



Heritage Conservation Program Guidelines

DRAFT: August 2024

About the Regulator

The British Columbia Energy Regulator (Regulator) oversees the full life cycle of energy resource activities in B.C., from site planning to restoration. The Regulator ensures activities are undertaken in a manner that protects public safety and the environment, supports reconciliation with Indigenous peoples, conserves energy resources and fosters a sound economy and social well-being. We work collaboratively across government and industry sharing policy and technical expertise in support of B.C.'s transition to low-carbon energy and helping meet future global energy needs.



Vision, Mission and Values

Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects public safety and the environment



Supports reconciliation with Indigenous peoples and the transition to low-carbon energy



Conserves energy resources



Fosters a sound economy and social well-being



Values

Respect is our commitment to listen, accept and value diverse perspectives.

Integrity is our commitment to the principles of fairness, trust and accountability.

Transparency is our commitment to be open and provide clear information on decisions, operations and actions.

Innovation is our commitment to learn, adapt, act and grow.

Responsiveness is our commitment to listening and timely and meaningful action.

Additional Guidance

As with all Regulator documents, this document does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Regulator staff for clarification.

The Regulator publishes both application and operations manuals and guides. The application manual provides guidance to applicants in preparing and applying for permits and the regulatory requirements in the planning and application stages. The operation manual details the reporting, compliance and regulatory obligations of the permit holder. Regulator manuals focus on requirements and processes associated with the Regulator's legislative authorities. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities. For example, Federal Fisheries Act, Transportation Act, Highway Act, Workers Compensation Act and Wildlife Act.

Throughout the document there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Regulator website.
- [Documentation and guidelines](#) on the Regulator website.
- [Frequently asked questions](#) on the Regulator website.
- [Advisories, bulletins, reports and directives](#) on the Regulator website.
- [Regulations and Acts](#) listed on the Regulator website.

In addition, this document may reference some application types and forms to be submitted outside of the Application Management System but made available on the Regulator's website. Application types and forms include:

- Heritage Conservation Act, Section 12.2 and 12.4
- Road use permits
- Water licences
- Master licence to cut
- Certificate of restoration
- Waste discharge permit
- Experimental scheme application
- Permit extension application

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Manual Revisions

The Regulator is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Energy Professionals](#) section of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to Systems@bc-er.ca or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
DRAFT	August 15, 2024	August 15, 2024	Various	This is a new document. Users are encouraged to review in full.

Chapter 1: Introduction

The British Columbia Energy Regulator (Regulator) is the single regulatory agency responsible for issuing Heritage Conservation Act (HCA) permits and orders for inspections, investigations and alterations related to energy resource activities. This guideline is intended to support archaeologists and energy resource proponents in understanding the Regulator's Heritage Conservation Program requirements and processes.

For specific guidance on completing the archaeological component in AMS, refer to Chapter 5.5 of the Oil and Gas Activity Application Manual in addition to the processes described in these guidelines.

It is expected that the Archaeology Branch of the Ministry of Forests (MOF) documented guidance, bulletins, processes, and policies are followed unless detailed below or an alternative is discussed and confirmed with the BCER.

Please Note:

If additional guidance is required, email ArchaeologyDL@bc-er.ca with any questions.

The Regulator's legislative authority is based on specified enactments outlined in the Energy Resource Activities Act (ERAA). The Regulator, in place of the Archaeology Branch of MOF, holds the statutory decision-making authority for HCA permits under sections 12.2 and 12.4 related to energy resource activities. For activities that are not regulated by the Regulator, the Archaeology Branch should be contacted for support. The specified enactments are applicable

to the entire province and are not geographically restricted. Inventory decisions, such as site protection designation and site boundaries, remain with the Archaeology Branch. The BCER and Archaeology Branch work closely to align on administration of the HCA.

Canada Energy Regulator (CER) projects are excluded from the above specified enactments. Archaeological deliverables may still be required for those ERAA applications in AMS to support the archaeological review. The Archaeology Branch is responsible for HCA decisions associated with CER projects as well as pipeline projects below 700kPA.

The Heritage Conservation Program archaeology review process at the Regulator was established in 2004 and is designed to support the following objectives:

- Increase the efficiency and effectiveness of the archaeological review process.
- Support compliance with applicable legislation (ERAA and HCA).
- Support proponents in the fulfilment of ERAA and HCA permit obligations
- Document and report best management practices.
- Manage archaeological resources by balancing and considering all land values.
- Guide, evaluate and provide recommendations to improve the effectiveness of proponent's management systems as they apply to archaeological resources through the Archaeology Audit Program (AAP).

1.1 Heritage Conservation Program Process Overview

To support proponent and archaeologist communications and submissions with the Regulator, Appendix A details the appropriate contact information and mailboxes for deliverable submissions. Appendix B details the naming conventions for deliverable submission to the BCER.

The Regulator's Heritage Conservation Program has four main streams of responsibility:

1. ERAA application and BCER permit compliance:
 - a. Reviews and requires accurate and detailed archaeological information to support ERAA permit applications and ERAA permit condition development.
 - b. Reviews archaeological mitigation recommendations and develops ERAA permit conditions to support protection of archaeological resources.
2. HCA section 12.2 permit adjudication and administration:
 - a. Reviews section 12.2 permit applications.
 - b. Administers active section 12.2 permits including fieldwork inspections and report reviews.
 - c. Reviews section 12.2 permit compliance.
3. HCA section 12.4 permit adjudication and administration
 - a. Reviews section 12.4 permit applications
 - b. Administers active section 12.4 permits including fieldwork inspections and report reviews.

- c. Review section 12.4 permit compliance.
4. Archaeology Audit Program
 - a. Formal audit program to determine effectiveness of archaeology management systems.

As archaeological deliverables associated with the above (including permit applications and interim reporting), support compliance and permit administration, it is expected that all information provided to the Regulator is accurate and has been quality reviewed prior to submission.

Chapter 2: AMS and Archaeological Deliverables

Detailed instructions and requirements are outlined in Chapter 5.5 – Oil and Gas Activity Application Manual.

The submission of archaeological deliverables (AIF and completion of the Archaeology Tab) is a requirement for Regulator applications in most instances. The management of HCA section 12.2 and section 12.4 deliverables is separate from archaeological deliverables in AMS. For example, submitting an interim report in AMS to support a ERAA application does not meet the HCA section 12.2 permit requirement to provide interim reports to the Regulator.

It is expected that proponents manage outstanding archaeological deliverables via Kermit to ensure that all reporting on file with the Regulator is up to date. Training in Kermit can be requested by email to ArchaeologyDL@bc-er.ca.

To facilitate timely review and reduce revision requests, it is recommended that energy resource applicants enable access to AMS to archaeologists completing the deliverables. It is expected that all information provided is accurate and consistent to facilitate the archaeological review by BCER staff as well as First Nations consultation.

It is recommended that archaeology mitigation information provided in AMS deliverables be general (e.g., not include quantitative dimensions if not yet approved) to support any specific requirements in forthcoming AIA reporting. If AIA reporting has been approved by the Regulator, the specific mitigation requirements (ex. fencing dimensions) can be included.

The Heritage Conservation Program is readily available to discuss complex proposed developments and any questions regarding the Regulator's archaeological review processes. A meeting can be requested by emailing ArchaeologyDL@bc-er.ca.

Chapter 3: Certified Archaeologist Review and Process

To facilitate a professional reliance approach, archaeologists must apply to the Regulator to be considered a “Certified Archaeologist” and “Certified Field Director”. “Certified Archaeologists” are those professionals who can provide management recommendations, sign the AIF document as well as certify HCA reports. “Certified Field Directors” are those professionals who can direct field work under a BCER-issued section 12.2 permit.

The Regulator will review applications for certification against experience requirements and culture area definitions as detailed by the Archaeology Branch. The Archaeology Branch criteria for an HCA permit holder and field director are the same as required by the Regulator to be considered as a “Certified Archaeologist” and “Certified Field Director”.

An additional requirement to the above is that the archaeologist be in good standing with the Regulator. Good standing is defined as having no outstanding obligations (including reporting and documentation) with the Regulator as well as no outstanding concerns with fieldwork or mitigation recommendations. The Regulator will share information regarding concerns with the Archaeology Branch and will consider Archaeology Branch concerns in the review of “Certified Archaeologists” and “Certified Field Directors”.

Please Note:

Approval by the Regulator or Archaeology Branch does not result in automatic approval by the alternate regulator. Each decision is rendered separately.

There are two processes that an archaeologist can utilize to apply to be considered a “Certified Archaeologist” and “Certified Field Director” by the Regulator.

- Apply for review and approval in association with a section 12.2 permit application.
- Apply for review and approval separate from an HCA permit application.

Completed Archaeologist Certification Application forms should be submitted to Arch.Submissions@bc-er.ca with the subject line “Certification Application Form – Applicant Last Name/First Name”. The form template can be found in Appendix C.

Once approved as a “Certified Archaeologist” or “Certified Field Director” a letter will be issued to the individual by the Regulator. Individuals will be notified by the Regulator if their certification is under review and/or removed. The professional review process is detailed in Chapter 8.

Once certification is confirmed, “Certified Archaeologists” and “Certified Field Directors” names must be added to each HCA section 12.2 permit that they wish to work under. The process to add a “Certified Archaeologist” or “Certified Field Director” to a Regulator-issued HCA section 12.2 permit is detailed in Chapter 4 and Appendix D. This form must be submitted to the Regulator prior to any of the following:

- Commencement of field work
- Completion of Regulator application deliverables

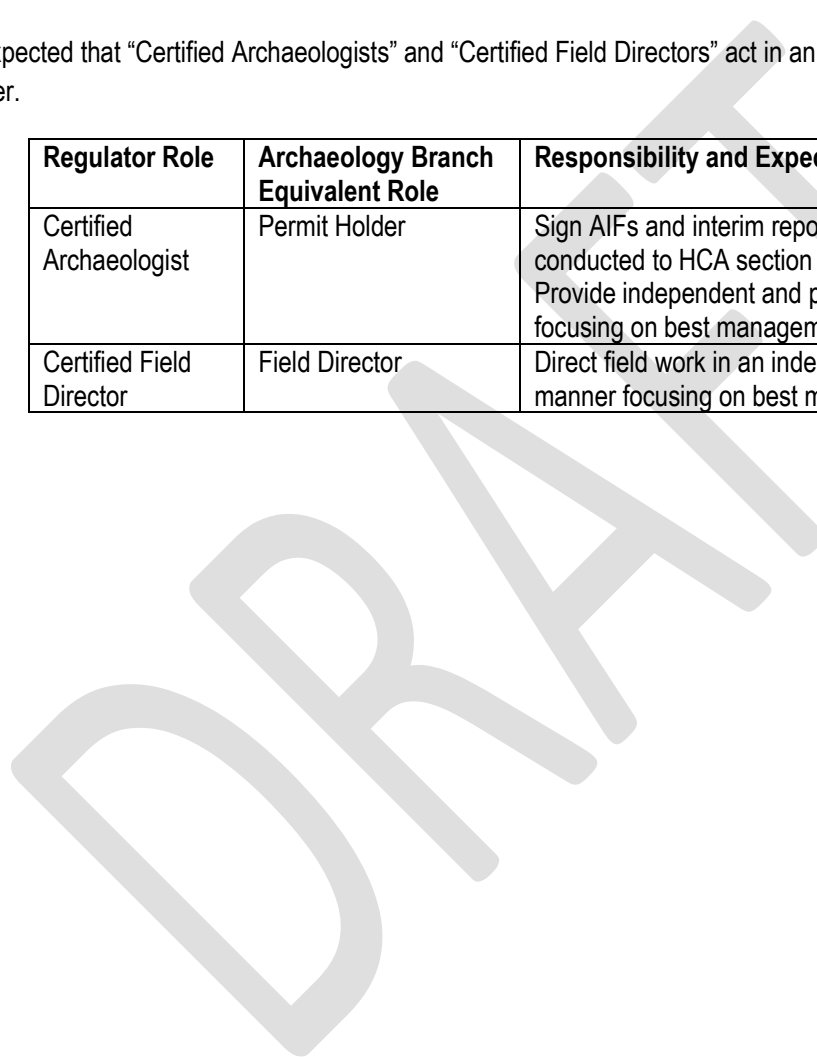
- Endorsing archaeological reports
- Any other work being conducted under an HCA permit

Please Note:

Once approved as a “Certified Archaeologist” you will need to be registered in PETRINEX to allow you to input information into AMS. Refer to the Permit Operations and Administration Manual for more information.

It is expected that “Certified Archaeologists” and “Certified Field Directors” act in an independent and impartial manner.

Regulator Role	Archaeology Branch Equivalent Role	Responsibility and Expectations
Certified Archaeologist	Permit Holder	Sign AIFs and interim reports confirming work has been conducted to HCA section 12.2 standards. Provide independent and professional recommendations focusing on best management practices.
Certified Field Director	Field Director	Direct field work in an independent and professional manner focusing on best management practices.



Chapter 4: HCA Section 12.2 Permit

Section 12.2 permits are required to allow for archaeological inspections and investigations. The Regulator must adjudicate section 12.2 permit applications from energy resource proponents and cannot issue permits to archaeologists. If you require assistance determining if your project is applicable, please contact ArchaeologyDL@bc-er.ca.

It is the permit holder's ultimate responsibility to ensure that the archaeological work and reporting conducted under a section 12.2 permit complies with the conditions in the permit. Given the specialized and prescriptive nature of section 12.2 permit requirements, archaeologists also have a responsibility to ensure permit conditions are met and to advise permit holders of any deviations from the permit and the implications/rationale for the deviations.

Any deviations from the section 12.2 permit should be discussed with the Regulator prior to commencing fieldwork and submitting a report to facilitate review efficiency. A report that does not comply with section 12.2 permit conditions may be returned to the permit holder without BCER review, or returned with major revisions requirements, potentially requiring additional field work. It is recommended that the permit holder receives confirmation from the certified archaeologist named in the permit that all reporting complies with the section 12.2 permit.

It is recommended that the certified archaeologist ensure compliance with 12.2 requirements as records regarding section 12.2 compliance may be used in BCER's assessment of certified archaeologist designations.

4.1 Section 12.2 Permit Application Process

Section 12.2 permit applications must be completed and submitted to the Regulator for review and decision. Section 12.2 permit applications must be submitted to Arch.Submissions@bc-er.ca. The section 12.2 application and pre-engagement record should be included as separate attachments. The email subject line format should read "*S12.2 Application – Proponent*".

Once the application has been reviewed the proponent will be notified that the application has been distributed to the Regulator's First Nation Liaison team for consultation. All application deliverables and the consultation record are considered prior to a decision being made.

If the section 12.2 permit application supports emergent or emergency works, a rationale in the application as well as in the email body must be included to ensure the application is appropriately actioned.

4.2 Section 12.2 Permit Application Template

The section 12.2 permit application template is separated into sections and detailed guidance for completing the application is provided in Appendix E. The applicant must be an energy resource activity proponent. It is

expected that the proponent and archaeologist will collaborate on the application preparation. The application must be signed by the permit applicant and certified archaeologist.

The section 12.2 permit application must be completed by an individual with permissions to apply on behalf of the company for permits to the Regulator. The contact information must be correct and up to date. While a single individual is named, any requirements and/or permits are the responsibility of the energy resource activity proponent.

4.3 Section 12.2 Permit Deliverable Schedule

There are several required deliverables associated with HCA section 12.2 permits. Deliverable submission should follow the reporting schedule detailed in the table below. Additional specific information on deliverable requirements can be referenced in Appendix E and relevant section 12.2 permit conditions.

The section 12.2 permit template current deliverable schedule is provided below:

Deliverable	Appropriate Appendix	Reporting Schedule
Fieldwork Notification	Appendix A, Appendix B, and Appendix F	At minimum, 30 days prior to fieldwork commencement
Interim Reports	Appendix A and Appendix B	Within 90 days of fieldwork completion
Permit Reconciliation	Appendix A	Annually from date of permit issuance
Final Report	Appendix A and Appendix B	Prior to or upon permit expiration
Inventory Deliverables	Refer to Archaeology Branch Policies and Process	Six weeks from fieldwork completion at archaeological site
Shapefiles	Appendix A	Annually from date of permit issuance

4.4 Section 12.2 Permit Interim Report Review Process

To support compliance and review timelines, the BCER's submission review process includes:

- (a) Initial intake review – the report is reviewed against common issues/errors as detailed in the intake checklist. Reports that do not pass this intake review will not be reviewed by BCER archaeologist until revisions meet the intake checklist requirements. For a copy of the current intake review checklist, please email ArchaeologyDL@bc-er.ca. The intake checklist outlines basic reporting requirements, including information consistency and clarity.

- (b) BCER archaeologist review – If no errors are identified during the initial intake review, the report is reviewed by the BCER for section 12.2 permit condition compliance, mitigation recommendations and/or consequential report quality issues - revisions and/or clarification may be required.
- (c) Revision requests are submitted via email to both the section 12.2 permit holder and the certified archaeologist.
- (d) The BCER is available to discuss project planning, follow up meetings, submission requirements for specific projects, and the rationale for revision requests.

Please Note:

The BCER will endeavour to provide requests for revisions within a reasonable timeline. Longer timelines may be required for complex archaeology sites with large reports, or reports with poor readability. Requests for revisions will be emailed to both permit holder and certified archaeologist identified in the 12.2 permit. It is the expectation that all revision requests will be addressed in a subsequent submission. Subsequent submissions in response to a revision request will be screened upon submission to confirm all revisions have been addressed. Interim or final reports may be sent back without archaeologist review, based on the intake review if revisions are incomplete.

Interim reports may become part of the consultation package for an ERAA permit application or may be a condition of an ERAA permit. As such, it is critical that all information presented is accurate and comprehensive to support consultation.

4.5 Section 12.2 Permit Mitigation Review

Interim reports with mitigation recommendations must be submitted to Arch.Submissions@bc-er.ca immediately once the report is finalized. The subject line should read “BCER AA – Proponent – Legal Name – HCA 20XX-0XXX”.

For interim report submissions, a Regulator mitigation review is required when:

- Archaeological site(s) identified during the assessment.
- Previously identified archaeological site(s) located within the development.
- Previously identified archaeological site(s) located in proximity to the development and requiring mitigation measures.
- Area(s) of archaeological potential identified within the development.
- Area(s) of archaeological potential identified in proximity to the development and requiring mitigation measures.
- Archaeological site(s) identified during the assessment and the project is cancelled.
- Please contact ArchaeologyDL@bc-er.ca with any questions regarding the mitigation approval process and thresholds which trigger a BCER mitigation review.

Once the interim report is approved by the Regulator, the proponent is issued a mitigation approval letter. The mitigation approval letter details the mitigation strategy expected by the Regulator to be implemented by the proponent. A copy of the mitigation approval letter and approved interim report must be uploaded into the AMS application or against the permit in Kermit. The approved interim report must also be submitted as a section 12.2 permit interim report deliverable by the certified archaeologist.

Interim reports subject to mitigation review must be submitted to Arch.Submissions@bc-er.ca immediately once the report is finalized. The subject line should read "BCER AA – Proponent – Legal Name – HCA 20XX-0XXX".

4.6 Section 12.2 Permit Administration – Certified Archaeologist

The section 12.2 permit application must include a valid "certified archaeologist". Proponents can add additional "certified archaeologists" and/or "certified field directors" to the section 12.2 permit. The "Addition of Certified Archaeologist/Field Director" form template is in Appendix D. This form must be completed and submitted to Arch.Submissions@bc-er.ca with the subject line "HCA 20XX-XXXX – Addition of Certified Archaeologist/Field Director – Applicant Last Name/First Name". The form must be submitted prior to the archaeologist conducting any fieldwork or providing recommendations under the section 12.2 permit.

A certified archaeologist must be listed on the fieldwork notification. If the permit holder decides to transfer work to another certified archaeologist and/or archaeological consulting company, a notification of transfer must be sent to Arch.Notifications@bc-er.ca. The original certified archaeologist and receiving certified archaeologist must be copied on the notification. If fieldwork has commenced prior to the work being transferred, the original certified archaeologist must complete an interim report on the work completed to date. If this is not possible, extenuating circumstances may be discussed with the BCER.

As interim reports are completed, they are required to be submitted as a section 12.2 deliverable by the certified archaeologist. This requirement is in addition to any reporting requirements to support energy resource proponent development through AMS and/or development permits. Certified archaeologists are required to submit finalized interim reports to Arch.Notifications@bc-er.ca with the subject line "HCA 20XX-0XXX – Interim Report – Legal Name".

Interim reports with no mitigation recommendations for archaeological sites or areas of archaeological potential must be submitted by the certified archaeologist within five (5) business days of the report being finalized. Interim reports with mitigation recommendations must be submitted within five (5) business days of the mitigation recommendation and report being approved by the Regulator. Interim report submissions to fulfil this deliverable type should only include the report. It is not appropriate to attach project shapefiles, site forms, and mitigation letters.

4.7 Section 12.2 Permit Closure Requirements

The final report must be submitted to the Regulator prior to expiration of the section 12.2 permit. The final report can be delivered via mail/in-person (USB device or flash drive) to the Regulator's Fort St John office or via email (sent to Arch.Notifications@bc-er.ca with the subject line "HCA 20XX-XXXX – Final Report") if the file size is below 15mb.

If the section 12.2 permit has utilized several archaeological consulting companies and "certified archaeologists" it is the responsibility of the HCA section 12.2 permit holder to compile all the required information and facilitate a single and complete final report submission to the Regulator.

The final report must include all interim reports completed under the section 12.2 permit.

If a section 12.2 permit is not utilized, a letter detailing that the permit was not utilized must be submitted to Arch.Submissions@bc-er.ca which will allow the permit to be closed and to ensure outstanding requirements are no longer associated with the energy resource proponent.

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Chapter 5: HCA Section 12.4 Permit

HCA section 12.4 permits allow for the alteration of protected archaeological sites. Any questions regarding the requirements for section 12.4 permits can be sent to ArchaeologyDL@bc-er.ca with a description of the project and expected impacts.

Please Note:

Most often, a Regulator-accepted section 12.2 interim report outlining the recommendation of a section 12.4 permit application by a certified archaeologist is required prior to submitting a section 12.4 permit application. It is recommended that the archaeologist and proponent contact the Regulator in advance if an approved section 12.2 interim report is not anticipated for various circumstances.

5.1 Section 12.4 Permit Application Process

Section 12.4 permit applications must be completed and submitted to the Regulator for review and decision. Section 12.4 permit applications must be submitted to Arch.Submissions@bc-er.ca. The section 12.4 application, relevant interim reporting, and pre-engagement record should be included as separate attachments. The email subject line format should read “*BCER AA 1001XXXX- S12.4 Application – Proponent – Legal Name*”.

Once the application has been reviewed the proponent will be notified that the application has been distributed to the Regulator’s First Nation Liaison team for consultation.

All application deliverables and the consultation record are considered prior to a decision being made.

If the section 12.4 permit application supports emergent or emergency works, a rationale in the application as well as in the email body must be included to ensure the application is appropriately actioned.

5.2 Section 12.4 Permit Application Template

The application is separated into sections and detailed guidance for completing the application is provided in Appendix G. The applicant must be an energy resource activity proponent. It is expected that the proponent and archaeologist will collaborate on the application preparation.

The section 12.4 permit applicant must be completed by an individual with permissions to apply on behalf of the company for permits to the Regulator. The contact information must be correct and up to date. While a single individual is named, any requirements and/or permits are the responsibility of the energy resource activity proponent.

5.3 Section 12.4 Permit Administration

Section 12.4 permits may include conditions requiring monitoring and/or involvement by a “certified archaeologist” and/or “certified field director”. The expectation is that these archaeologists are working under a valid section 12.2 permit which outlines the appropriate archaeological methodology and details the repository for any artifacts recovered under the above activities. As work is being conducted under a section 12.2 permit, a notification of fieldwork must be submitted prior to fieldwork and as detailed in the fieldwork notification requirements of the section 12.2 permit. Reporting submitted to support section 12.4 permit conditions must follow interim reporting guidance and requirements and are subject to section 12.2 permit requirements, if applicable.

Post-Impact Assessment Reports required as part of the section 12.4 permit must include information on the effects of alteration impacts to the archaeological site as well as an assessment of the level of impact.

5.4 Section 12.4 Permit Closure

Section 12.4 permits may include conditions outlining required deliverables to the Regulator, such as post-impact assessment reports and/or monitoring reports. These deliverables must be submitted to Arch.Submissions@bc-er.ca with the subject line “HCA 20XX-9XXX – *Post-Impact/Monitoring Report*”. Upon review the proponent will be issued with an acceptance letter. If revisions are required, the proponent and archaeologist will be notified.

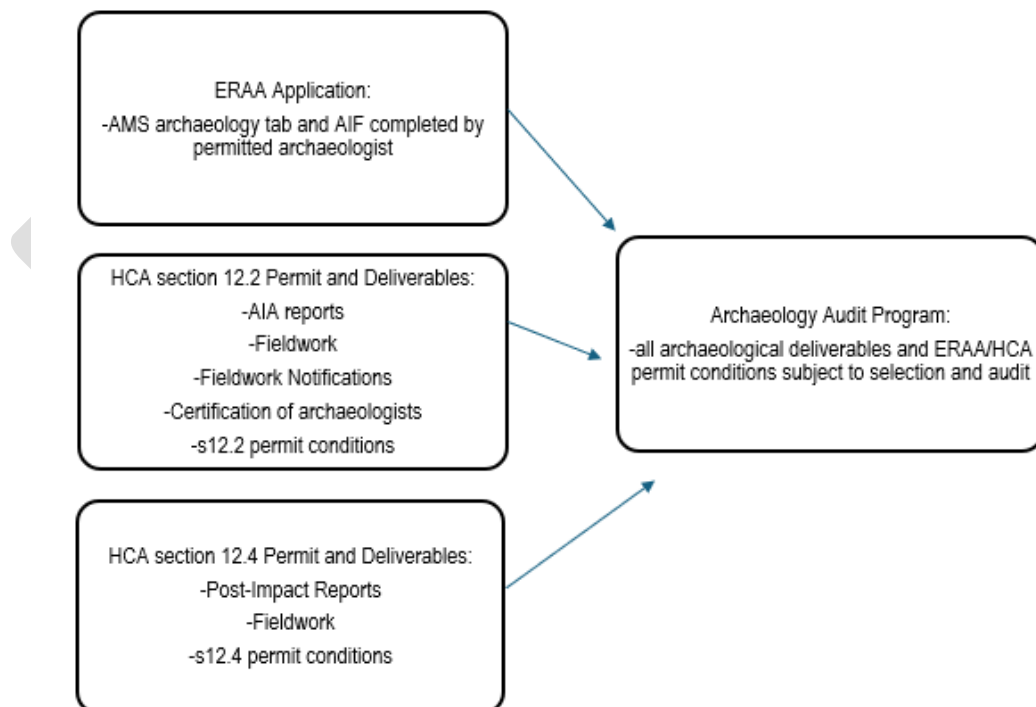
If a section 12.4 permit is not utilized (ex. the project was never constructed), a letter detailing that the permit was not utilized must be submitted to Arch.Submissions@bc-er.ca which will allow the permit to be closed and to ensure outstanding requirements are no longer appearing in Kermit.

Chapter 6: Archaeology Audit Program

The Regulator's Archaeology Audit Program (AAP) was created as a necessary component of the single-window approach to archaeology. Under this approach to archaeological assessments and review, energy resource activity permit holding companies are responsible and accountable for ensuring that planning and development activities comply with the HCA. The AAP is conducted on Regulator permit holders to evaluate the effectiveness of their archaeology management systems. Audit protocols are designed to assess permit holder's management systems through interviews, document reviews and field inspections. The audit is intended to identify practices deemed to be proactive and innovative as well as identify opportunities for improvement. The audit supports the Regulator's commitment to continual improvement of processes. The audits are conducted by the Regulator's Heritage Conservation Program staff and are attended by energy resource activity permit holders (auditees) and, as appropriate, their contractors. Audit observers may also attend.

After the completion of the audit, audited permit holders will receive individual reports containing recognition of best practices as well as any recommendations for improvement formed during the audit process.

A cumulative report is published with findings and recommendations based on observed deficiencies and positive practices. Future audits incorporate previous audit selection and results to focus audit resources on permit holders that have not been previously audited and to exempt permit holders that have consistently excellent audit results in previous audits.



6.1 Audit Objectives

The AAP has two primary objectives:

- Providing recommendations relating to permit holder's management systems, focusing on legislative and regulator obligations. The AAP is not a compliance audit; however, it is the duty of the audit team to notify Regulator enforcement staff of any breaches in legislation or policy identified.
- Gather baseline data to establish procedures for best management practices for archaeology resource management within the energy resource sector of B.C. Innovative and successful practices are highlighted in the cumulative report.

6.2 Audit Structure

The audit consists of interview with the permit holding company's personnel, field inspections of audited projects and a file specific document review. Based on the results of the audit, a second more comprehensive phase may be implemented if vulnerabilities are detected in a management system or if a non-conformance is identified. The auditee will be notified of the requirement for an additional audit within the reporting of the primary audit results.

The audit is designed to analyze and rate the various components of an archaeology management system and pinpoint any vulnerabilities.

An interview with the field construction supervisor of the audited development is a required component. Special consideration is given in instances where the supervisor is no longer available. It is the responsibility of the permit holder to ensure the appropriate individuals participate in the audit components.

6.3 Audit Selection and Medium

The sample is generated from projects with archaeology concerns, mitigation requirements, and/or archaeology-specific considerations. Field inspections are selected at the discretion of the audit team due to variables that cannot be controlled through a random selection process including archaeological values, small sample size and accessibility.

Permit holders selected for audit are notified by letter via email attachment. The letter details the period of the audit and stages of the AAP. The letter includes a list of the required documentation for the auditee to provide at the time of audit. Participation in the AAP is required.

Management systems consist of several components that work together and may be examined independently to evaluate the overall strength of the system. Each component is referenced as a module. Each module is designed to examine specific aspects of the management system in order to analyze the extent to which the management system is functioning. The information gathered from each module helps identify gaps between the recommended approach and the approach used by the auditee. The results of document reviews, interview and field inspections may identify possible weaknesses that could cause a system failure.

A list of modules and audit questions is provided to auditees with the selection letter. Additional questions are added as necessary during the audit process.

6.4 Audit Roles and Responsibilities

The AAP is a systematic process that relies on the principles of independence and objectivity. The audit conclusions will be developed solely based on the audit evidence in a manner that may be reproducible by others based on the same audit evidence. Specific responsibilities for the respective parties are listed below:

- Lead Auditor – Oversees the conduct of the audit team, conducts audits, determines audit results and manages non-conformances and remedial actions.
- Audit Coordinator – Arranges logistics of the audits, conducts audits, determines audit results, develops audit reports and prepares cumulative report.
- Audit Team Members – Conducts audits and participates in determination of audit results.
- Auditees – Participate and cooperate with the audit as well as providing appropriate attendees and documents. Will review the draft audit findings report and, if required, develop remedial action plans.
- Observer – Observes the audit but does not participate, influence or interfere with the conduct of the audit.

6.5 Audit Findings

The results from each previous audit, as well as best management practices, substandard practices and non-compliance discovery are utilized in the formation of standards to which findings are compared. The following finding categories are described below:

- Exemplary Performance (EP) – assigned to innovative, proactive processes or practices that exceed requirements.
- Satisfactory (S) – assigned to processes or practices that address sufficiently most aspects of management and reporting system requirements.

- Opportunity for Improvement (OI) – assigned to processes or practices with weaknesses identified that could lead to a system breakdown.
- Non-Conformance (NC) – assigned to processes or practices where requirements are not met and the ability to meet minimal requirements is jeopardized.
- Information Request (IR) – assigned when additional information is requested from the auditee. Based upon the response, the audit finding is adjusted to one of the above.

6.6 Audit Reporting and Conclusion

Recommendations are provided to auditees when deficiencies or weaknesses are identified within the management system. Auditees are encouraged to incorporate these recommendations to reduce the possibility of being subject to future audits. Practices that are innovative and proactive will be highlighted and this process will be incorporated into future recommendations for management system improvement.

If a non-conformance is identified, the Lead Auditor may require the development of a remedial action plan to address the management system failure.

Individual draft audit reports are provided to each auditee with an invitation to comment on the results and conclusions within the report within a specified period. The auditees will then be provided with a finalized report once any comments have been addressed by the Lead Auditor.

Records collected and created during the audit will be retained according to the Regulator's record classification schedules.

A cumulative report summarizing the findings of the audit will be produced and published after the completion of the audit. The report highlights best management practices identified during the audit as well as opportunities for improvement and overall industry trends.

Chapter 7: Archaeologist Support

Archaeologists working with the BCER are expected to reach out with any questions. Questions should be sent to ArchaeologyDL@bc-er.ca. As much detailed information as possible must be provided in the initial email to facilitate an efficient and accurate response. Examples of detailed information include, but are not limited to:

- BCER application number
- HCA permit number
- Proponent/permit holder name
- Proposed development type
- Proposed development name
- Archaeological site Borden number
- UTM coordinates
- Proposal or recommendations to address points of discussion

7.1 Interim Report Request Process

The Regulator provides interim reports to archaeologists to support archaeological assessments when a final report may not yet be available on the Provincial Archaeological Report Library (PARL). The Regulator expects archaeologists to first utilize PARL prior to requesting reports. When the report cannot be located or is not available on PARL, the Regulator may be able to locate a copy of the report. iMapBC should be consulted to identify the BCER number of the development for which the report is being requested. The “Report Request Template” found in Appendix H should be completed using all available information to facilitate identification of the correct report by the Regulator. “Report Request Templates” should be submitted to ArchaeologyDL@bc-er.ca.

Chapter 8: Professional Review Process

If concerns are brought to the attention of the Regulator, certified archaeologists and certified field directors are subject to a professional review. Issues and concerns from internal Regulator review may also trigger this process. The certified archaeologist and HCA permit holder will be notified in writing that the process has commenced. The Regulator may request field notes, field data, photos and/or additional information to support the review. Once the review is complete, the certified archaeologist and HCA permit holder will be notified in writing of the results of the review.

Concerns with archaeological fieldwork and/or reporting can be sent to ArchaeologyDL@bc-er.ca for Regulator review.

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Chapter 9: Chance Find Process

If artifacts and/or protected materials are identified, in accordance with standard conditions in ERAA permits and the Heritage Conservation Act, all work must stop, and the Regulator must be contacted by the energy resource permit holder immediately. The Regulator can be notified via email at ArchaeologyDL@bc-er.ca or by phone (during business hours) 250-794-5319 or (after-hours) 1-800-663-3456. After the energy resource permit holder notifies the Regulator, the certified or permitted archaeologist may then present options and/or mitigation measures to the Regulator on behalf of the proponent.

It is expected that energy resource permit holders develop a company-specific Chance Find Process and ensure training is provided to appropriate staff and contractors.

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Chapter 10: Compliance Reporting

Compliance with the requirements of the Heritage Conservation Act (HCA), Regulator policies, guidelines, associated legislation and conditions of HCA and ERAA permits must be adhered to. If a company is found by the Regulator to be in non-compliance with any requirements, the company may be excluded from the expedited archaeological review stream until all issues have been resolved. During this period the proponent must ensure all archaeological requirements are met and reports are submitted to the Regulator before the archaeological component of the application review will be completed. In other words, ERAA permit applications will not be moved to decision until all reporting is submitted and approved by Regulator Heritage Conservation Program staff, which could result in delays.

These sanctions do not exclude the proponent from further penalties, which may be imposed by the Regulator or the Province of British Columbia under Section 36 of the HCA.

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Chapter 11: Program Definitions

Archaeology Audit Program (AAP) - The Regulator conducts audits of energy resource proponent's archaeological management systems. The audit supports a professional reliance and results based regulatory review of the archaeological portions of applications.

Archaeological Impact Assessment (AIA) - An AIA refers to archaeological field work conducted. Subsurface shovel testing of areas deemed to have archaeological potential may be conducted to identify archaeological sites within the proposed project area. An AIA where no testing has been conducted may be referred to as a preliminary field reconnaissance or PFR.

Archaeological Information Form (AIF) – Document designed by the Regulator to provide a summary of the archaeological information in relation to a proposed development. Both a geophysical and non-geophysical form are available depending upon the proposed development.

Alteration – In an archaeological context, alteration means to alter or change in any manner including any action that detracts from the value (historical, cultural, aesthetic, scientific or educational).

Alteration Permit – See Section 12.4 Permit.

Archaeological Overview Assessment (AOA) – An AOA is largely a desktop review of available literature including reports, ethnographic studies, site inventory records and physiographic mapping. The resultant report describes the subject area's potential for containing archaeological resources and may provide recommendations if appropriate.

Area of Archaeological Potential (AOP) – A discrete location with the potential to contain materials protected under the HCA that require further subsurface assessment. AOPs, in a regulatory context, should be treated with the same level of avoidance and mitigation as a protected archaeological site.

Archaeological Permitting Tracking System (APTS) – The permitting system utilized by the Archaeology Branch. For Regulator authority permits, archaeologists should not enter data into APTS without Regulator direction.

Archaeological Site – Land, including land covered by water, that has heritage value. May be designated under the HCA.

Archaeological Site Boundary – The site boundary defines the area of an archaeological site that is protected by the HCA.

Archaeological Site Management Boundary – The required boundary necessary to avoid impacts from development. This boundary is often larger than the archaeological site boundary.

Archaeological Site Type – The Archaeology Branch classification for archaeological sites.

Archaeology Branch – The Archaeology Branch of MOF is responsible for maintaining and distributing archaeological information regarding the management of archaeological resources in British Columbia.

Back Testing – The process of placing subsurface tests a specified distance from an identified site and working back towards the site to define a site boundary.

Borden Number – The Borden Numbering system is a naming convention created by Charles Borden for archaeological sites found in Canada. A unique set of letters and digits are assigned to every new archaeological site as they are recorded in the provincial data base.

Certified Archaeologist – An experienced consulting archaeologist who is approved to be listed under a Section 12.2 permit of the HCA issued by the Regulator for the purpose of conducting archaeological impact assessments and certifying that field work and reporting meets the standards and conditions of the Section 12.2 permit.

Certified Field Director – An experienced consulting archaeologist who is approved to be listed under a Section 12.2 permit of the HCA issued by the Regulator for the purpose of directing archaeological impact assessments.

Fire Affected Rock (FAR) – Any type of rock that has been affected by deliberate anthropogenic heating. Also referred to as Fire Cracked Rock (FCR).

Field Notes – Notes taken during a field assessment by a certified or permitted field director or a field supervisor working under the direction of a certified or permitted field director. Field notes are a record of observations and activities to meet HCA permit requirements as well as additional relevant information for the assessment.

Field Data – Includes field notes, photographs, GPS data (waypoint locations, tracks, etc.), field maps, records of measurements to meet permit conditions (ex. stratigraphic data), and other field data to meet HCA permit conditions.

Fieldwork Completion – Defined as when fieldwork is finished to HCA permit conditions, or fieldwork has been stagnant for 90 days. Fieldwork is deemed stagnant when over a consecutive period of 90 days no fieldwork has been completed for the development. For example, fieldwork commences June 1st and is placed on-hold August 31st. If the fieldwork has not re-commenced before November 29th, then the fieldwork is considered to become stagnant and all requirements for completion of field work apply.

Final Report – A compilation of all interim reporting conducted under the section 12.2 permit. The final report must include a summary of all archaeological sites identified and re-visited under permit as well as summary table of all assessments completed.

Finishing Bucket – Also known as grading or trench cleaning buckets. They are short, shallow, and wide with a flat edge. Finishing buckets are not designed to move heavy materials but instead create a flat profile. Shall not include teeth.

Ground Disturbance – Can include, but is not limited to, impacts to the ground's surface including organic layers and impaction of the ground.

Heritage Conservation Act (HCA) – The HCA is the legislation that protects heritage in British Columbia. Under Section 12.1 of the HCA, archaeological sites are protected against any damage. This protection applies to all archaeological sites, regardless of whether they are located on Crown or private lands. Under Section 36, Offence and penalty, anyone found to be in contravention of Section 12.1 is liable for a fine and/or imprisonment. This

protection is not affected by an error or omission in the Provincial Heritage Register or by failure to register property in the Provincial Heritage Register.

Inspection Permit – See Section 12.2 permit.

Interim Report – Interim reports are used to provide reports of archaeological studies on an assessment-by-assessment basis to provide management recommendations for a specific proposed development or project component.

Investigation Permit – See Section 12.2 permit.

International Organization for Standardization (ISO) – ISO management systems are the basis for the Archaeology Audit Program modules and audit practices.

Mitigation Review – A BCER mitigation review is required when: 1. Archaeological site(s) identified during the assessment; 2. Previously identified archaeological site(s) located within the development; 3. Previously identified archaeological site(s) located in proximity to the development and requiring mitigation measures.; 4. Area(s) of archaeological potential identified within the development; 5. Area(s) of archaeological potential identified in proximity to the development and requiring mitigation measures; or 6. Archaeological site(s) identified during the assessment and the project is cancelled.

Mitigation Approval Letter – Letter issued by the BCER detailing approval of recommendations and expectations for mitigation to be implemented. Once received, a copy of the mitigation approval letter must be uploaded into the application in AMS or against the permit in Kermit, as appropriate.

Monitoring – Archaeological monitoring must be detailed in an interim report recommendation by the certified/permitted archaeologist. Monitoring can include the observation of any exposed features and/or intact deposits as well as collection of artifact provenience during construction activities. It can also occur when an archaeologist is required to be on-site to ensure no inadvertent impacts occur during construction activities. Monitoring must follow the conditions of the section 12.2 permit and, if applicable, the section 12.4 permit.

Monitoring Report – A monitoring report must include a record of observations and activities as well as additional relevant information for the assessment. Mapping illustrating the areas subject to monitoring must be included. The monitoring report must follow the conditions of the section 12.2 permit and, if applicable, the section 12.4 permit.

Non-Cultural Deposits – The bottom or basal layer which was deposited prior to human occupation and is the result of natural formation processes. It is also possible to have intrusive non-cultural layers which are the result of natural formation processes but overlay cultural layers, for example flood deposition. Archaeological testing must be confirmed to have reached the bottom or basal layer.

No Work Zone – Area within a development where no ground disturbance is to occur.

Provincial Archaeological Report Library (PARL) – An online library containing electronic copies of archaeological reports.

Permitted Archaeologist - An experienced archaeologist who holds a permit under Section 12.2 of the HCA, issued by the Archaeology Branch, for the purpose of conducting archaeological impact assessments.

Permitted Field Director – An experienced archaeologist who directs fieldwork under a section 12.2 permit issued by the Archaeology Branch.

Petroglyph – An image created by removing a part of a rock surface by incising, picking, carving, or abrading.

Preliminary Field Reconnaissance (PFR) – PFR refers to a field inspection that establishes if a subject area contains archaeological potential. Most often, if a PFR is conducted and the application area is found to contain archaeological potential, the attending archaeological company will perform a full AIA.

Pictograph – An image created by painting on rock.

Post-Impact Assessment – A post-impact assessment can include the observation of any exposed features and/or intact deposits as well as collection of artifact provenience after construction activities. This assessment should provide details regarding the final level of impact from construction activities. Post-impact assessments must follow the conditions of the section 12.2 permit and, if applicable, the section 12.4 permit.

Post-Impact Assessment Report - A post-impact assessment report must include a record of observations and activities as well as additional relevant information for the assessment. This assessment should provide details regarding the final level of impact from construction activities. Mapping illustrating the areas subject to impact must be included. The post-impact assessment report must follow the conditions of the section 12.2 permit and, if applicable, the section 12.4 permit.

Remote Access to Archaeological Data (RAAD) - RAAD is an online GIS application that allows authorized users to view spatial data about B.C.'s archaeological sites. RAAD is maintained by the Archaeology Branch of MOF.

Section 12.2 - A permit may be issued under Section 12.2 of the HCA to allow for the completion of archaeological impact assessments. These permits allow archaeologists to complete field assessments within the confines of special terms and conditions outlined in the permit.

Section 12.4 - A permit may be issued under Section 12.4 of the HCA if impact to an archaeological site cannot be avoided. These permits allow applicants to alter a known archaeological site within the confines of special terms and conditions outlined in the permit.

Stratigraphy - Layers of soil build up over time, each with its own colour and texture. Studying the different layers of soil is called stratigraphy. Collecting stratigraphic information allows for an interpretation of the context of an archaeological site through relationships of layers, relative dating, taphonomic processes and similar.

Study Area - The discrete area that will be subject to assessment. This area may be larger than the proposed development footprint to accommodate project revisions. For multi-assessment permits, study area refers to the discrete projects that will be assessed, not the overall HCA section 12.2 permit area.

Subsurface Test Location (STL) – The defined location where subsurface testing is conducted. Also referred to as test location, locations, and shovel test locations.

Universal Transverse Mercator (UTM) – a coordinate grid system named after the map projection on which it is based.

Wet Site – Water-saturated archaeological site with the preservation of organic artifacts. Wet sites require unique methods for excavation, transportation, cleaning, short-term storage, and a long-term conservation plan.

Winter Testing – Comprises of frozen subsurface testing and/or snow-cover survey. It is necessary to detail the aspects of assessment subject to winter conditions (ex. frozen tests, 10cm snow cover, etc.) in the interim report.

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Chapter 12: Associated Documents

Chapter 5.5 – Oil and Gas Activity Application Manual

Archaeological Information Form (AIF) – Non-Geophysical

Archaeological Information Form (AIF) – Geophysical

Addition of Certified Archaeologist/Field Director Form

Archaeologist Certification Application Form

Section 12.2 Permit Application

Section 12.4 Permit Application

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Appendix A: Contact Information

Deliverable Type	Regulator Email
S12.2 Repository Confirmation	Arch.Notifications@bc-er.ca
S12.2 Fieldwork Notification	Arch.Notifications@bc-er.ca
S12.2 Interim Report	Arch.Notifications@bc-er.ca
S12.2 Permit Reconciliation	Arch.Notifications@bc-er.ca
S12.2 Permit Shapefiles	Arch.Notifications@bc-er.ca
S12.2 Final Report	Arch.Notifications@bc-er.ca
S12.2 Application	Arch.Submissions@bc-er.ca
S12.4 Application	Arch.Submissions@bc-er.ca
S12.4 Reporting Deliverables	Arch.Submissions@bc-er.ca
Archaeologist Certification Application	Arch.Submissions@bc-er.ca
Addition of Certified Archaeologist/Field Director	Arch.Submissions@bc-er.ca
Interim Report for BCER Mitigation Review	Arch.Submissions@bc-er.ca
Report Request	ArchaeologyDL@bc-er.ca
Professional Concerns	ArchaeologyDL@bc-er.ca
Questions	ArchaeologyDL@bc-er.ca

Appendix B: Deliverable Naming Conventions and Email Subject Line Requirements

Deliverable Type	Deliverable Naming Convention	Email Subject Line Requirement
S12.2 Application	Year_12.2_Application_Proponent Name	S12.2 Application – Proponent
S12.2 Final Report	HCA Permit Number_Final Report_Proponent Name	HCA 20XX-XXXX – Final Report
S12.4 Application	Year_12.4_Application_Proponent Name	BCER AA 1001XXXX- S12.4 Application – Proponent – Legal Name
S12.4 Post-Impact/Monitoring Report	HCA Permit Number_Report Type_Proponent Name	HCA 20XX-9XXX – Post-Impact/Monitoring Report
Fieldwork Notification	n/a	HCA 20XX-XXXX – Proponent – Legal Name
Archaeologist Certification Application	Last Name, First Name_Consulting Company_Certification Application	Certification Application Form – Applicant Last Name/First Name
Addition of Certified Archaeologist/Field Director	HCA Permit Number_Last Name, First Name_Consulting Company_Addition of Archaeologist	HCA 20XX-XXXX – Addition of Certified Archaeologist/Field Director – Applicant Last Name/First Name
Interim Report for BCER Mitigation Review	BCER AA Number_HCA Permit Number_Proponent Name_Abbreviated Development Name_Interim Report File Number	BCER AA 1001XXXXX - Proponent - Legal Name
Interim Report submitted by Certified Archaeologist under section 12.2 permit requirements	BCER AA Number_HCA Permit Number_Proponent Name_Abbreviated Development Name_Interim Report File Number	HCA 20XX-0XXX – Proponent – Legal Name

Appendix C: Archaeologist Certification Form

Section 1	
Applicant Name (<i>first name surname</i>):	
Consulting Company Affiliation:	
Phone and Email Address	
Applying for:	<input type="checkbox"/> Certified Archaeologist <input type="checkbox"/> Certified Field Director
Culture Area(s) applied for:	<input type="checkbox"/> Subarctic-Boreal Forest <input type="checkbox"/> Interior Plateau <input type="checkbox"/> Northwest Coast
_____ Applicant's signature _____ Date	
<input type="checkbox"/> 1) Applicant is an existing Archaeology Branch approved Field Director for culture area specified above (complete Section 2) <input type="checkbox"/> 2) Applicant has previously held or currently holds HCA permit(s) for the culture area specified above (complete Section 2) <i>Or</i> <input type="checkbox"/> 3) Applicant has not been approved as a Field Director for culture area specified above (complete Section 3) <input type="checkbox"/> 4) Applicant has not previously held an HCA permit for the culture area specified above (complete Section 3)	

Section 2			
Applicants previously approved by the Archaeology Branch (if options 1 or 2 above are selected in Section 1)			
1) Required supporting documents to be included with submission email:		<input type="checkbox"/> Updated Curriculum Vitae (<i>if one has not been submitted in the last 5 years</i>)	
2) Permits held by the applicant, or where applicant has been previously accepted as a Field Director (add more rows if needed)			
Permit #	Permit Holder or Field Director	Culture Area	Final Permit Closed
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
3) To the applicant's knowledge, are there:			
a) Current restrictions to the applicant's existing Field Directorship(s), <i>and/or</i>			
b) Current restrictions to the applicant holding and/or applying for a permit to the Archaeology Branch, <i>and/or</i>			
c) Recent concerns about applicant's assessment work and/or permit compliance expressed by the Archaeology Branch.			
<input type="checkbox"/> No restrictions or concerns, or			

Restrictions and/or Concerns, describe restrictions/concerns below:

Section 3				
New Applicants (if options 3 or 4 above are selected in Section 1) <i>Requirements are consistent with Archaeology Branch Bulletin 17</i>				
1) Required supporting documents to be included with submission email:		<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Experience Summary for Field Director applications spreadsheet in Excel format		
2) Report examples - Senior authorship with positive results & management recommendations (add more rows if needed)				
Permit #	Interim or Final Report	Report name (include BCER number if applicable)	Regulator	Approved
	Choose an item.		Choose an item.	Choose an item.
	Choose an item.		Choose an item.	Choose an item.
	Choose an item.		Choose an item.	Choose an item.
3) Authored Site Form examples (add more rows if needed)				
Permit #	Borden Number	Site Type	Accepted by Inventory	
			Choose an item.	
			Choose an item.	
4) References				
	First name, surname, & title	Email:	Phone number:	
a)				
b)				
c)				
5) Total Days of Experience (add additional Culture Areas by copying and pasting the entire section of table below) <i>Information must be consistent with information presented in the <u>Experience Summary for Field Director spreadsheet</u></i>				# of Days:
Culture Area: Choose an item.	Assistant (HIP)			
	Supervisor (HIP)			
	Assistant section 12.4 Alteration Permit			
	Supervisor section 12.4 Alteration Permit			
	In Support on Permitted Activities (ex. report writing, research, professional development)			
	Non-permitted field assessment (ex. PFR)			
	Non-permitted desktop assessment (ex. AOA)			
	Total days for Culture Area:			

Appendix D: Addition of Certified Archaeologist Form

Heritage Conservation Act (HCA) Permit:	
HCA Permit Holder:	

Certified Archaeologist First and Last Name:	
Certified Archaeologist Approved by Regulator? Y/N*	
Archaeological Consulting Company:	
Phone and Email:	
Certified Archaeologist Signature:	
Date (dd/mm/yyyy):	

Certified Field Director First and Last Name:	
Certified Field Director Approved by Regulator? Y/N*	
Archaeological Consulting Company:	
Phone and Email:	
Certified Field Director Signature:	
Date (dd/mm/yyyy):	

HCA Permit Holder Signature:	
Date (dd/mm/yyyy):	

*If the archaeologist has not been approved by the B.C. Energy Regulator, an “Archaeologist Certification Application” form must be submitted in addition to the above.

Appendix E: S12.2 Permit Application Template with Guidance

Guidance provided in blue font below.

HERITAGE CONSERVATION ACT APPLICATION FOR s12.2 PERMIT

The undersigned

Name:	
Company:	
Address:	
Phone and Email:	

hereby applies/apply for a permit, under section 12.2 of the Heritage Conservation Act, to carry out a Heritage Inspection, in accordance with the information requested on this form.

Section 1 – Administrative Details

Section 1.1 – Permit Expiration

Permit shall expire two years from issuance date, or another date specified by the BC Energy Regulator (Regulator).

Or provide alternate permit expiration date, rationale, and timeline:

[The alternate expiration date table should only be completed if the applicant is requesting alternate expiration timelines.](#)

Date (dd/mm/yyyy):	
Rationale:	
Permit Timeline and/or Construction Schedule:	

Section 1.2 – Permit Applicant's Certification

[The individual listed as the permit applicant above must complete this section. The document must not be signed until completed and reviewed by the signatory. If revisions are required to the application, a new signature is required.](#)

I certify that I am familiar with the provisions of the Heritage Conservation Act of British Columbia, and that I will abide by the terms and conditions listed herein, or any other conditions the Minister may impose, as empowered by said Act.

Permit Applicant Name:	
Signature:	
Date (dd/mm/yyyy):	

Section 1.3 – Permit Application Scope

Regulator issued permits are exclusive to provincially regulated activities covered by the Energy Resource Activities Act (ERAA). The Regulator does not issue permits for Canada Energy Regulator (CER) regulated projects.

Proposed development type(s) to be assessed (select one or more): [All development types to be assessed must be indicated.](#)

- Development types that are consistent with oil and natural gas resource extraction (ex. wellsite, pipeline, access road, workspace, decking site, shoo-fly, facility, geotechnical assessment)
- The proposed development(s) is/are subject to Environmental Assessment Office (EAO) review
- Integrity Project(s)
- Maintenance/Operations
- Decommissioning/Deactivation/Restoration
- Geophysical Program
- Geothermal development
- Other (describe):

Provide a brief description of the development type(s) and general location: [A description must be provided.](#)

Section 1.4 – Permit Application Deliverables

Mapping must be attached that illustrate the application area. [Mapping should follow requirements set out by the Archaeology Branch.](#)

Spatial data (shapefiles and kml/kmz files) must be provided that illustrate the application area.

Section 2 – Permit Deliverables

Section 2.1 - Schedule of Deliverables

The permit holder must fulfill the following deliverables detailed below in sections 2.2, 2.3, 2.4, 2.5, 2.6, and 2.7. The permit holder may have the consulting archaeological company submit deliverables on their behalf. [While the consulting archaeological company may submit deliverables, it is ultimately the responsibility of the permit holder to ensure deliverables are provided to the Regulator. The submission of deliverables under this permit application is separate and distinct from any ERAA permit requirements the proponent may hold. Please contact \[ArchaeologyDL@bc-er.ca\]\(mailto:ArchaeologyDL@bc-er.ca\) with any questions regarding permit deliverables.](#)

Section 2.2 - Fieldwork Notifications Deliverable

Prior to the commencement of all archaeological fieldwork, the Regulator and First Nations identified via the Consultation Area Database must be notified following the current deliverable schedule located in the Heritage Conservation Program Guidance provided by the Regulator.

[The current deliverable schedule is provided below for reference:](#)

Deliverable	Reporting Schedule
Fieldwork Notification	At minimum, 30 days prior to fieldwork commencement
Interim Reports	Within 90 days of fieldwork completion
Permit Reconciliation	Annually from date of permit issuance
Final Report	Prior to or upon permit expiration

Inventory Deliverables	Six weeks from fieldwork completion at archaeological site
Shapefiles	Annually from date of permit issuance

Fieldwork completion is defined as when fieldwork is finished to HCA permit conditions, or fieldwork has been stagnant for 90 days. Fieldwork is deemed stagnant when over a consecutive period of 90 days no fieldwork has been completed for the development. For example, fieldwork commences June 1st and is placed on-hold August 31st. If the fieldwork has not re-commenced before November 29th, then the fieldwork is considered to become stagnant and all requirements for completion of field work apply.

If an assessment to support emergent or emergency works is required, the permit holder shall notify as soon as reasonably practicable.

The permit holder must provide a written response to all comments received from First Nations prior to the commencement of fieldwork. The Regulator must be copied on all responses by the permit holder.

Any information brought forward during the fieldwork notification period must be considered and summarized in the applicable interim report deliverable and, where appropriate, utilized to support the assessment.

Section 2.3 - Interim Reports Deliverable

Interim reports are to be submitted following the current deliverables schedule provided by the Regulator. Alternate arrangements may be considered upon leave of the Regulator.

Section 2.4 - Permit Reconciliation Deliverable

Permit reconciliation must be submitted annually, following the current deliverable schedule provided by the Regulator. Alternate arrangements may be considered upon leave of the Regulator.

Section 2.5 - Final Report Deliverable

A final report is a compilation of all interim reporting conducted under the section 12.2 permit. The final report must include a summary of all archaeological sites identified and re-visited under permit as well as summary table of all assessments completed.

A final report must be submitted prior to or upon permit expiration. Alternate arrangements may be considered upon leave of the Regulator.

Section 2.6 - Inventory Deliverables

Required inventory deliverables are to be submitted following the current deliverable schedule provided by the Regulator. Alternate arrangements may be considered upon leave of the Regulator.

Section 2.7 - Shapefile Deliverables

Annually, following the current deliverable schedule provided by the Regulator. Alternate arrangements may be considered upon leave of the Regulator. [Shapefiles must include study areas, negative subsurface test locations and areas of archaeological potential.](#)

Section 3 – Certified Archaeologist

The permit applicant must employ a qualified archaeologist in good standing and certified by the Regulator. [If the archaeologist and/or field director is not approved as a certified archaeologist/certified field director by the Regulator, the “Archaeologist Certification Application” form must be submitted as an appendix to the section 12.2 permit application for Regulator review.](#)

Additional certified archaeologists and certified field directors may be added upon approval of the Regulator. [The process to add certified archaeologists and field directors is detailed in the Heritage Conservation Program Guidance provided by the Regulator.](#)

The Regulator can remove certified archaeologists and certified field directors who are no longer in good standing.

Certified archaeologists and certified field directors must be cited in Section 10. [At minimum, a single certified archaeologist must endorse the application in Section 10.](#)

Section 4 – Related Studies

If the permit is constrained to a distinct project area, provide an appendix with previous studies and archaeology sites.

Culture Areas: [The appropriate culture areas Archaeological Culture Areas - Datasets - Data Catalogue \(gov.bc.ca\) must be indicated.](#)

The application area overlaps with the following culture areas:

- Northwest Coast
 - Interior Plateau
 - Sub-Arctic/Boreal Forest
-

Section 5 – Desktop and Field Methods

Section 5.1 – First Nations Comments

The certified archaeologist will record feedback from First Nations generated from fieldwork notifications, fieldwork observations, and report review, and summarize the information and any management recommendation adaptations in the applicable interim report(s).

Information received from First Nations to inform the archaeological assessment must be handled with appropriate sensitivity and respect.

Section 5.2 - Desktop Review

Prior to the initiation of fieldwork, all previously recorded archaeological sites within 200m of the development must be subject to detailed review of available information. This review must be incorporated in the applicable interim report(s).

Prior to the initiation of fieldwork, all previously completed archaeological assessments within 200m of the development must be subject to detailed review of available information. This review must be incorporated in the applicable interim report(s).

Prior to the initiation of fieldwork, the “Informed Contributors” layer in RAAD must be reviewed for sites within 200m of the development. This review must be incorporated in the applicable interim report(s).

Drone imagery may be used to inform the desktop review.

If issues with archaeological site information are identified, it is the responsibility of the certified archaeologist to facilitate any necessary corrections and/or notifications to the Archaeology Branch.

Previously completed archaeological assessments must be reviewed to inform future recommendations and fieldwork. It is expected that the permit holder facilitates information sharing if utilizing multiple certified archaeologists.

Section 5.3 - Archaeological Potential

The following criteria will be considered by the certified archaeologist when determining areas with potential for archaeological resources:

Geological, terrain, or microtopographical features	Elevation	Proximity to areas of potential cultural significance	Any of the criteria that existed in the past that are not present today	Site types in proximity
Proximity to potable water	Forest cover	Timber with potential for culturally modified tree (CMT) sites	Areas identified by First Nations or other interest parties	Complete disturbance
Slope	Soil drainage	Shorelines	Landscape – macro and micro	Negative association
Aspect	Proximity to sheltered areas	Proximity to cultural resources	Incorporate previous work	Regionally specific

The above is not limiting, and other criteria should be considered and included in each interim report. [If additional criteria are utilized, it must be described in the interim report.](#)

Section 5.4 - Data Management

All field data (field notes, photos, GPS data, shapefiles, polygons of negative subsurface tests locations and areas of potential) must be stored and are subject to audit by the Regulator. [The Regulator conducts audits of energy resource proponent's archaeological management systems as part of the Archaeology Audit Program \(AAP\).](#)

Field data must be provided as required and defined by the applicable repositories.

Field data must be provided as required for protection decisions under the HCA.

[Field data includes field notes, photographs, GPS data \(waypoint locations, tracks, etc.\), field maps, records of measurements to meet permit conditions \(ex. stratigraphic data\), and other field data to meet HCA permit conditions.](#)

Field notes must include:

- survey coverage
- First Nations information provided
- subsurface testing methods
- preliminary management recommendations for sites
- detailed site descriptions
- rationale of in-field decisions

[Field notes are defined as those notes taken during a field assessment by a certified or permitted field director or a field supervisor working under the direction of a certified or permitted field director. Field notes are a record of observations and activities to meet permit requirements as well as additional relevant information for the assessment.](#)

Photos are required that illustrate the assessment as well as those required by repositories and for protection decisions.

Management and documentation of unique visual technology (videos, three-dimensional imagining, and similar) must be discussed with the Regulator to determine management and ascension standards prior to use.

[Permit holders and certified archaeologists must practice data redundancy and management to ensure that all documents can be produced in the event of audit by the Regulator. The Regulator conducts audits of energy resource proponent's archaeological management systems as part of the Archaeology Audit Program \(AAP\).](#)

Section 5.5 - Survey Coverage

The study area must be defined at the time of fieldwork notification.

[Detailed information regarding the study area must be kept on file by the permit holder and certified archaeologist in the event of audit by the Regulator. The Regulator conducts audits of energy resource proponent's archaeological management systems as part of the Archaeology Audit Program \(AAP\). The extent and limits of the study area must](#)

be defined at the time of fieldwork notification prior to the commencement of fieldwork, at the time of fieldwork notification.

The study area will be surveyed for archaeological features and areas exhibiting potential for archaeological resources. Survey transects will be based on the discretion of the field director utilizing AOA studies (if applicable) and in-field observations.

Areas with high potential for surface artifacts or exposures will be surveyed at a higher density, not to exceed 5m intervals.

Survey transects may be modified in those areas with terrain that has low potential for archaeological resources other than CMTs.

Survey may be modified to address safety concerns.

Transects are not to exceed 30m intervals.

The Regulator may be contacted with an alternate survey coverage proposal in advance of survey for consideration.

If the survey is modified (ex. safety concerns), this must be detailed in the field notes and interim report.

Survey cannot be completed by drone. Helicopter overflight may be utilized for an initial identification of archaeological potential. Definition of the boundaries of archaeological potential identified during overflights must be completed with ground reconnaissance.

Section 5.6 - Areas of Archaeological Potential (AOPs)

AOPs are a discrete location with the potential to contain materials protected under the HCA that require further subsurface assessment. AOPs, in a regulatory context, should be treated with the same level of avoidance and mitigation as a protected site.

AOPs identified via desktop review without field verification will require a minimum 25m avoidance buffer unless the Regulator directs alternate requirements.

AOPs must be field verified to provide management recommendations. Attributes collected must include – type of feature, dimensions, centre point UTM. AOPs must be recorded to the same level (ex. mapping) as protected archaeological sites. Photos and notes are required. Areas of archaeological potential (AOPs) will be recorded to the same level as archaeological sites to ensure management recommendations are effective.

If the AOP boundary differs from the recommended management boundary, both must be indicated on mapping.

Adjacent archaeological potential to the proposed development will be recorded.

Areas adjacent to the proposed development will be subject to visual review. Adjacent archaeological potential must be considered, and recommendations provided to ensure no impacts to archaeological resources occur. If adjacent archaeological potential cannot be mitigated, the proposed development may need to be relocated to address the archaeological concerns.

Section 5.7 - Subsurface Testing

Stratigraphy is to be observed and recorded. Tests must be completed to non-cultural deposits.

Subsurface test location (STL) descriptions will be recorded.

The effectiveness of testing at each STL will be determined by a quantitative and qualitative evaluation of research.

Tests will minimally measure 0.123m² (i.e. 35cm a side).

Sediments will be screened through 1/4" mesh or smaller.

Soils believed to contain cultural materials will remain within the site boundary unless subject to winter testing, sample collection or upon approval of the Regulator prior to removal.

STLs will be tested at no more than 5m intervals. Smaller intervals are expected for confined, discrete features.

Soil probes can only be used to confirm the presence of cultural deposits. Soil probes cannot be used to demonstrate cultural deposits are not present.

Testing is not to occur in areas of anticipated ancestral remains as well as other sensitive site types without Regulator confirmation.

Subsurface testing must not occur in areas of expected human or ancestral remains without prior direction from the Regulator. Other sensitive site types (ex. spiritual caves) must not be subject to subsurface testing without prior direction from the Regulator.

Section 5.8 - Assessments Under Snow-Cover Ground Conditions

Depth of snow cover must be recorded.

Survey under snow cover may occur in areas evaluated to contain low potential for all archaeological resources except CMTs.

If the project is located within the Fort Nelson or Peace Natural Resource Districts, survey under snow-cover conditions is acceptable. Testing strategies must consider the degree in which microtopography was discernable. If topography is not discernable, systematic testing must be employed.

Section 5.9 - Assessments Under Frozen Ground Conditions

Where test locations were initially visited under snow-free conditions and evaluated to contain archaeological potential for subsurface archaeological resources, methods may include using artificial heating to create snow-free and thawed conditions, or other methods approved by the Regulator.

Evaluative units may be excavated after creating snow-free and thawed conditions.

Currently acceptable methods for creating snow-free and thawed conditions include:

- Removing snow with shovels, or leaf blowers.
- Thawing the ground with electric blankets, glycol tubing or similar, or by heated tent.
- Other methods for creating snow-free and thawed conditions must be proposed to the Regulator prior to implementation.

If the anticipated site type consists of lithic material with non-complex stratigraphy and not associated with habitation, subsistence, and/or earthwork features, or is located within the Fort Nelson or Peace Natural Resource Districts, the following methods can be used for frozen subsurface testing:

- tools may be employed to cut frozen ground
- subsurface tests will be excavated, collected, and bagged individually by test unit
- subsurface test will be numbered and mapped, soil must be kept separate.
- soils may be transported to facilities for screening.
- sediments will be thawed and individually screened by test through 1/4" or smaller mesh
- remaining cleaned clasts from the collection screen will be removed and visually inspected

Section 5.10 - Machine-Assisted Inspections

Machine-assisted inspections must be directed by a certified archaeologist or certified field director. A certified field director must be on-site during machine-assisted inspections.

Toothed buckets may be used to remove obstructions prior to reaching potentially culture-bearing sediments.

Potentially culture-bearing sediments will be removed with a finishing bucket, in maximum 10cm vertical lifts. A finishing bucket may also be known as a grading or trench cleaning bucket. They are short, shallow, and wide with a flat edge. Finishing buckets are not designed to move heavy materials but instead create a flat profile. They shall not include teeth. The horizontal extent of lifts will not exceed 3m.

- 100% of all lift locations must be observed and recorded.
- The exposure of 100% of all lifts must be observed and recorded.
- The placement of 100% of all lifts must be observed and recorded.
- 100% of the surface of resulting lift pile (mechanically displaced deposits) must be observed and recorded.

The field director may use discretion to determine the amount of material to be processed, at a minimum 25% will be processed, unless an alternative amount is approved by the Regulator prior to commencement.

In the event intact archaeological deposits or features are identified, mechanical excavation will cease, and excavation must proceed by hand unless alternative methods approved by the Regulator or specified in a section 12.4 permit.

Alternative methods for machine-assisted inspections may be proposed prior to fieldwork to the Regulator for approval.

Section 5.11 - Monitoring

The purpose of monitoring methodology is to support archaeological investigations, not to alleviate the requirement of section 12.4 permits. Unless a valid section 12.4 permit is in place, construction activities must cease if archaeological materials are identified.

The purpose of monitoring is to observe any exposed features or intact deposits and collect artifact provenience as precise as possible.

Archaeological monitoring must be detailed in an interim report recommendation by the certified archaeologist. Monitoring can include the observation of any exposed features and/or intact deposits as well as collection of artifact provenience during construction activities. It can also occur when an archaeologist is required to be on-site to ensure no inadvertent impacts occur during construction activities. Monitoring must follow the conditions of the section 12.2 permit and, if applicable, the section 12.4 permit.

Section 5.12 - Site Recording

Archaeological sites will be mapped using measuring tools (ex. measuring tape, compass, GPS, total station). All archaeological features within the archaeological site must be measured and photographed. Archaeological sites and features must be photographed. Photos should provide adequate context for the site or feature. Detailed photos of site components are required. Diagnostic and distinctive artifacts must be photographed in the field and include a scale bar reference. Photos must be recorded in a field log.

Site boundaries must be approved by the Archaeology Branch and follow requirements detailed for registration in the Provincial Heritage Registry.

If the HCA protection status of an identified site is undefined, the site information must be presented to the Archaeology Branch for decision.

Sites for which protection is undefined are those for which the HCA does not grant automatic protections and instead require submission to the Archaeology Branch. An example would be a cultural trail.

Subsurface tests must be spaced 1-3m, as determined by the field director. Testing will continue until 15m of negative tests are reached in each direction. Back testing may be utilized for larger sites. Back testing is the process of placing subsurface tests a specified distance from an identified site and working back towards the site to define a site boundary. Alternate methods to determine site boundaries can be presented to the Regulator for approval based upon the nature of the site.

When a site is comprised of a single positive test, a minimum of four additional subsurface tests must be placed at 1m intervals in each direction.

CMTs must be recorded and follow requirements detailed for registration in the Provincial Heritage Registry. All CMTs will be recorded, and attributes collected unless an alternate sampling strategy is approved by the Regulator. CMTs that post-date AD 1846 will be recorded and attributes collected.

Petroglyphs and pictographs must be fully recorded using non-destructive techniques.

If wet sites are anticipated, applicable methodology must be attached. Methodology must include how the location and materials will be stabilized, if another repository is required, and evaluative excavation methods. In regions where wet sites are possible, it is required that a basic wet site recovery kit is available in the field.

If further methodology is required, it must be attached as an appendix to the application.

It is expected if the archaeological site is flagged for avoidance that a single avoidance boundary be demarked. No work zone flagging must include the contact information for the certified archaeologist. Flagging should be used as a visual indicator with recognition that significant amounts of flagging are not necessary unless required for development activities. The final report must include a description of the type of No Work Zone flagging (ex. yellow with black writing indicating "No Work Zone").

Section 5.13 - Evaluative Excavation

Evaluative units (EU) may be completed but cannot exceed up to 5% of the site area within the proposed development subject to assessment or five 1m x 1m EUs without approval by the Regulator.

Evaluative units must be excavated in stratigraphic layers or arbitrary levels between 5-10cm. Features must be excavated by stratigraphic layer. If stratigraphic layers exceed 10cm, they will be excavated at arbitrary levels between 5-10cm.

Artifacts and features will be recorded in situ and three-dimensional provenience collected.

Photographs must be recorded at the completion of each layer. Features and in situ artifacts must be photographed.

Stratigraphy must be recorded.

Two adjacent walls and floor plans must be illustrated to scale for each EU.

Section 6 - Collection of Material, Sampling and Analysis

Section 6.1 – Collection of Material

All materials from an archaeological context must be collected. Artifacts may be redeposited within the site boundary at the request of First Nations. Methodology for the artifact return will be developed in consultation with the Regulator

and appropriate First Nations with consideration to the proposed development and archaeological mitigation requirements.

Alternate collection methodology (ex. sampling) may be utilized in consultation with the Regulator.

The certified archaeologist must ensure that materials collected from an archaeological site will be handled with sufficient care during excavation, recording, transport, cleaning, analysis and storage to ensure no additional damage or negative impacts occur to the collections during these processes.

All collected materials from an archaeological context will be collected, analyzed, reported and curated with the designated repository.

Section 6.2 – Sampling and Analysis

Artifacts and samples cannot leave the province without the appropriate permissions.

The certified archaeologist must ensure analysts are qualified. Analysts must be named in the appropriate interim report(s) and final report. The results of complex analysis will be described in the final report and detailed reports appended. [The certified archaeologist must ensure that analysts are qualified to conduct the specific material analysis. It is recommended that a copy of analyst qualifications \(ex. resume\) is kept on file in the event of audit by the Regulator. The Regulator conducts audits of energy resource proponent's archaeological management systems as part of the Archaeology Audit Program \(AAP\).](#)

All samples will be processed unless an alternative is approved by the Regulator.

All artifact and faunal assemblages will be analyzed with the purpose of defining site function, activity areas and chronology.

All formed tools must be measured, and technological attributes recorded. All formed tools must be illustrated or photographed.

Faunal remains will be analyzed to the most specific taxa, element and side, if possible, by a qualified analyst. Cultural modifications and natural taphonomic processes must be noted.

If micro debitage, midden deposits, column samples or other unique archaeological material is expected, attach an appendix detailing the methodology on how it will be identified and assessed.

The quantity and weight of fire affected rock (FAR) must be collected at minimum unless additional methods are in an attached appendix. FAR can remain within the archaeological site boundaries. [FAR includes any type of rock that has been affected by deliberate anthropogenic heating. Also referred to as Fire Cracked Rock \(FCR\).](#)

If intact deposits are encountered, appropriate samples (ex. radiocarbon, column, bulk samples) must be taken. The provenience of all samples must be recorded, and samples must be labeled. Samples must be processed unless alternative arrangements are approved by the Regulator. A description of methods and analysis must be provided in the appropriate interim report(s) and final report.

Raw material sourcing analysis must be completed unless an alternative sample is approved by the Regulator.

Radiocarbon analysis will be appended to the final report and site record with calibrated and conventional/standard dates. Results must be submitted to the Canadian Archaeological Radiocarbon Database.

Collected CMT samples will be analyzed and retained in-office for one year after the expiration of the permit and discarded unless alternate arrangements are requested by First Nations.

Section 7 - Interim Reports

Interim reporting must present results and management recommendations in a concise and accurate document. Success of management recommendation implementation is directly linked to interim reporting.

Site information in reporting must match information provided as part of the site record. Reports must include relevant HCA permit numbers and a distribution list.

Interim reporting should follow standards detailed by the Regulator.

Where known, First Nation file numbers must be included.

All interim reports must include a section detailing the results of the desktop review.

A section outlining the rationale for determining potential within the study area must be included.

Surveyed terrain will be mapped in relation to the development footprint and described in the report. Areas of potential that are not surveyed will be mapped and rationale provided for why the area was not assessed and why it was evaluated to contain potential.

A summary of the stratigraphy must be provided, with special attention to significant results and variations.

Reports must describe why it was determined the sediments are non-cultural. If the depth of cultural deposits cannot be determined, a rationale must be provided.

Assumptions about the type, size and artifact density of potential target sites will be described and compared to the effectiveness of testing.

If the assessment is conducted under snow and/or frozen conditions, this detail will be included in the report, including approximate depth of snow.

If soils are removed from the site boundary, this will be described.

The subsurface testing interval rationale must be provided.

AOPs must be described, including how they were defined. Rationale to support how the management recommendations are appropriate must be provided.

Site significance must be evaluated.

Potential impacts to archaeological sites must be evaluated.

Section 8 – Ancestral Remains

Where human remains of suspected forensic interest are encountered, local law enforcement and the Coroners Service must be notified immediately. If partial or complete ancestral remains or burial features (ex. cairns and mounds) are identified, all fieldwork in the vicinity of the find must cease. Ancestral remains and/or burial features will be protected in place and the Regulator notified immediately. Fragmentary or isolated ancestral remains identified during post-field analysis will be kept in secure storage pending final disposition.

If the section 12.2 application anticipates the identification of ancestral remains, it is recommended that First Nations be engaged prior to permit application to discuss appropriate cultural requirements for ancestral remains.

Section 9 – Repository and Curation

Section 9.1 – Repository Requirements

Repositories must be contacted and agree to accept materials collected under this permit application prior to application submission. A copy of the repository agreement must be kept on file by the certified archaeologist in the event of audit by the Regulator.

The Regulator conducts audits of energy resource proponent’s archaeological management systems as part of the Archaeology Audit Program (AAP).

If more than one repository will be used, provide an appendix to the application indicating all repositories and specific individual repository involvement as appropriate.

Contact Name:	
Repository:	
Address:	
Phone and Email:	

Section 9.2 - Repository Deliverables

Repository deliverables must include:

- submission letter with box inventory
- artifacts and digital catalogue
- field notes (original and/or digital copies, this must include mapping and sketches)
- photographs and photo log. Copies of prints and digital photos are required.

-final permit report with interim reporting and specialized analysis reports attached

Materials must be transferred to the designated repository per the repository’s standards for packing and transport. The Regulator must be provided confirmation that the repository has accepted the archaeological collection.

The archaeological collection must be provided to the repository prior to permit expiration.

If multiple certified archaeologists are collecting artifacts under a single section 12.2 permit, it is the responsibility of the permit holder to designate a single certified archaeologist to be responsible for the collation and submission of the artifacts to the repository. It is recommended that certified archaeologists develop artifact tracking documents to be produced in the event of audit by the Regulator. The Regulator conducts audits of energy resource proponent’s archaeological management systems as part of the Archaeology Audit Program (AAP).

Section 10 - Requirements of the Certified Archaeologist

Section 10.1 – Certified Archaeologist Responsibilities

Certified archaeologists working under this permit are responsible for

- identifying and evaluating protected archaeological resources within the proposed development area subject to assessment.
- interpreting archaeological site function.
- assessing site significance.
- identifying the nature and magnitude of direct and indirect impacts that future proposed development may have on protected archaeological sites, areas of archaeological potential, and adjacent potential.
- formulating management options for avoiding or mitigating the impacts to protected sites, which may include systematic data recovery.
- collating the results of any previous investigations at the site, with consideration to regional information.
- artifact storage, submission and acceptance by the listed repository.

Section 10.2 – Certified Archaeologist Details

Certified Archaeologist Name:	
Certified Archaeologist Approved by Regulator? Y/N	
Archaeological Consulting Company:	
Phone and Email:	
Signature:	
Date (dd/mm/yyyy):	

Certified Field Director Name:	
Certified Field Director Approved by Regulator? Y/N	
Archaeological Consulting Company:	
Phone and Email:	
Signature:	
Date (dd/mm/yyyy):	

Additional tables can be added if more certified archaeologists and/or certified field directors are required.

The application must list a single certified archaeologist. A certified field director is not required if the certified archaeologist will be directing all fieldwork.

Section 11 – Notices

The title page of all reports required as part of this permit must indicate the name(s) of the copyright owner(s) and a Grant of License statement must be completed and signed by the copyright owner(s).

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.

Additional Guidance

The following optional appendix attachments are included throughout the application:

Section 4 – Related Studies
Section 5 – Wet Site Methodology
Section 5 – Additional Methodology
Section 6 – Micro Debitage Methodology
Section 6 – Column Sample Methodology
Section 6 – Additional Sample Methodology
Section 6 – FAR Methodology
Section 9 – Multiple Repository

Each appendix, as required, should be attached to the application submission as a separate document.

Appendix F: Fieldwork Notification Template

Notification of Project Assessment

Permit Number:

Permitted or Certified Archaeologist:

Archaeological Consulting Company:

Date:

Proponent Name:

Proponent Address:

Proponent Contact Name:

Proponent Contact Phone Number:

Project Type	BCER No	Archaeological Consulting Company No	Legal Name	Northing	Easting	UTM Zone	Proposed Fieldwork Date

Guidance:

- No attachments should be included with the email.
- The above template should not be altered, and additional columns cannot be included.
- If a notification is required to be updated, the email must be in response to the original notification.
- If a project is cancelled prior to fieldwork, an email in response to the original notification indicating the project was cancelled is required.
- It is not necessary to update the notification if the fieldwork date changes.
- Multiple projects can be notified in a single submission utilizing the subsequent rows.
- First Nations are to be notified prior to the commencement of fieldwork. The BCER template must be used for notifications to First Nations unless alternate templates or arrangements are requested. If First Nations request additional information (ex. shapefiles), this must be facilitate and provided prior to fieldwork commencement.
- Project Type: indicate the development type: ex. pipeline, facility, road, wellsite.
- BCER No: indicate BCER AA and/or AD number if available.
- Permitted or Certified Archaeologist: the individual responsible for the fieldwork and forthcoming recommendations must be listed.
- Archaeological Consulting Company File No.: consultant internal project file number.
- Legal Name: indicate complete legal name of project.
- Northing: provide a single UTM northing
- Easting: provide a single UTM easting.
- UTM Zone: indicate UTM zone.
- Proposed Fieldwork Date: provide estimated start date in the format Day, Month, Year. Do not include ordinal indicators. A single date must be provided, not a range.

Appendix G: S12.4 Permit Application Template with Guidance

Guidance provided in blue font below.

HERITAGE CONSERVATION ACT APPLICATION FOR s12.4 PERMIT

The undersigned

Name:	
Company:	
Address:	
Phone and Email:	

hereby applies/apply for a permit, under section 12.4 of the Heritage Conservation Act, to carry out a site alteration, in accordance with the information requested on this form.

1. Administrative Details:

BCER AA/AD Number(s)	The application must include the applicable BCER AA/AD numbers for the development proposed to impact the subject archaeological site(s).
Application Description (Legals)	The legal location of the project must be identified.
NTS Map	NTS map sheet information must be identified.
Associated HCA section 12.2 permit number(s)	Any associated HCA section 12.2 permits, such as those under which the relevant archaeological impact assessment was completed, should be provided.
Project Schedule	The project schedule should be detailed to the approximate month and year. If the application is to support emergent or emergency works, a rationale should be included in this section.
First Nation File numbers	If known, First Nation file numbers must be provided.

Attach location/development/archaeological site maps.

- Mapping should follow standards and guidelines outlined by the Archaeology Branch. Mapping must illustrate the archaeological site(s) in relation to the development. Additional mapping to support mitigation recommendation is acceptable.

2. Archaeological Site and Alteration Information:

Borden Number	UTMs	Proposed Impacts (Nature of Alterations)	Percentage of Archaeological Site Proposed for Alteration

- The Borden number(s) being proposed for impact must be listed; temporary site names are not acceptable.
- The UTM's must specify the northing and easting as well as the zone. The UTM's should match those in the approved site form.
- If the archaeological site is large (ex. a trail), then the site form UTM's and UTM's where the site overlaps the development should be provided.
- The nature of the alterations must be detailed. It is important to consider not only construction activities, but any potential impacts from operation, restoration, and reclamation of the development.

Specify the rationale for alterations:

- A rationale for the alterations must be provided. The rationale must be archaeological site-specific. If additional supporting documents (ex. geotechnical or engineering reports) are relevant, these can be attached at the end of the application and referenced in this section. The rationale should include why the project cannot be revised and what, if any, mitigations have been considered.

If ancestral remains are anticipated to be present, applicable methodology must be attached.

- If the application is for ancestral remains, additional methodology will be required.
- Contact the Regulator directly at ArchaeologyDL@bc-er.ca to receive guidance.

3. Background:

Borden Number	Archaeological Site Type	Archaeological Site Description

- The Borden Number of the archaeological site being proposed for impact must be listed.
- Archaeological sites must have permanent Borden Numbers.
- The archaeological site type as detailed in the site form should be listed.
- Describe the archaeological site. Aim for between one to three sentences.

- References and/or additional information can be provided via citations to additional information.

4. Relevant Archaeological Studies:

Type of study (AIA, PFR, AOA):	Distance and direction from proposed alterations	HCA Permit:	BCER AA/AD:	Comments relevant to proposed alteration:

- The study type must be indicated.
- A distance and direction from the proposed alteration to the referenced study must be provided.
- An estimated distance is appropriate in this instance.
- The HCA permit should be cited. If the study was not under permit, indicate "n/a".
- The BCER AA/AD number must be cited if applicable.
- The relevancy of the study to the proposed alteration should be detailed.
- This list should include the report in which the archaeological site was identified.

5. Archaeological mitigation recommended during alterations (e.g. monitoring, CMT sampling and/or dating):

- Requirements during initial alteration (construction):
- Requirements during maintenance and operations:
- Requirements during reclamation and restoration:

If applicable, specify alternative reporting schedule and rationale:

- Recommendations from the archaeologist should be detailed and separated based on project phase, if applicable.

6. References:

- All references cited in the application should be listed in this section. Detailed information should be provided so that the reports can be referenced if necessary. Inclusion of the application BCER AA/AD/OGC numbers is required when available.

PERMIT APPLICANT'S CERTIFICATION

I certify that I am familiar with the provisions of the Heritage Conservation Act of British Columbia, and that I will abide by the terms and conditions listed on the front hereof, or any other conditions the Minister may impose, as empowered by said Act.

Date

Place

.....
(Permit Applicant Signature)

- The individual listed as the permit applicant must complete this section. The document must not be signed until completed and reviewed by the signatory. If revisions are required to the application, a new signature is required.

NOTICE REGARDING OTHER PERMITS

No permits or approvals, other than a Heritage Conservation Act permit, are required to carry out the site alterations described in the permit application. However, licensees and property owners or developers may also require other approvals, such as forestry cutting permits and municipal development permits.

DRAFT

Appendix H: Archaeological Report Request Template

BCER No.	HCA Permit No.	Proponent Name	Location/Legal Name	Final Report available in PARL?	Northing	Easting	UTM Zone

DRAFT