consistent, accurate information (e.g., Borden numbers, addresses);
- The study considers project-specific variables (e.g., possible depth of deposits), and outlines methods which will provide high confidence in the results (e.g., survey coverage, subsurface testing);
  - Please describe methods in sufficient detail so the terms and conditions for fieldwork, reporting, and analysis are clearly conveyed to field directors and other permit personnel who will be referring to the application;
- Proposed actions are appropriate and authorised under the *Heritage Conservation Act*;
- Permit requirements are described (e.g., what repositories will be used; due date for deliverables);
- Permit personnel (e.g., field directors; permit applicants) are in good standing.
- S12.4 Alteration Permit (SAP) applications contain:
  - Sufficient information about the subject archaeological site(s);
  - A discussion of what retention measures have been put in place, and how impacts to archaeological sites may be minimised.

## Consultation with First Nations

The Branch's consultation follows current legislation and case law and respects the Province's ongoing commitment to reconciliation with First Nations.<sup>12</sup>

Archaeological impact assessments or alterations to archaeological sites have the potential to impact Aboriginal Rights and/or Title, "Aboriginal Interests", therefore triggering the Province's duty to consult and accommodate, as appropriate. The Branch consults with the affected First Nations prior to making a decision on permit issuance. Consultation is triggered when the Crown:

- Has real or constructive knowledge of the potential or actual existence of an Aboriginal or treaty right; and
- Is contemplating authorisations that might adversely affect those rights.

In order to understand potential impacts to existing Aboriginal Interests, the Branch generally requests affected First Nations respond to HCA referrals within 30 calendar days of receipt, though known office closures may result in extended referral timelines<sup>13</sup>, or First Nations may request extensions on a case by case basis.

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<sup>12</sup> BC *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) received Royal Assent in 2019. Presently the Province and First Nations Leadership Council are setting priorities and identifying opportunities for future alignment of laws in accordance with DRIPA; for more information, please visit [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/bc\\_declaration\\_act-factsheet-general.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/bc_declaration_act-factsheet-general.pdf).

<sup>13</sup> April 9, 2020: Due to the response to the Provincial State of Emergency for the COVID-19 global pandemic, referral processes have been modified. The Branch will communicate changes as actions evolve via the Branch's newsletters. To receive these updates, please contact the Branch at [archaeology@gov.bc.ca](mailto:archaeology@gov.bc.ca).

Some agreements between the Province and First Nations, such as reconciliation agreements and strategic engagement agreements, may outline consultation procedures that differ from standard provincial procedures. See the Ministry of Indigenous Relations and Reconciliation First Nations A-Z Listing<sup>14</sup> to review these various agreements.

Multi-assessment permits (MAPs) are subject to additional engagement; please refer to the Multi-Assessment Permit Policy<sup>15</sup> for additional information.

The Province must consider all comments from First Nations when determining whether to issue a permit. To address First Nation comments, Branch staff may engage with the permit holder and/or proponent. First Nation responses may include:

- Requests for meetings between proponents, First Nations, and/or archaeologists to discuss the project details;
- Requests for additional details, or to modify the HCA application or development plans (e.g., excluding sensitive areas);
- Sharing a First Nation's heritage policy or process;
- Requests to impose permit terms and conditions on the study;
- Opposition or support for a permit application;
- Suggested mitigation or avoidance measures (limiting the duration or timing of an activity);
- Requests to participate in the study; and/or
- Other modifications or accommodations as determined through consultation.

Per the terms and conditions of the present permit application templates, the permit holder and field director(s) will also consider and document comments and concerns from First Nations when making in-field decisions and developing management recommendations under a permit.

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<sup>14</sup> <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing>

<sup>15</sup> <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/guidance-policy-tools/policy>

During the response to the COVID-19 global pandemic, First Nations' ability to respond to referrals may be affected by office closures or alternative working arrangements.

- The COVID-19 emergency presents an unprecedented challenge for government, industry, and First Nations. This includes the ability to respond and process permit applications.
- A variety of factors could result in permit decisions being delayed during this time, including our ability to appropriately consult with First Nations. The capacity for municipalities, proponents, and/or professional archaeological consultants are also likely affected.
- The Branch and other provincial agencies will be adjusting engagement with First Nations based on our understanding of their capacity to participate in consultation efforts.
- Applicants are also encouraged to tailor their interactions with First Nations according to their capacity to engage during this time.
- Indigenous communities have a broad set of responsibilities which includes the health and safety of their membership. Not all are in a position to support non-emergency-related activities at the same time they are responding to the COVID-19 crisis. ss

To support HCA permitting decisions, the Branch has requested applicants articulate whether proposed assessments will support essential or emergency developments, and to identify assessments that can be deferred until offices have resumed full capacity to address referrals.

### Permit Issuance

Upon the completion of consultation, Branch staff will make recommendations to the Statutory Decision Maker (SDM) regarding permit issuance. Recommendations will discuss the proposed scope and methods of the permit, the results of consultation with First Nations and other affected parties, and the permit holder's eligibility to hold a permit, among other considerations. At this point, the SDM will determine whether there is sufficient information to make a decision, or whether further information or consultation is required.

When a decision is made to issue a permit, the SDM will impose terms and conditions on the permit. The general terms for Section 12. 2 (Heritage Inspection Permits) and Section 12. 4 (Alteration Permits) are provided in Appendices B and C; general terms for Heritage Inspection Permits administered by the Oil and Gas Commission are provided in Appendix D. Additional conditions may be applied on a case by case basis<sup>16</sup>.

### Extending and Amending Permits

A permit holder may seek to amend a permit for several reasons; Appendix E provides a table summarising possible amendments and requirements, and how First Nations are to be engaged.

When a proposed amendment involves a portion of the permitted area, only those First Nations who are affected will be engaged.

Requests to extend permits must provide a brief summary of work to date (including how many sites were identified or revisited), a rationale for the extension, and a proposed expiration date. Requests to extend Multi-Assessment Permits will provide the number of developments assessed. Proposed

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<sup>16</sup> April 20, 2020: the Heritage Investigation Permit application templates are under development; as they are finalised the standard conditions will be added to this document.

amendments to Major Projects or long-term permits (i.e., longer than two years) may be subject to additional requirements. The Branch may refuse to extend the permit if:

- The permit holder is ineligible to hold new permits;
- Deliverables (e.g., site forms, interim reports) have not been submitted in an appropriate timeframe;
- Deliverables do not meet Branch standards; and/or
- The proposed amendment extends beyond an appropriate scope (e.g., to include activities for another sector; to extend a Multi-Assessment Permits beyond two years).

Version Date	Noted changes
May 5, 2008	Creation of Bulletin 13
January 2013 (estimated)	Creation of APTS application guide
February 17, 2017	Creation of Permit Amendment Process Table
November 1 2018	Update to the Permit Amendment Process Table
April 20, 2020	Combine B13 and Permit Amendment Process Table Multi-Assessment Permit Policy hyperlink to Policy Page Update discussion regarding concurrent Heritage Inspection and Site Alteration permits Inclusion of HCA Permit conditions for S12.2, S12.4, and OGC-administered Heritage Inspection permits; standard conditions updated to state amendments to permits must be provided to the Branch at least 60 days prior to the expiry date of the permit Address how COVID-19 office closures have affected First Nations' capacity to respond to referrals.

## Appendix A: Submitting Applications via APTS

The application guide<sup>17</sup> provides a thorough detail into various elements of APTS.

Access APTS<sup>18</sup> via the Archaeology Branch’s website, and click “New Application” from the Main Menu to initiate an application submission. If you have previously started an application for the same work and have saved it, do not start a new one. Instead, open the old one and continue with data entry.

Asterisks identify mandatory fields.

The screenshot shows a web form for APTS submission. The fields are as follows:

- \* Issuing Agency:** A dropdown menu with "(None)" selected. A red box labeled "1" is over the dropdown arrow.
- \* Permit Type:** A dropdown menu with "(None)" selected. A red box labeled "2" is over the dropdown arrow.
- \* Project Type:** A dropdown menu with "(None)" selected. A red box labeled "3" is over the dropdown arrow.
- Sector:** A dropdown menu with "(None)" selected. A red box labeled "4" is over the dropdown arrow.
- \* Description:** A text area with a red box labeled "5" over the first few characters.
- \* Received Date:** A date field with "Nov 6, 2019" and a calendar icon.
- Application Date:** A date field with "Nov 6, 2019" and a red box labeled "6" over the date.
- Report Due Date:** A date field with "mmm dd, yyyy" and a calendar icon.
- Permit Expiry Date:** A date field with "mmm dd, yyyy" and a calendar icon.

Figure 3 APTS Submission Part 1

These fields can be problematic for some submitters. Please read the following carefully.

- 1. Issuing Agency:** Select “Archaeology Branch” (very rarely will an applicant use APTS when another agency will issue a permit)
- 2. Permit Type:** Choose as appropriate – refer elsewhere within this document for a description of each permit type
- 3. Project Type:** Select “Resource Management” unless permit is for research purposes nly
- 4. Sector:** To support Branch business analysis, please choose as appropriate, based on the type of development.
- 5. Description:** Consider this is the title of the permit.

### Good Descriptions:

- Reference appropriate archaeological site(s) by Borden number (e.g., for SAPs) - if there are numerous Borden numbers a more general description may be warranted.
- Use legal descriptions and/or municipal addresses
- Consider specifying the sector
- Reference who the application is for “developments proposed by BC Hydro/MoTI/Forestry companies A, B, and C”
- Don’t include hyphens in PIDs to facilitate searches

<sup>17</sup> [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/apts\\_permit\\_application\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/apts_permit_application_guide.pdf)

<sup>18</sup> <https://i200.gov.bc.ca/ext/apts/>

*Examples include*

Alterations to archaeological site FaKe-2, for the proposed residential development of Lot X, Block X, District Lot XXXX, Plan XXXX, PID XXXXXXXXXX, located at 123 Anywhere Road, Metchosin

Archaeological impact assessments of proposed oil and gas developments by ABC Resources, and possible other proponents, operating within NTS Map sheets 931/1 through 16, Peace River Region, Northeast BC

Poor Descriptions:

- Use acronyms (e.g., *AIA of...* versus *Archaeological Impact Assessment of...*)
- Reference Figures (e.g., proposed oil and gas developments in the areas outlined by Figures 1 and 2)
- Refer to the application, (e.g., *Section 12 Permit Application Lot 3 ...*)
- Reference who will be doing the assessment (e.g., “Archaeology Firm XYZ will assess...”)
- (Generally) specify this is in BC - it’s a BC permit, after all....
- Use personal information
- Include permit methods (e.g., “the watermain will be shovel tested and trenching will be monitored...”)
- Include typos

Examples

*Section 12 Permit Application Lot 3 Maple Road, Port Alberni, BC for homeowner Dick Tracy. This:*

- Does not identify the archaeological site;
- Uses personal information
- Does not identify the sector of the proposed development (which can indicate the level of impact and flexibility of the project);
- Does not provide a legal description of the land;
- Includes “application” in the description

*This permit application is for a Site Alteration Permit for proposed developments related to the operations at the Crystalwater Inc. (Crystalwater) Wastewater Treating Plant (the Plant), within archaeological site FaKe-1 (Figure 1). This application provides for ongoing ground-disturbing activities within FaKe-1, along with construction monitoring and systematic data recovery, if required. The site was initially assessed by Firm XYZ under permit 2015-0123, where two lithics were found. This:*

- Unnecessarily has “Crystalwater” and “the Plant” when neither term is used again – further, because one incident of “Crystal” is spelled incorrectly, it can be challenging to find in future searches
- Refers to the permit application type
- Refers to a figure
- Describes methods when something like “proposed alterations to FaKe-1 from ongoing operations...” would be sufficient
- Refers to the firm, and the results of a previous permit

**6. Dates:**

- a. The application date corresponds to the applicant’s signature on page 1. If there are two applicants, use the latest date. Please note revised applications should use unique dates.
- b. The permit expiration date is also listed on page 1.
- c. Please ensure the dates on the application match APTS (i.e., avoid “June 31<sup>st</sup>”).

The screenshot shows a web interface for 'APTS Submissions Part 2'. It features three main sections, each with a yellow 'ADD' button and a red box containing a number:

- Section 7:** 'ADD PERMIT PARTICIPANT' (7). Below the button are columns for 'Role', 'Name', and 'Phone'. The text 'No Permit Participants Selected.' is displayed. Below this are three checkboxes: 'Add Field Director?' , 'Add Proponent?' , and 'Add Development Area?' .
- Section 8:** 'ADD GEOGRAPHICAL AREAS' (8). Below the button is a 'Geographical Area' label and the text 'No Geographical Areas Selected.'
- Section 9:** 'ADD CULTURE AREAS' (9). Below the button is a 'Culture Area' label and the text 'No Cultural Areas Selected.'
- Section 10:** 'ADD REPOSITORIES' (10). Below the button is a 'Repository Name' label and the text 'No Repositories Selected.' Below this is a 'Repository Comments:' label and a large text input area with a vertical scrollbar.

Figure 4. APTS Submissions Part 2

**7. Permit Participant:** “Permit Participants” include field directors and proponents. A reminder:

- a. To add permit participants who have been entered into APTS before (e.g., field directors), the system only requires a name- phone numbers and affiliations will automatically upload.
- b. Add ALL the field directors and proponents identified in the permit application
- c. Permit participants who have NOT been entered into APTS before will require fields to be filled out (e.g., full mailing address, email).
- d. Permit participants are always individuals (e.g., Ariana Grande of BC Parks)
- e. S12.4 permits frequently have co-applicants – both must be listed
- f. Please note that APTS will default to the submitter as the permit holder –Admin staff are therefore frequently shown as permit holders. Please ensure the actual permit holder is listed as a field director, as this will make it easier for Branch staff to ensure individuals are assigned their roles as appropriate.

**8. Geographical Areas** – when in doubt, use Natural Resource District

- 9. Culture Areas:** Please refer to the map<sup>19</sup> of culture areas or shapefiles – this helps ensure people listed as field directors are qualified and supports the Branch’s ability to compile statistics about where assessments are taking place.
- 10. Add repositories.** Beyond confirming a repository has agreed to accept materials collected under this study, comments may highlight how multiple repositories may be used (e.g., artifacts collected from the Nass...)

ATTACH DOCUMENT 11

File Description File Name

No Documents Uploaded

Borden Number Start:  -  To:

GENERATE BORDEN NUMBERS 12

Borden Number

No Borden Numbers Selected.

ADD MAP SHEETS 13

Map Sheet

No Map Sheets Selected.

COPY DATA

\* An asterisk indicates a required field.

Cancel Spell Check Save 14 15

Figure 5. APTS Submissions Part 3

**11. Attach document:**

- a. Applications must be a complete package (i.e., maps, signature pages, and the application itself in one PDF). PDFs must be unlocked and applications must be text-searchable PDFs to allow searching, copying, and pasting. Please keep file sizes below 3MB.
- b. Heritage Inspection Permits require spatial data for the proposed permit area. Upload shapefiles as a group (e.g., .dbf, .shp) to APTS as a .zip file. Do not zip files within zipped files. Check to make sure the shapefiles correspond to your permit area and the right projection. Include KMZ/KML files in the .zip files..
- c. Other documents to upload at the time of submission may include:
  - i. Letters of support from First Nations, or FN Heritage permits if they’ve already been obtained;
  - ii. Previous correspondence with the Branch or other provincial agencies that is applicable to this file;
  - iii. Confirmation from the institution(s) that will act as a repository for materials collected during the assessment;
  - iv. PFRs, AOAs, or other non-permitted reports specific to the application;
  - v. CVs of new staff or new field directors/permit holders;

<sup>19</sup> [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/culture\\_area\\_boundaries.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/culture_area_boundaries.pdf)

- vi. Cover letters with information we should consider when assigning POs or establishing priorities (e.g., is there a fish window? Is this reliant on freshet? Does an associated HIP report require review?)

**12. Generate Borden numbers.** Please use four digits (e.g., FaKe-0001). This data is required if the application has a finite number of known Borden numbers (e.g., assessment of a private property with overlap to a known site).

**13. Map Sheets:** At least one map sheet must be included.

**14. Spell Check** is an optional tool.

**15. Save** to generate an application number. You can return to a saved application. Some archaeologists use the automatically-generated application number to support maps, file names, correspondence with First Nations, and other tasks.

Complete the process by hitting “submit.” Please note once something has been submitted, external users cannot revise an application via APTS.

## Appendix B: Section 12. 2 Heritage Inspection Permit General Conditions

The following standard permit conditions will be added to Heritage Inspection Permits issued under Section 12. 2 of the *Heritage Conservation Act*:

1. Permits shall be valid for the term stipulated on the front of 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 days prior to the expiry date of the permit.
2. The permit-holder shall provide the Archaeology Branch with one (1) bound copy if longer than ten (10) pages and one (1) electronic copy in PDF format of a written report, in accordance with the standards required by the Minister, outlining the work carried out under the terms of the permit.
3. The title page of all reports must indicate the name(s) of the copyright owner(s) and, where agreed to, a Grant of License statement completed and signed by the copyright owner(s).
4. 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 excavations within the study area. Unless other arrangements are made, data must be made available to the Archaeology Branch within five (5) 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.
5. Upon completion of any excavations, the permit holder shall make reasonable efforts to ensure all sites are restored as nearly as possible to their former condition.
6. The Branch may independently conduct quantitative analysis, using assumptions based on expected site type information (site area and artifact density) and test location information (tested area, individual test size, number of tests).
7. The permit holder in consultation with affected First Nations as relevant, shall arrange for a secure repository to curate any materials recovered under authority of the permit.
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 "Disposition of materials collected. . ." section of the permit, may only be carried out with prior consent of the Minister.
9. The permit holder shall conform to all requirements that may be imposed by the institution or organization named in the "Disposition of materials collected. . ." section of the permit.
10. Notwithstanding expiration or earlier termination of the term of the permit, provisions with respect to the "Disposition of materials collected . . ." section shall remain and continue in full force and effect.
11. The permit holder shall utilize any site recording forms, formats or systems required by the minister. To fulfill this condition, the site form, mapping, and related documentation must comply with Archaeology Branch directives for site record submission. Failure to submit satisfactory site records will be considered an outstanding obligation, thereby affecting the archaeologists' ability to hold additional permits.
12. A Heritage Inspection 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.
13. The permit holder shall submit spatial information in accordance with the standards required by the Minister of all study areas, areas of potential, and negative subsurface test locations that were the subject of in-field inspections.
14. Where known, First Nation file numbers will be referenced in permit-related correspondence.

15. The permit holder shall provide affected First Nations with electronic copies of any reports produced under the permit, unless the parties have agreed to alternate arrangements.
16. The permit holder shall conduct the inspection as described in the permit application, unless otherwise specified in the permit.
17. Any other conditions that may be specified in the permit

## Appendix C: Section 12.4 Alteration Permit General Conditions

The following standard permit conditions will be added to alteration permits issued under Section 12.4 of the *Heritage Conservation Act*:

1. Permits shall be valid for the term stipulated on the front of the permit unless otherwise suspended or cancelled. Extensions to the term of the permit, or other amendments, will be considered upon submission of a request to the Archaeology Branch at least 60 days prior to the expiry date of the permit.
2. The permit-holder shall provide the Archaeology Branch with one (1) bound copy, if longer than ten (10) pages, and one (1) electronic copy in PDF format of a written report outlining the work carried out under the terms of the permit.
3. The title page of all reports must indicate the name(s) of the copyright owner(s) and, where agreed to, a Grant of License statement completed and signed by the copyright owner(s).
4. A person appointed by the 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 excavations within the study area. Unless other arrangements are made, data must be made available to the Branch within five (5) 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.
5. Where materials will be recovered under the authority of the permit, the permit-holder(s) shall arrange, in consultation with First Nations as relevant, for curation with a secure repository.
6. 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 "Disposition of materials collected. . ." section of the permit may only be carried out with prior consent of the Minister.
7. The permit holder shall conform to all requirements that may be imposed by the institution or organization named in the "Disposition of materials collected. . ." section of the permit.
8. Notwithstanding expiration or earlier termination of the term of the permit, provisions with respect to the "Disposition of materials collected . . ." section shall remain and continue in full force and effect.
9. The permit holder shall utilize any site recording forms, formats or systems required by the minister. To fulfill this condition, the site form, mapping, and related documentation must comply with Archaeology Branch directives for site record submission. Failure to submit satisfactory site records will be considered an outstanding obligation, thereby affecting the permit holders' ability to hold additional permits or obtain additional amendments.
10. A permit does not authorize the holder of the permit to enter property, or to make any alteration to property, without the permission of the owner or occupier.
11. Where known, First Nation file numbers will be referenced in permit-related correspondence.
12. Unless other arrangements are made, First Nations will be provided electronic copies of reports for alterations conducted under the permit.
13. In the event ancestral remains are encountered, all work must cease in the vicinity of the remains and the Archaeology Branch must be contacted for direction, unless otherwise provided for in the permit application.
14. Where concurrent archaeological studies are required, per Section 5 of the application, an Eligible Archaeologist, as approved by the Branch, will be retained by the applicant. Any ground-altering activities must be conducted under the direction of the archaeologist.
15. Any other conditions that may be specified in the permit.

## Appendix D: Oil and Gas Commission-administered Heritage Inspection Permit General Conditions

The following standard permit conditions will be added to Heritage Inspection Permits administered by the Oil and Gas Commission under Section 12. 2 of the *Heritage Conservation Act*:

1. Permits shall be valid for the term stipulated on the front of 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 days prior to the expiry date of the permit.
2. The permit holder shall conduct the inspection as described in the permit application, unless otherwise specified in the permit.
3. A Heritage Inspection 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. Upon completion of any excavations, the permit holder shall make reasonable efforts to ensure all sites are restored as nearly as possible to their former condition.
5. The permit holder shall arrange for a secure repository to curate any materials recovered under authority of the permit. The permit holder shall conform to all requirements that may be imposed by the institution or organization named in the permit. Provisions with respect to the "Repository and Curation" section shall remain and continue in full force and effect in perpetuity, even if the permit is inactive or terminated.
6. 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.
7. The permit holder shall utilize any site recording forms, formats or systems required by the Minister. To fulfill this condition, the site form, mapping, and related documentation must comply with Archaeology Branch directives for site record submission. Failure to submit satisfactory site records or reports will be considered an outstanding obligation, thereby affecting the archaeologists' ability to hold additional permits.
8. The permit-holder shall provide the Oil and Gas Commission with one (1) electronic copy in PDF format for review and acceptance. The Oil and Gas Commission will provide electronic versions of the accepted documents to the Archaeology Branch. The report will comply with the standards required by the Minister, outlining the work carried out under the terms of the permit. The title page of all reports must indicate the HCA permit number, and name(s) of the copyright owner(s) and, where agreed to, a Grant of License statement completed and signed by the copyright owner(s).
9. The permit holder shall submit spatial information in accordance with the standards required by the Minister of all study areas, areas of potential, and negative subsurface test locations that were the subject of in-field inspections.
10. The Province may independently conduct quantitative analysis, using assumptions based on expected site type information (site area and artifact density) and test location information (tested area, individual test size, number of tests).
11. Where known, First Nation file numbers will be referenced in permit-related correspondence.
12. The permit holder shall provide affected First Nations with electronic copies of any site records and reports produced under the permit, unless the parties have agreed to alternate arrangements.
13. 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 excavations within the study area. 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.

14. Any other conditions that may be specified in the permit.

## Appendix E: Amendments Processed by the Archaeology Branch

Proposed amendment	Amendment Request must be provided 60 days before expiration and include	Permit Type <sup>20</sup>	Process and Outcome, if approved
Requesting an extension for reporting ONLY	Written notification to provide rationale AND propose a specific date	HIP or SAP	<b>Permit is not amended.</b> APTS will reflect new deliverables date
Requesting an extension for field work, reporting	Written notification to outline rationale AND propose a specific date	HIP	Permit will be amended First Nations will be notified
		SAP	Amendment requires referral to First Nations; agreements may affect timelines
Changing the permit holder company	Written notification to explain why the permit must be transferred;  Both the old and new permittees must acknowledge the transfer of responsibilities (new permittee to include a signed certification)	SAP	If a new permit is appropriate, the Branch checks permit eligibility of new permittee (including overdue obligations). An amendment requires referral to First Nations <sup>21</sup>  Branch may recommend new permit is obtained.
		HIP	<b>It is recommended a new permit is obtained.</b> If a new permit is infeasible, an amendment requires First Nation referral
Changing the permit holder <i>within</i> the original company	Written notification to explain why the permit must be transferred;  Both the old and new permittees must acknowledge the transfer of responsibilities (new permittee to include a signed certification)	HIP or SAP	The Branch checks permit eligibility of new permittee (including overdue obligations). Permit will be amended; FNs notified
Expanding the Study area	Maps, shapefiles, and a memo to outline the proposed expansion <sup>22</sup> .	HIP or SAP	Amendment requires First Nation referral
Revising methods	Memo to summarise the proposed methods;  Maps may be beneficial <sup>5</sup>	HIP or SAP	Generally, the amendment requires referral to First Nations
Changing the Repository	Memo to explain the rationale behind the change  Documentation from the new repository to accept the collection found under permit	HIP or SAP	Generally, the amendment requires referral to First Nations  <b>Note: This amendment may be processed <u>after</u> a permit has expired.</b>

<sup>20</sup> HIPs are Heritage Inspection Permits issued under Section 12.2 of the HCA; SAPs are Alteration Permits issued under Section 12.4 of the HCA

<sup>21</sup> First Nation referrals may be 30 days; Government to Government agreements may affect timelines and referral processes

<sup>22</sup> Please note First Nations will receive this as part of the referral package