

**Guidelines for  
the Archaeological Overview Assessment (AOA) Process  
for Forest Development Planning in the Kamloops TSA**  
*"A process and model which better incorporates cultural heritage values"*

## 1.0 INTRODUCTION

The following guidelines are recommended by the Kamloops TSA AOA Steering Committee to provide clarification for discussions between licensees and FN communities/contractors for the AOA process, and provide standardized procedures for a more consistent approach to implementation. If you have concerns, questions, or suggested improvements, please address them through the AOA Steering Committee. The intent is that these guidelines will be updated periodically. For major revisions an official notification will be sent to the AOA contact list. Please refer to the website for the most current version. Most of the AOA process documents, including these guidelines, have been placed on the internet at [www.for.gov.bc.ca/dka/DistrictPoliciesProcedures/TableofContents.htm](http://www.for.gov.bc.ca/dka/DistrictPoliciesProcedures/TableofContents.htm) (scroll to 'archaeology'). The exceptions are the documents that contain sensitive information (such as the AOA maps and contact lists).

<b>AOA Steering Committee:</b>	
Shuswap Nation archaeologists:	<ul style="list-style-type: none"> <li>• John Jules, Kamloops Indian Band at (250) 828-9813</li> <li>• Lea McNabb, Skeetchestn Indian Band (250) 373-2493</li> </ul>
Shuswap Nation representatives	<ul style="list-style-type: none"> <li>• Aaron Higgonbottom, Shuswap Nation Tribal Council (SNTC)</li> </ul>
Kamloops Forest District:	<ul style="list-style-type: none"> <li>• Jamie Jeffreys, First Nations/Stewardship Officer, at (250) 371-4454</li> </ul>
Integrated Land Management Bureau	<ul style="list-style-type: none"> <li>• Judy Steves, First Nations Liaison, at (250) 377-2395</li> </ul>
Headwaters Forest District	<ul style="list-style-type: none"> <li>• Abbey Bates, First Nations Liaison/Woodlot Forester, at (250) 587-6770</li> </ul>
Kamloops Timber Supply Area (Forest Licensees):	<ul style="list-style-type: none"> <li>• Michael Bragg, Tolko at (250) 578-2181</li> <li>• Dave Dobie, Canfor at (250) 676-9518</li> <li>• Marino Bordin, Interfor at (250) 679-6836</li> <li>• Zoran Boskovic, BC Timber Sales Program at (250) 371-6577</li> </ul>

\*Note: Guests may be invited to the Steering Committee meetings from time to time as needed or requested.

## **2.0 BACKGROUND:**

On June 1<sup>st</sup>, 2002 the 'new AOA model and process' was implemented for forest development planning in the Kamloops TSA, as recommended and developed by the AOA Steering Committee. This new AOA model and process is above and beyond the process required by the Higher Level Plan of the Kamloops LRMP of the time. Our initial implementation is with the Shuswap Nation Tribal Council. For non-participating communities the existing 1995 AOA model and process continue to be the basis for archaeological assessments.

We have been working on the revised AOA model and process since 1998. In 1998 Archaeology Branch contracted SNTC and ARCUS to improve the 1995 AOA model. In 1999 the Kamloops Forest District contracted SNTC to revise the 1998 model and produce a 1999 version. During the summer of 2000 the 1999 AOA model was implemented on a pilot basis through 3 case studies involving First Nations communities in the Kamloops TSA. Please refer to the March 15, 2002 information pamphlet for further information regarding the intent, history, background and description of process and zones. In 2007 the Kamloops Forest District contracted Forsite Consultants and through a combination of Forest Investment Account (FIA) funds and MFR funds began a review of the model. That review has lead to the model being converted to new technology and further recommendations to upgrade the model and database. In 2008/09 the Kamloops District and the assistance of additional FIA funds, will be continuing to improve the model and the integrity of the database to ensure it is providing the best information.

The AOA Steering Committee continues to meet, to address operational challenges as they occur, and to improve the AOA model & process over time.

## **3.0 REFERENCE DOCUMENTS**

You'll need the following documents:

*(Please contact Jamie Jeffreys to obtain these- or access some through the website)*

1. The information pamphlet describing the "New Archaeological Overview Assessment (AOA) Process" (on website)
2. The current version of this 'guidelines' document (on website)
3. The current Field report form, (on web site) and examples of filled out Field Reports,
4. The current AOA maps showing the model results (CD's provided to AOA contacts.)
5. The current digital data for the 'known archaeology sites' (CD's provided to AOA contacts.)
6. The current Contact lists for AOA work- of the First Nation communities and the Licensees. (Document provided to AOA contacts)

## **4.0 GUIDELINES**

### **4.1 At what forest planning stage do we implement?**

Generally the intent is to begin the AOA process as soon as possible in the planning process. Traditionally this is when the block and road locations are known.

## **4.2 Initiating work with communities:**

The Licensee is to hold an initial meeting with the First Nation contact person(s) as per the official Contact List, to determine what process is agreeable to the band. An initial process question to resolve is whether the Licensee is to initiate this AOA work through the AOA contact person, the authorizing archaeologist, or the field crew leader.

## **4.3 Shared/overlapping areas of interest, by communities within the Shuswap Nation:**

- 4.3.1 The Licensee is to invite the contact person from each First Nation community within the Shuswap Nation in the overlap area, to attend an initial meeting to establish which community will take the lead. They'll seek to portion the shared area broadly at the landscape level, to avoid the inefficiencies of repeating these meetings for each specific forest development site.
- 4.3.2 The intent is to establish a TSA-wide map, which shows the lead Band/community in areas of overlap.
- 4.3.3 It is recognised that there may be special sites of interest for which all the communities would want to be involved in the contract work. It is also recognized that there are areas in which other Nations overlap with the Shuswap Nation and the other Nations may want to be involved on the contract work. There is flexibility to allow these situations to occur, but these are not considered the normal way of doing business. It would be inefficient and costly for the Licensee to pay for a 2 person crew from each community/Nation, to complete what is considered a 2-person job. Therefore the intent is to share the workload by having each community/Nation represented on one field crew, or by having each community/Nation address specific blocks.
- 4.3.4 This fieldwork is considered technical work, in a business relationship. The parties are to seek agreement as to who the authorizing person will be for the shared area (or both could sign off the work) and which field contractors from which communities would be contracted.
- 4.3.5 This overlap guideline is intended to streamline the process by which overlapping FN communities can carry out the relevant AOA work cooperatively. Licensees should not be required to fund two separate processes in order to satisfy overlap conflicts. Should a conflict exist, the District Manager will mediate a mutually agreeable solution between the parties.

## **4.4 Involvement of adjacent First Nation tribal associations:**

- 4.4.1 The new AOA model and process has involved the Shuswap communities of: Simpcw First Nation, T'Klemlups, Skeetchestn Indian Band, Bonaparte Indian Band, Adams Lake Indian Band, Whispering Pines/Clinton Indian Band, Little Shuswap Indian Band, Neskonlith Indian Band, and Canim Lake Indian Band.

- 4.4.2 There are neighbouring First Nation communities in other tribal associations who have asserted traditional territories within the Kamloops TSA. These include Nicola Tribal Association, Okanagan Nation Association, Lillooett Tribal Council, N' lalapumx Nation Tribal Council, Chilcotin Tribal Council. And the following communities: Oregon Jack Indian Band, Ashcroft Indian Band , Cook's Ferry Indian, Lower Nicola Indian Band, Upper Nicola Indian Band, Ts'kwilaxw First Nations (Pavilion), Xaxl'p (Fountain), Lheidl'tenneh, and Splots'in whose communities occur within the Kamloops TSA.
- 4.4.3 This current AOA model and process is above and beyond the process of the previous Kamloops LRMP, which involves the 1995 model. With the introduction of the Forest and Range Practices Act (FRPA), the LRMP objective for cultural and heritage sites is to "Undertake archaeological assessments in all High and Medium Potential areas as identified in the Archaeological Overview Assessment". The High and Medium Potential areas refer to the 1995 model. Since licensee results and strategies may differ and many of the First Nations communities have their own archaeology assessment processes, it is recommended that the licensee and adjacent 1<sup>st</sup> Nation community determine the appropriate process.

#### **4.5 Qualifications of crew members:**

Credibility is important to support this process, and for proper management of the archaeology resources. Prior to participation the following qualifications are needed:

- 4.5.1 **Authorizing archaeologist/Sign off person:** A Band endorsed First Nation archaeologist with degree in archaeology or anthropology, or Band endorsed First Nation archaeology expert with many years of experience and training in archaeology, or Band endorsed non-native archaeologist. The intent is that this person will be a First Nation Archaeologist or equivalent who signs-off on AOA work and reports of Field Crew Members. For credibility the person who signs off the work should be an archaeologist, endorsed by Chief and Council. An "archaeologist" is defined as a person who has a degree in archaeology/anthropology from an established university. Registration with the Professional Archaeologists of BC is at the discretion of that individual. In some cases the Chief and Council may endorse for this role, a person considered a qualified cultural heritage expert with many years of experience. The "authorizing archaeologist/sign off person" can be a non-First Nation archaeologist endorsed by the community.
- 4.5.2 **Field Crew Leader:** Qualifications needed for credibility: a minimum of RIC standards certification and over 6 years experience completing archaeology assessments in the local area. OR RIC certification and archaeology courses such as the SFU Field School course with several years experience completing archaeology assessments in the local area.

4.5.3 **Field Crew Members:** Qualifications needed for credibility: a minimum of RIC standards certification. (RIC training: RIC Standards Archaeological Inventory Training for CrewMembers). The intent is that newly trained RIC students will be 'mentored' by experienced Band archaeology contractors (the Field Crew Leaders), and will work as 'field crew members' for several years prior to being qualified to be 'Crew Leaders'.

When requested, the AOA Steering Committee will help facilitate training opportunities.

4.5.4 **AOA Contact Person:** A person designated and endorsed by the Band to be the person that is to be contacted in each community, for communications regarding AOA process operations.

#### 4.6 Band endorsement of the AOA contact list:

Each Band is to endorse the 'AOA contact list' for their Band, via either a letter from an authorized person from the community, or a Band Council Resolution. This 'AOA contact list' will outline: the AOA contact person for the Band, qualified field crew leaders, qualified field crew-members, & the "authorizing archaeologist/sign off person's".

#### 4.7 Rate/Fee Schedules:

The committee reviewed a sampling of rates and agreed to the following guidance for fee schedules. There is a concern that with this AOA process we are establishing a monopoly for First Nation contractors. There needs to be a measure of trust on both sides to seek a fair process that looks after archaeology/cultural heritage interests and benefits both parties. This includes seeking a fair determination for fees since these are no longer determined by competitive bid.

<b>Contractor:</b>	<b>Suggested standard rate</b>
Normal 2 person crew- involves a Crew Leader and a Field Crew Member.  Note: A standard crew size is to be established specific to the workload, with flexibility. Generally a two person crew is considered the norm, however this can be adjusted as appropriate given the workload and also sensitivity of the area where Bands may request to each have a representative involved.	<ul style="list-style-type: none"> <li>➤ \$75/hr (based on \$600/day for two people for an 8 hour day) <i>this is an 'all found' rate that includes administration/benefits such as WCB, administrative costs, insurance.</i></li> </ul>
Truck and mileage	<ul style="list-style-type: none"> <li>➤ \$100/day plus \$0.20/km above 120 kms (fuel included in this price). <i>(Industry standard for 4X4 trucks.)</i></li> </ul>
First Nation archaeologists (the 'authorising archaeologist/sign off person) - payment for work when signs off Field Crew work, and/or when doing field work with an inexperienced crew to train them)	<ul style="list-style-type: none"> <li>➤ \$60/hour (e.g. 8 hour day is \$480.00) as an 'all found' rate.</li> <li>➤ If the First Nation archaeologist participates in a field assessment with an <i>experienced</i> field crew the suggestion is that they be charged out as a crew-leader</li> </ul>
Archaeologist under permit with Arch Branch to	Current rate. (Note: the committee suggests that there

complete AIA's	should be no increased costs for administrative overhead (or very minimal) when a First Nation community contracts the archaeologist.)
As needed or appropriate elders or others may be involved, such as for information gathering	generally they would be paid an honorarium of about \$100

#### 4.8 Contractor roles in the Step 1-4 process:

- 4.8.1 Step 1: As mutually agreed to by the First Nation contact person and the Licensee, the Office Review may be completed by: the First Nation contact person, the authorizing archaeologist/sign off person, or by the Field Crew, with recommendation and rationale for further work. (The contact person may also involve elders or others as deemed appropriate.)
- 4.8.2 If Step 2 or 3 is required: The Field Crew would go into the field to do the needed fieldwork for specific sites of interest; and would fill out the fieldcard report, with recommendations, and rationale for further work. The "authorizing archaeologist/sign off person" would review and sign-off their work. (note that step 3 requires an archaeologist)
- 4.8.3 The intent is that the "authorizing archaeologist/sign off person" is to confirm & sign off their work, and periodically field-verify the results of their reports, at the \$60/hour rate.
- 4.8.4 The "authorizing archaeologist/sign off person" may *participate directly* in the field assessments with the Field Crews at the \$60/hour rate for the following purposes: to train new inexperienced field crews until confident the crew members have gained sufficient experience; to participate in the archaeology assessments of specific, important, high profile areas. In other cases- when the "authorizing archaeologist/sign off person" participates in a field assessment with an experienced field crew, the intent is for them to be charged out as a crew-leader.

#### 4.9 Map Medium:

There is flexibility to use whichever map medium works the best, as discussed between the contractor and the licensee. The committee reviewed several mediums and recommends the following: 1:10,000 or 1:15,000 scale, at the CP level, with AOA layered over the FDP on the paper map (not an overlay), using the same colors as developed for current AOA maps (to reduce confusion and for ease of cross reference). The site type polygon numbers are included on the map- and a key provided for these. UTM's or Lat/Long are included on the map to aid in finding site. An access map is provided that shows how to get to the site.

#### 4.10 Expedited AOA Process:

'Expedited salvage' means any harvesting of timber that is dead, infested with pests or otherwise damaged, or that is required to be harvested to facilitate the removal of the dead, infested or

damaged timber. There are two types 1) blanket salvage permits and 2) damaged timber cutting permits (Please note: this includes all beetle infestation however, root disease is not included, as this doesn't require an expedited AOA process, and since root removal does disturb soil and possible archaeological evidence.)

This expedited AOA process is also applicable for small (areas less than one ha (<1ha)) sites of non-salvage activity, such as small fence right of ways, water developments, and road building enhancements.

#### **4.10.1 Small Volumes and Blocks < 1 ha**

- a) Check the known archaeology site map (or check with MFR) and if you are within 1 km of known archaeology sites, notify the lead community AOA contact to discuss plans and identify concerns.
- b) No archaeological assessment is required. Examples of these activities include: small scale salvage, small fence right of ways, single tree removal, road building enhancements & tree removal, and water developments.

#### **4.10.2 Blanket Salvage Permits (<5000m<sup>3</sup>)**

- a) Check the known archaeology site map (or check with MFR) and if you are within 1 km of known archaeology sites, notify the lead community AOA contact to discuss plans and identify concerns.
- b) If the forest development is to occur within the the 'High Potential Zone' of the AOA maps, follow the AOA process: Step 1 Office Review- and further Steps as justified.
- c) For the remaining zones (Medium-High, Medium and Low) - no further archaeological assessment is required.

#### **4.10.3 Damaged Timber Cutting Permits (>5000m<sup>3</sup> and not a blanket salvage permit)**

- a) Licensees are to provide the priority order of assessment needed to the AOA contact person of the lead First Nation community, and reviews the timelines for completion. If lead contractors are unavailable to meet these timelines, Licensee is to contact the next First Nation contractor in agreed upon order.
- b) AOA contractors are to complete Step 1 Office Review and evaluate the following:
  - 1) Is there strong rationale for archaeology to be found on this site, justifying the need for field work?

- 2) Can the deadlines for assessment work be met?
- 3) Can the needed field archaeology assessments be completed prior to snowfall, or can they be completed on snow?
- 4) Is the risk of finding archaeology high enough and the impact of the planned activity severe enough to warrant delaying the block until after snow?
- 5) Can harvesting occur on frozen ground and post-harvest arch assessments occur in the Spring?

#### **4.10.4 Right of way tree removal as licensee obligation:**

If the development is to occur within 200 m of a known arch site, the Licensee is to notify the lead community AOA contact to discuss plans and identify concerns. (Considering public safety concerns et al). The AOA Steering Committee recognises that right of way danger tree removal is the legal obligation of the licensee.

#### **4.11 Audit:**

Some of the risk-managed blocks that were harvested without pre-harvest archaeological assessments are to be auditted with a post harvest archaeological assessment. These archaeology assessments are to be funded by the Licensees. The AOA community contacts in co-ordination with Licensees are to plan which of these sites are to be auditted, with justification and rationale. The assessment involves the completion of a Step 1 Office Review, and further Steps as justified, as per the AOA process.

#### **4.12 Woodlots**

4.12.1 Woodlot Licences should complete archaeological assessments on the entire woodlot area (rather than a block by block basis).

4.12.2 **"Minor Harvest for Special Forest Products"** There is a provision in the Woodlot License Forest Management Regulation to expedite the harvest of a small amount of specialty wood not to exceed the greater of 500m<sup>3</sup> and 10% of the 5 year AAC. Recognising the 'economic urgency' the committee has provided the following interim direction to woodlot managers, until the archaeology assessments have been completed on woodlots. This is the same process as recommended for the beetle-wood harvesting for 'stewardship urgency'. Harvesting is permitted to occur in low, medium, and medium-high zones- with a potential post harvest audit as appropriate. Those sites that occur within the high potential zone would be assessed for archaeology.

#### **4.13 Updating the model/ Tracking archaeological assessment results:**

The AOA model is to be amended over time to increase its precision as a risk assessment tool. The process of revising the model is to involve all parties via the AOA Steering Committee, as a 3 way partnership between First Nations, the Forest Service and Licensees. The Kamloops Forest District is to be the keeper of the model for now. In the future, as archaeological sites are found, the AOA model may be revised to become less hypothetical and better based on evidence that evaluates the probability of the landbase to contain archaeological resources.

We envision a periodic review of the model- to refine the logic statements. The logic statements inadequately portrayed many of the traditional activities in terms of finding archaeological evidence. (Example: no logic statement co-relation that was accurate in describing plant processing for potatoes and onions.)

Yearly review would also consider tracking results from archaeological assessments as to whether archaeological evidence was found or not. The Licensees will be asked to track & submit the results of the archaeological assessments each year. We will be entering the historical data from the results of past archaeological assessments.

The model is to be kept current of new information that feeds into the existing logic statements, such as updating the database for the known archaeological sites, and for new trail information.

#### **4.14 *Sampling in the Medium zone:***

In the new model there is a much higher coverage of Medium zone as compared to the 1995 model (and subsequent much lower coverage of Low zone). This results in a much greater area assessed for archaeology, since the Kamloops LRMP Cultural and Heritage Sites objective (2.1.16) is to undertake archaeological assessments in all High and Medium Potential areas identified in the (LRMP) Archaeological Overview Assessment. The committee agreed to review the Medium zone over time, to confirm whether the Medium zone reflects the probability of finding archaeology. Hence the logic statements may be revised in the future to more accurately depict the Medium, Medium-High and Low zones in the future. On the maps the Medium zone has been split into 'Higher' and 'Lower probability'- to attempt to determine a way to depict the Medium more accurately, and to aid the contractor in assessing the probability of finding archaeological evidence. Please see the AOA information pamphlet for a definition and description of the 'Medium-higher probability' and 'Medium- lower probability', and other further details.

**4.15 Field Report:** The field report is to be submitted on the Field Card in either digital or paper format. The intent is for the contractor to eventually input field data in the field using a computerized data system such as the Palm Pilot™. During this transition period contractors will continue to fill out the paper Field Report Form in the field, and this data will then be input into the computer reporting system. Once the digital field report has been implemented, guidance will be provided on how to input data into the digital report form screens.

#### **4.16 AIA's (Archaeology Impact Assessments):**

- 4.16.1 For 'AIA's, the Licensee and First Nation contact person are to seek mutual agreement regarding a list of preferred archaeologists (those who hold an Arch Branch permit). The parties are to determine who will administer the contract for the AIA work to the archaeologist (the community or the Licensee).
- 4.16.2 The intent is that the AIA contract with the archaeologist will normally involve the hiring of one representative from the Band to complete the work. If in a shared area the intent is to seek a 'lead band' approach- and hire one representative from the lead band.
- 4.16.3 It is recognised in sensitive shared areas that all bands may wish to be involved and a lead band approach may not be agreed to. The contract with the archaeologist in these special cases would then involve a representative from each Band.

#### **4.17 AOA Information Sharing**

- Kamloops and Clearwater Timber Supply Forest Licensees , as represented on the AOA Steering Committee, are to be provided the Plot files and shape files.
- All AOA data is confidential information and any proponent, including other agencies, who are outside the Steering Committee must contact the band(s) directly to seek their approval to view the information and maps.