

FREP Cultural Heritage Resource Value

Data Management Guidelines

May 2011

Description of Cultural Heritage Resource information

In this Agreement, a "**cultural heritage resource**" means:

An object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people.¹

Proprietary information about ceremonial, traditional, spiritual or cultural practices carried out on a particular site, or the specific use, management or preparation of a particular CHR² is not required for resource stewardship monitoring under FREP, and will not be utilized, collected or stored by FREP.

Data used and (or) collected by FREP includes:

- the location of specific CHR sites and resources which will be used to locate sites in the field during resource stewardship monitoring activities aimed at investigating the effectiveness of forest practices;
- management recommendations made by First Nations individuals or professional archaeologists; and
- documentation and description of forestry-related impacts to known CHR sites and features

Data Needs

The FREP CHR district contact requires access to CHR data collected within the district for local level data analysis and reporting purposes. This information may be communicated to forestry licensees for the purposes of improving forest practices and professional due diligence.

The FREP CHR team lead requires access to all data, preferably in a single database, for analysis and reporting purposes. This information may be

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

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

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

communicated to forestry licensees or government decision makers for the purposes of improving forest practices and professional due diligence.

First Nation(s) may require access to data collected within their traditional territory for multiple purposes. First Nations may want to store data in a separate database.

Compliance and Enforcement staff may require information about suspected contraventions of the *Forest and Range Practices Act* for further inquiry.

The Archaeology Branch, Ministry of Forest, Lands and Natural Resource Operations may require access to data regarding both previously documented and undocumented sites protected under the *Heritage Conservation Act* (HCA) for the purposes of updating the Provincial Heritage Registry or further inquiry into suspected contraventions of the HCA.

Data Storage and Management

1. The CHR district contact should send copies of completed checklists to First Nations in whose traditional territory the data were collected no later than **November 15 of each year**.
2. The CHR district contact should store a copy of completed CHR checklists in a secure location with restricted access. The CHR district contact will be responsible for the management of and access to these files, and should identify a replacement contact person if they vacate their current position.
3. The CHR district contact should send all original completed CHR checklists to the Forest Practices Branch in Victoria for entry into the FREP database no later than **November 15 of each year**.
4. All data sent to Victoria will be entered into the “FREP CHR Database” – a Microsoft Access database accessible only to the CHR value team lead. This database has restricted access, and is stored on a local desktop (i.e., not accessible to the wider government network).
5. Data will be analyzed for reporting purposes. Location specific information about specific CHR sites or features will not be used for reporting purposes.

Access to Information

The CHR District contact will have access to data collected within their districts for the purposes of local level data analysis. District staff should discuss any requests for FREP data with the First Nation(s) in whose traditional territory the data were collected before sharing the data with outside parties, as well as notify the CHR resource value team lead of any such requests.

First Nations will have access to the FREP CHR data that has been collected within their traditional territory only. Copies of all completed FREP CHR field forms will be sent to the applicable First Nation or First Nations organization.

In cases where territories are overlapping, data will be sent only to First Nation(s) that provided information about existing CHR sites during the planning phase of FREP monitoring. If no First Nation(s) explicitly provided information, results will be sent to all First Nations in the overlap area.

Other government agencies will not have access to FREP CHR data. If a data request from another government agency is received, these requests will be discussed with the affected First Nation(s) to determine if and how data will be shared. An information sharing agreement may be required.

Compliance and Enforcement staff will receive information about suspected contraventions of the *Forest and Range Practices Act* for further inquiry into the suspected contravention.

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

All data requests from outside parties will be discussed with affected First Nation(s) to determine if and how data will be shared. An information sharing agreement may be required.

All data sharing requests will be tracked in the FREP CHR database.

Information Sharing Agreement

An information sharing agreement template has been developed by FREP. If requested by a First Nation, this agreement may be discussed and signed by both parties to formalize this data sharing protocol.

Important Notes

If a First Nation requires major deviations from this protocol, it is recommended that they do not participate in data collection unless a mutually acceptable data management and data sharing agreement can be developed with the local district.