

## Codes and Standards

Together the code of ethics, code of conduct and standards of practice of the BCAPA provide guidance and structure for the association. The BCAPA has established various standards of practice for conducting archaeological work, and additional standards will be developed as needed. The Bylaws of the BCAPA contain a Grievance Procedure that provides a mechanism for addressing complaints of unprofessional conduct by members. Unprofessional conduct is defined as conduct that violates the bylaws of the society generally, the guidelines set out in the Code of Ethics and Code of Conduct, or the operational standards of the society. These bylaws, codes and standards bind all members. In addition, members of the BCAPA adhere to all applicable operational, reporting and safety guidelines and standards set by the provincial and federal governments.

Please note that the most current guidelines and standards for practice in British Columbia are found on the **Archaeology Branch website**. The Archaeology Branch is responsible for administering the *Heritage Conservation Act*, including issuing permits to professional archaeologists, and for managing the inventory of archaeological sites. It is recommended that the Archaeology Branch website be consulted regularly for changes to guidelines and standards. The Archaeology Branch site has a dedicated link for professional practice found here: [https://www.for.gov.bc.ca/archaeology/archaeology\\_professionals/index.htm](https://www.for.gov.bc.ca/archaeology/archaeology_professionals/index.htm), which includes directions on how to sign up for the Archaeology Branch email distribution lists.

The table below lists all BCAPA codes and standards binding on members. These documents are provided here as a public service. Copies provided on this site are not official copies. Official copies are available by request. Questions regarding these documents and requests for official copies should be addressed to the Secretary BCAPA [secretary@bcapa.ca](mailto:secretary@bcapa.ca).

Document	Implemented
<a href="#">Code of Ethics</a>	1995
<a href="#">Code of Conduct</a>	1995
<a href="#">Grievance Procedure</a>	1995
<a href="#">Membership Eligibility Policy</a>	March 2, 2013
<a href="#">Exemption for Reasons of Confidentiality Policy</a>	February 20, 1999
<a href="#">Professional Judgement Policy</a>	April 17, 1999
<a href="#">Review Notification Policy</a>	April 17, 1999
<a href="#">Audit Standards</a>	March 12, 2005



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Document	Implemented
<a href="#">General Reporting Standards</a>	April 17, 1999
<a href="#">Standards for Interim Reporting on Archaeological Impact Assessments</a>	April 17, 1999
<a href="#">Standard for Reassessment of Archaeological Site Potential</a>	April 17, 1999
<a href="#">Archaeological Site Recording Standards</a>	April 17, 1999
<a href="#">Standard of Practice - Defining Site Boundaries in the Field</a>	2012
<a href="#">Notes Clarifying the Culturally Modified Trees of British Columbia Handbook</a>	April 17, 1999
<a href="#">Standards for Field Collection of Samples for Mitigative Dating of Culturally Modified Trees</a>	March 5, 2011



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## Code of Conduct, Code of Ethics and Grievance Procedure

The Bylaws of the BCAPA contain a Code of Ethics, a Code of Conduct, and a Grievance Procedure that provides a mechanism for addressing complaints of unprofessional conduct by members. Unprofessional conduct is defined as conduct that violates the bylaws of the society generally and, in particular, the guidelines set out in the Code of Ethics and Code of Conduct, or the operational standards of the society. These bylaws, codes and standards bind all members. The [Code of Ethics](#), [Code of Conduct](#), and [Grievance Procedures](#) are excerpted below from the Bylaws of the association.

[Click here for the Grievance Form](#)

### Part 3 CODE OF ETHICS

10. Part 3 Code of Ethics of these bylaws provides principles of professional conduct for the benefit of the members of the society.

11. All members of the society undertake, as a condition of membership, that they will uphold the society's constitution and comply with these bylaws.

12. The society subscribes to the following principles:

(1) the archaeological record is the physical remains of past human activity, and as such, members of the society hold it as of importance to all people;

(2) members of the society have a responsibility to work for the preservation and protection of the archaeological record.

13. Members of the society have a responsibility to contribute to the advancement of archaeology by developing professional knowledge and skills, and by sharing this information and experience.

14. Members of the society have a responsibility to conduct themselves with integrity, in accordance with the principles and standards of the society.

### Part 4 CODE OF CONDUCT



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15. Part 4 of these bylaws elaborates standards of professional conduct for the benefit of the members of the society.

## 16. Responsibility to the Archaeological Record

A member of the society shall:

- (1) not participate in the illicit import, export, or buying and selling of archaeological materials;
- (2) avoid and discourage statements that could encourage others to engage in activities that jeopardize the archaeological record;
- (3) inform the parties responsible for the management of archaeological resources of any undertaking that is detrimental to the archaeological record;
- (4) exercise independent professional judgement.

## 17. Responsibility to the Public

A member of the society shall:

- (1) present archaeology and the results of archaeological investigations to the public in a responsible manner;
- (2) encourage the public to comply with heritage legislation.

## 18. Responsibility to Cultural Groups

A member of the society shall:

- (1) strive to respect the archaeological concerns of cultural groups whose histories and/or resources are the subject of investigation;
- (2) encourage partnerships with cultural groups in archaeological research, management, and education, based on respect and mutual sharing of knowledge and expertise;
- (3) recognize that First Nations have an interest in the protection and management of the aboriginal archaeological record, and its interpretations and presentation;



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(4) identify, to the best of his or her ability, those First Nations that have an interest in an area, prior to conducting any archaeological field investigation. In areas where more than one First Nation has an interest, all will be recognized;

(5) inform, to the best of his or her ability, those First Nations who have an interest in an area, prior to conducting any archaeological field investigation, that field work is planned, except where such disclosures contravene an agreement for confidentiality. In areas where more than one First Nation has an interest, all will be informed;

(6) recognize, and make an effort to follow, archaeological protocols, policies, and permit systems established by First Nations, where these do not contravene the Heritage Conservation Act and the Constitution and bylaws of the society;

(7) respect First Nations protocols governing the investigation, removal, curation and reburial of human remains and associated objects;

(8) communicate the results of archaeological investigations to cultural groups in a timely and accessible manner, where such disclosures do not contravene an agreement for confidentiality.

## 19. Responsibility to the Discipline of Archaeology and the Profession of Archaeology

A member of the society shall:

(1) be familiar with and comply with relevant federal, provincial, and municipal laws and regulations;

(2) be familiar with and comply with the Operational Standards of the society set under Bylaw 22(1);

(3) work toward effective protection of the archaeological record through federal, provincial, and municipal laws and regulations;

(4) stay informed of developments in his or her own field or fields of specialization;

(5) not undertake any archaeological research or services for which he or she is not qualified;

(6) not sign reports or opinions which involve professional judgement unless they were prepared under his or her direct supervision;

- (7) disseminate the results of archaeological investigations without undue delay, unless such disclosures contravene an agreement for confidentiality;
- (8) not attempt to destroy or distort archaeological data;
- (9) not conceal archaeological data, provided that it is not a breach of confidentiality;
- (10) not make misleading statements about his or her qualifications and experience;
- (11) not purport to represent the society without prior written authorization from the directors;
- (12) report violations by members of the society's Constitution and Bylaws to the society;
- (13) agree to provide services only for such commensurate fees as will reasonably allow the member to perform the work to the professional standards required by the society of its members.

## 20. Responsibility to Other Archaeologists

A member of the society shall:

- (1) not refuse a reasonable request for data unless such disclosures contravene an agreement for confidentiality;
- (2) take responsibility for his or her own work;
- (3) give appropriate credit for work undertaken by others;
- (4) not bring the professional reputation of a colleague into disrepute;
- (5) review the work of other archaeologists in a fair and professional manner;
- (6) not attempt to supplant an archaeologist currently working on a project during the tenure of a contract;
- (7) in a formal evaluation of the works of another archaeologist, attempt to notify the archaeologist under review, unless such disclosures contravene an agreement for confidentiality.



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## 21. Responsibility to Clients

A member of the society shall:

- (1) not accept compensations for recommending the employment of consulting archaeologist unless such compensation is fully disclosed to clients;
- (2) not use confidential information of a non-archaeological nature provided by the client, unless the client consents in writing;
- (3) not provide professional services if there is an actual or apparent conflict of interests without full written disclosure;
- (4) only levy charges for work performed;
- (5) solicit or provide services only if they can responsibly be performed within the time limits agreed upon between the consulting archaeologists and the client.

## 22. Operational Standards

- (1) The society may, from time to time, issue Operational Standards binding on members of the society. The Operational Standards take effect after they have been adopted by a simple majority of the members present at a general meeting or a simple majority of member ballots during a mail-in vote.
- (2) The society may, from time to time, issue Notes clarifying, or further defining, the principles and standards of conduct in this Part 4 of the bylaws. These Notes take effect after they have been adopted by a simple majority of the members present at a general meeting or a simple majority of member ballots during a mail-in vote.

## **Part 5 GRIEVANCE PROCEDURES**

23. Protection from Law Suits - The society, its officers, employees, directors or members shall not be liable to a member for anything done in good faith as a result of any proceeding commenced under the bylaws.

## 24. Complaints Against Members



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- (1) Any person, including a director of the society, who believes a member of the society may be guilty of unprofessional conduct may make a complaint against the member to a director of the society.
- (2) “Unprofessional conduct” is defined as conduct which violates the bylaws of the society generally and in particular, the guidelines set out in Part 3 Code of Ethics and Part 4 Code of Conduct, or the Operational Standards of the society.
- (3) A complaint against a member must be made in writing and must include the particulars of the conduct alleged to be unprofessional.
- (4) A director shall, upon receipt of a complaint against a member, acknowledge receipt of the complaint and inform the directors of the complaint within seven days of receiving the complaint.
- (5) Within thirty days after being informed of the complaint, the directors shall notify all named parties involved of the complaint, shall meet to discuss the complaint and shall vote on appropriate action.
- (6) Where the directors consider unprofessional conduct did not occur they shall:
  - (a) vote no further action shall be taken and prepare a written report describing the reasons for this decision. The report shall be made available to the complainant and the member; or,
  - (b) select a mutually agreeable facilitator to aid in resolution of the issue and prepare a written report describing the reasons for this decision. This report shall be made available to the complainant and the member.
- (7) Where the directors consider unprofessional conduct may have occurred they shall:
  - (a) appoint a Mediation Committee to mediate between the complainant and the member. The directors shall prepare a written report describing the reasons for this decision and shall distribute their report to the complainant and the member; or,
  - (b) appoint an Investigation Committee to further investigate the request and prepare a written report describing the reasons for this decision. This report shall be made available to the complainant and the member.





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(8)

The Code of Conduct and Code of Ethics applies to members who are government regulators except that a complaint may not be made by anyone against a member who is a government regulator of the Heritage Conservation Act with regards to their actions carried out in the administration of the Heritage Conservation Act.

## 25. Mediation

(1) A Mediation Committee appointed by the directors under bylaw 24(7)(a) shall consist of three individuals. At least one member of the Mediation Committee shall be a member of the society.

(2) A quorum shall consist of a majority of the members of the Mediation Committee. The Mediation Committee shall fix its own procedure.

(3) The Mediation Committee may, for its duties under the bylaws, employ at expense of the society legal or other services it considers necessary.

(4) The Mediation Committee shall make all attempts to complete its duties within ninety days of its members being confirmed by the directors. If more than ninety days are required to fulfill its duties, the Mediation Committee shall inform the directors of this need prior to this date, stating the reasons for the need in writing and the expected time of completion.

(5) Where the Mediation Committee is satisfied the mediation resolves the complaint and proposes to take no further action, it shall:

(a) prepare a written report describing the mediation and solution; and,

(b) send a copy of the report to the Directors who will distribute the report to the complainant and the member.

(6) Where the Mediation Committee is satisfied a complaint cannot be resolved through mediation it shall:

(a) prepare a written report describing the mediation process; and,

(b) send a copy of the report to the directors who will distribute the report to the complainant and the member.

(7) The directors within twenty-one days of the receipt of a report stating that mediation is unsuccessful shall initiate the process to appoint an Investigation Committee to investigate the complaint.

## 26. Investigation Committee

(1) An Investigation Committee appointed by the directors under Bylaw 24(7)(b) or Bylaw 25(7) shall consist of three individuals. At least one member of the Investigation Committee shall be a member of the society and at least one member shall not be a member of the society.

(2) A quorum shall consist of a majority of the members of the Investigation Committee.

(3) The Investigation Committee may, for its duties under the bylaws, employ at expense of the society legal or other services it considers necessary.

(4) The Investigation Committee has the right to compel members of the society to respond and produce documents necessary for the investigation.

(5) The Investigation Committee may at its discretion delay the procedure pending the outcome of any private civil dispute between the complainant and the member.

(6) In the event that subsection (5) does not apply, the Investigation Committee shall make all attempts to complete its duties within ninety days of its members being confirmed by the directors. If more than ninety days are required to fulfill its duties, the Investigation Committee shall inform the directors of this need prior to this date, stating the reasons for the need in writing and the expected time of completion.

(7) Where the Investigation Committee is satisfied the member has not engaged in unprofessional conduct, it shall:

(a) prepare a written report describing the information upon which its decision is based and stating the reasons for not proceeding with disciplinary action; and,

(b) send a copy of the report to the directors who will distribute the report to the complainant and the member.

(8) Where the Investigation Committee is satisfied the member has engaged in unprofessional conduct, it shall order a disciplinary hearing into the conduct of the member by directing the directors to issue a citation against the member.



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## 27. Disciplinary Hearing

- (1) A citation issued under bylaw 26(8) shall set out the particulars of the complaint or matter of inquiry and shall be served on the member (the “respondent”).
- (2) Upon issuing the citation, the directors shall appoint a Disciplinary Panel of five individuals.
- (3) The Disciplinary Panel shall consist of members and non-members as the directors in its discretion, may require. No member of the directors or of the Investigation Committee shall be eligible to be appointed to the Disciplinary Panel and at least one member of the Disciplinary Panel shall not be a member of the society.
- (4) The directors shall appoint a chairperson of the Disciplinary Panel. The Disciplinary Panel will set its own procedure with the intention of providing the society, the complainant and the respondent with a full and fair hearing.
- (5) The Disciplinary Panel shall hold a hearing into a respondent’s conduct at which the society and the respondent have the right to be represented by legal counsel.
- (6) At least one month’s written notice of the time and place of the hearing shall be served on the respondent and the complainant.
- (7) The Disciplinary Panel has the right to compel members of the society to respond and produce documents necessary for a full hearing.
- (8) If the respondent fails to attend, on proof of service of notice, the Disciplinary Panel may proceed with the hearing in the respondent’s absence and make its findings and its determination without further notice to the respondent.
- (9) The Disciplinary Panel may at its discretion delay the procedure pending the outcome of any private civil dispute between the complainant and the respondent.
- (10) A Disciplinary Panel shall at the conclusion of its hearing, make a determination whether or not a respondent has engaged in unprofessional conduct.
- (11) A Disciplinary Panel shall decide any matter by a majority and the decision of the majority of Panel members is the decision of the Panel.

## 28. Discipline Resolution



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(1) Where at the completion of the hearing a Disciplinary Panel is satisfied that a respondent has engaged in unprofessional conduct, it may do one or more of the following:

(a) reprimand the respondent;

(b) declare the respondent a member not in good standing of the society;

(c) expel the respondent from the society;

(d) make an award of costs against the respondent of any mediation, investigation, hearing or other proceedings under Part 5 Grievance Procedures of these bylaws.

(2) Where a Disciplinary Panel declares a respondent a member not in good standing under bylaw 28(1)(b), the Panel shall require the respondent to undertake specific remedial action on or before a date fixed by the Panel. If the respondent does not complete remedial action to the satisfaction of the Panel by the date specified by the Panel, then the Disciplinary Panel may:

(a) extend the time period for completion of the remedial action; or,

(b) expel the member from the society.

If the member completes the remedial action on or before the date specified by the Panel to the satisfaction of the Panel, the Panel shall declare that the respondent is no longer a member not in good standing under the terms of its former determination.

(3) Where at the completion of the hearing a Disciplinary Panel is satisfied that the member has not engaged in unprofessional conduct it shall recommend no disciplinary action be taken.

(4) The Disciplinary Panel shall record its decisions in writing and shall give a copy of its written decision and the reasons for it to the directors. The directors shall deliver a copy of the report to the complainant, the respondent, and the Investigation Committee. The directors may distribute a summary of the findings of the Disciplinary Panel to the membership of the society.

## 29. Review by the directors

(1) Within 30 days of the report of the Disciplinary Panel, the Investigation Committee or the respondent may request the directors to reconsider the complaint.

(2) The directors may at their sole discretion:

(a) refuse to reconsider the complaint; or,

(b) reconsider the complaint and in doing so may hear further argument and evidence and/or may appoint a Mediation Committee under bylaw 25 above, except that bylaw 25(7) allowing for the appointment of an Investigation Committee will not apply.

(3) If the directors do reconsider the complaint, then the directors may substitute their decision for the decision of the Disciplinary Panel. The decision of the directors on the complaint will be final. If a Mediation Committee appointed under bylaw 29(2)(b) has brought the parties to a mediated solution, then the directors will give effect to the mediated solution.

(4) The directors will prepare a written report of their decision under this bylaw 29 which will include the written report made by a Mediation Committee (if any). The directors will distribute their report under this paragraph to the respondent, the complainant, the Investigation Committee, and the Disciplinary Panel. The directors may distribute a summary of their report to the membership of the society.

## Membership Eligibility

2013 BCAPA AGM, March 2, 2013

The BCAPA Bylaws Part 2, Section 4 state: “The society may, from time to time, issue Notes clarifying, or further defining, the eligibility criteria in this bylaw 4. The Notes will take effect after they have been adopted by a simple majority of the members present at a general meeting or a simple majority of member ballots during a mail-in vote.”

### CLARIFICATION OF THE MEMBERSHIP REVIEW PROCESS

For professional, associate, affiliate and intern membership categories, the process can be split into five phases: 1) application; 2) review; 3) committee endorsements; 4) director endorsements; and 5) acceptance.

- 1) Application. An applicant sends their application, supporting documentation and dues to the Administrator by email, mail and/or paypal. The Administrator sends the application to the First Director, who is the chair of the Membership Committee.
- 2) Review. The First Director asks the membership committee for a volunteer to review the application, without letting the committee know who the applicant is in order to prevent bias. The reviewer must be of equal or higher membership status as the applicant and cannot work for the same institution as the applicant. The reviewer assesses the application for completeness, checks references and asks the applicant to make any revisions that the reviewer deems necessary. Once the reviewer feels comfortable that the applicant meets the criteria for membership with the association, then the reviewer lets the First Director know that they recommend the applicant for acceptance as a member.
- 3) Committee Endorsements. The First Director then sends the applicant’s application form and supporting documentation to the membership committee, without revealing the reviewer, in order to prevent bias. Committee members review the supplied documents and send their endorsements to the First Director if they feel that the applicant meets the requirements for membership. Committee members can also bring up any deficiencies in the application, at which time the First Director will refer the issues back to the reviewer to comment or to contact the applicant for further information. If additional information is supplied, then the applicant’s information is resent to the membership committee for review. Once sufficient endorsements (a number to be determined by the First Director based on the number of members on the committee) are received for the application, the application is forwarded to the directors.
- 4) Director Endorsements. The First Director sends the application and supporting documents to the directors, stating that the membership committee has endorsed the applicant for membership. A majority of the directors must endorse the application for it to be approved. There are six directors; therefore, four endorsements are required. Directors can also bring up deficiencies, at which point the reviewer is contacted for comment or to contact the applicant for further information. Once a majority of directors endorse the application, it is forwarded to the

Administrator.

- 5) Acceptance. An application that has been endorsed by the membership committee and the directors is forwarded to the Administrator. The Administrator will process payment and notify the applicant that their application has been successful.

At any point during the five phases, an application can be determined to be deficient and membership can be denied. The applicant will be informed by the Administrator, the First Director, a member of the Membership Committee and/or a director, dependent on the reason for the deficiency. Deficiencies could include, but are not limited to, insufficient dues payment and/or inability to meet the criteria for the membership category as outlined in Bylaw 4.

Student applications are reviewed by the First Director only and are forwarded to the Administrator for processing once the criteria have been determined to have been met.

#### **CLARIFICATION OF REQUIREMENTS FOR MEMBERSHIP**

Professional, associate, intern and affiliate applicants must have a certain number of days of experience that are documented within the application form and within the applicant's supplied CV. The following clarifies the requirements around days of experience:

- An applicant's experience must be broken down by number of days spent on each specific project they have worked on, inclusive of permit number. This requirement is only needed for the number of days of experience needed to meet the eligibility requirements, not the applicant's entire career. An indication of number of days spent with an employer only is not sufficient.
- Days of experience include not only field work, but also lab work, data analysis, site forms, reporting, and other archaeological research activities. Up to 15% of the time can be volunteer time.
- The required days of experience must be acquired within the past 10 years to show that the applicant is familiar with current techniques and procedures.

Professional, associate, intern and affiliate applications include the requirement for references. The following clarifies the requirements around references:

- The references must include name, phone number and email address to ensure that the reviewer is able to contact them.
- A professional application must include a reference from the Archaeology Branch, either under the applicant's understanding of relevant legislation or under the ability to meet and liaise with government agencies.
- References to show the ability to meet and liaise with government agencies must be a reference from a government agency that reviews the quality of the applicant's work, not a government agency that has employed the applicant to do work. Examples could include Archaeology Branch, Oil and Gas Commission, Heritage Branch, Ministry of Forests, Ministry of Mines, or the

Environmental Assessment Office.

- References to show the ability to meet and liaise with First Nations must be a reference from a person in an administrative, lands management, referral or review position.

Professional applicants must prove that they have successfully completed the requirements of a permit issued pursuant to the *Heritage Conservation Act* in their own name. The successful completion of this permit must have occurred within the past 10 years. Professional applicants should be able to hold a permit at the time of application. If they do not have the ability to hold a permit, a rationale may be provided and reviewed with the rest of the application.

#### **CLARIFICATION OF THE RENEWAL PROCESS FOR LAPSED MEMBERS**

The BCAPA has a Leave-of-Absence membership category for those members who wish to put their membership on hold for up to five years. If a member lets their membership lapse without applying for a Leave-of-Absence, they must re-apply to the membership category of their choice. Per Bylaw 7, a person ceases to be a member of the society:

- a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
- b) on his or her death;
- c) on being expelled; or,
- d) if he or she fails to pay a debt due and owing to the society within 3 months of the due date.

The majority of lapsed members fall into category d), where they do not pay their membership dues. Lapsed members may be renewed if they pay their dues within the same year that they allowed the membership to lapse. For example, under category d), a person has up to March 31 of any year to pay their dues. Upon approval by a director or the Administrator, a person may be renewed if they pay their dues by December 31 of that same year.

Any members who let their membership lapse for over one year must reapply. The rationale is to make sure that the person still meets the requirements for membership.



## **Exemption for Reasons of Confidentiality**

BE IT RESOLVED as an ordinary resolution of the members of the Society passed in accordance with the provisions of the Society Act and the bylaws of the Society that the Exemption for Reasons of Confidentiality Policy attached to this resolution as Schedule "A" be adopted as a Note clarifying, or further defining, the standards of conduct in Part 4 of the bylaws of the Society.

DATED the 20th day of February 1999.

### **SCHEDULE A:**

#### **A. INTRODUCTION**

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on February 20, 1999.
2. The intent of this policy is to clarify and further define the standards of conduct in Part 4 of the bylaws of the Society, specifically in Bylaws 18(5), 18(8), 19(7), 19(9), 20(1), and 20(7).

#### **B. APPLICATION**

1. This policy shall apply to all instances where a member seeks exemption from a standard of conduct as defined in the bylaws of the Society for reasons of confidentiality, where the possibility of such an exemption is provided for in the bylaws.
2. This policy shall apply to all members of the Society.

#### **C. POLICY**

1. All members of the Society shall discourage their clients from adopting a confidentiality policy.
2. Where the client insists on an agreement for confidentiality, the member shall secure, sign, and date a written agreement from the client before the project starts, and ensure that the agreement is kept on file with the member.
3. The member shall make the agreement available to other members for viewing, if requested, unless such actions would compromise the preparation of a proposal or cost estimate.

## **Professional Judgement Policy**

### **A. INTRODUCTION**

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify and further define how members of the Society are to judge whether to sign documents which involve professional judgement based on the work of others.

### **B. APPLICATION**

1. This policy shall apply to all documents prepared by a member.
2. This policy shall apply to all members of the Society.

### **C. HOW TO JUDGE**

1. A member shall not prepare reports, make recommendations, or apply for an archaeological permit based exclusively on the work of others, unless the work was done to the codes and standards of the BCAPA after the date of the inception of the BCAPA.



## **Notification of Review Policy**

### **A. INTRODUCTION**

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify and further define how members of the Society are to inform other archaeologists that their work is being reviewed.
3. The terms "to give notice" and "to inform" as used in this policy have exactly the same meaning.

### **B. APPLICATION**

1. This policy shall apply to all formal evaluations of the works of another archaeologist, except where such a disclosure contravenes an agreement for confidentiality in a legal case.
2. This policy shall apply to all members of the Society

### **C. DEFINITION OF FORMAL EVALUATION**

1. A formal evaluation refers to a document intended primarily to review the work of another archaeologist.
2. A formal evaluation does not refer to published or unpublished documents that include a review of archaeological work as part of the background research.

### **D. WHEN AND HOW TO NOTIFY**

1. A member shall always notify another archaeologist of a formal evaluation of their work, except where such a disclosure contravenes an agreement for confidentiality in a legal case.
2. Notice shall be given as soon as possible, after the review has been received by the client.
3. Notice shall be written.
4. A copy of the review shall be provided to the archaeologist under review, except where such a disclosure contravenes an agreement for confidentiality in a legal case.

## **STANDARDS FOR CONDUCTING AN AUDIT OF ANOTHER ARCHAEOLOGIST'S FIELDWORK**

### **PREAMBLE**

From time to time, provincial or federal regulatory agencies (e.g., Archaeology and Registry Services Branch, Parks Canada, Department of Indian and Northern Affairs), or stakeholder groups (e.g., First Nations, environmental organizations, resource companies) may express concerns about fieldwork carried out by an archaeologist. Such concerns usually arise in the context of cultural resource management studies, and frequently involve the level of effort made by the archaeologist, or the veracity of results reported by that archaeologist.

If representatives of stakeholder or regulatory authorities do not believe that their concerns are being adequately addressed through normal communications with the archaeologist, they may choose to engage a third-party authority to conduct an audit of the original field study. It is the view of this Association that fieldwork audits must not only be conducted according to scrupulously objective and independent principles, but also that they must be perceived in the same way by the other parties in the dispute.

Because fieldwork audits have considerable potential for creating ill-will among the various participants, it is important that they only take place in situations where other means of dispute-resolution have failed to satisfy the parties. Members of this Association should not undertake audits frivolously, and the Association discourages members from becoming entangled in disputes between parties where archaeological resources are not the principle reason for the conflict.

To this end, the following policy outlines standards of practice for conducting a fieldwork audit. These measures will be followed by all members of this Association, regardless of whether the original field study was undertaken by another member. At all times, the consultant should try to adhere to the legal principle known as *amicus curiae* ("friend of the court"), and not place him- or herself in the position of obviously favouring one side or the other.

### **PART A: INTRODUCTION**

(1) This policy was adopted by the BCAPCA membership at the 2005 AGM in Victoria B.C.



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on 12 March 2005.

- (2) The intent of this policy is to develop operational standards for conducting an audit of the fieldwork completed by another archaeologist.

## **PART B: APPLICATION**

- (1) This policy shall apply to all members of the Association.
- (2) These standards shall apply whenever a member of this Association is requested to undertake a field audit of archaeological studies conducted by other individuals that have been questioned by regulatory authorities or stakeholder groups.

## **PART C: DEFINITIONS**

- (1) A **fieldwork audit** refers to an archaeological field investigation conducted by a consultant to review the results and/or level of effort achieved by another archaeologist. In-office reviews of another archaeologist's work do not constitute an audit as considered in this policy. Further, an archaeological impact assessment conducted on lands that were previously assessed by another archaeologist does not represent an audit of the original archaeologist's work.
- (2) The **previous archaeologist** or **original archaeologist** refers to the individual responsible for carrying out the archaeological field investigation that is being audited by a member of the Association; this individual may or may not be a member of the Association.
- (3) The **client** refers to the agency, individual, or institution that engaged the services of a member to conduct a fieldwork audit.
- (4) A **stakeholder** is any individual, agency, company, Aboriginal community, or group with direct interest or involvement in the project being reviewed. This excludes officials of the provincial government or other regulatory bodies who are authorized to inspect a project being conducted under the terms of their Permits.
- (5) The **Association** refers to the B.C. Association of Professional Consulting Archaeologists.

- (6) Participation** refers to implementation of the methods of the audit and might involve: (i) digging subsurface tests; (ii) screening excavated matrix and identifying cultural materials; (iii) identifying cultural features and recording their attributes; and (iv) collecting increment-cores. Participants act under the direction of the member conducting the audit and may provide advice to the member.
- (7) Inspection** refers to observation and recording of information about the actions, and results of the actions, of the member conducting the audit and any participants acting under the member's direction. It may also involve independent recording of observations about archaeological resources within the study location but should not involve any activity that would require a permit (unless authorized by an independent permit). Individuals inspecting a fieldwork audit do not act under the member's direction, and should not report their observations to the member, or provide any advice to the member before the audit has been completed.

## **PART D: POLICY**

### **CLIENT RELATIONS**

- (1)** To ensure that all parties perceive a fair and balanced approach to the fieldwork audit, the terms of reference under which the audit will be conducted should, so far as possible, be defined by the consultant alone. To this end, a member who is asked to conduct an audit shall, as soon as possible thereafter, enter into a written contract with the client that includes an agreement to limit their discussion of the terms of reference to the following considerations: (i) questions that the fieldwork audit must address (the member shall retain the discretion to propose in the terms of reference, questions that he or she has not discussed with the client); (ii) the timeframe within which the audit will be completed; (iii) the cost of the audit; (iv) whether the audit will be conducted in accordance with a provincial permit; (v) whether a survey-sampling strategy will be employed (the client may specify an audit of all of the original archaeologist's work relevant to the questions proposed, or may allow sampling, but may not discuss with the member the definition of the units to be sampled, the method of sample selection, or the sample size; if sampling is adopted, the client may not stipulate that particular sampling units be selected); (vi) the level of involvement of third-party stakeholders, and; (vii) conditions limiting disclosure of the terms of reference and the audit report.

- (2) The proposed terms of reference for the fieldwork audit shall include a detailed list of all questions to be addressed, and an outline of the methods that will be employed to address them.
- (3) As far as practicable, the member should endeavour to minimize direct contact between him- or herself and the client, following an initial or start-up meeting(s).

#### **RELATIONS WITH THE ORIGINAL ARCHAEOLOGIST**

- (4) Upon accepting a contract to conduct an audit of another archaeologist's fieldwork, a member shall always notify that party that an audit is to take place, except where such disclosure contravenes an agreement for confidentiality in a legal case.
- (5) The notification shall follow the stipulations of the Association's **Review Notification Policy**, dated 17 April 1999.

The complete terms of reference for the fieldwork audit, except for the proposed cost, shall be included in the notification provided to the original archaeologist according to section D(5), and the original archaeologist shall be invited to comment on those terms of reference, at least 10 days prior to initiation of fieldwork for the audit. If the member subsequently revises the terms of reference, he or she shall advise of the original archaeologist of those revisions. Any comments on the terms of reference received from the archaeologist shall be included in the audit report.

- (6) Except as limited by confidentiality requirements, as stipulated in the Bylaws of the Association, the member shall endeavour to meet with the original archaeologist to discuss the previous fieldwork, and obtain copies of the original archaeologist's fieldnotes, field-photographs, development plans showing survey traverses and archaeological discoveries, and any other documents that may be pertinent to the project.

#### **PERMIT REQUIREMENTS**

- (7) If fieldwork for the audit is expected to demand investigation of subsurface sediments and/or other kinds of disturbance to archaeological resources, it must be conducted in accordance with a provincial Heritage Inspection Permit and any relevant archaeological research permits issued by Aboriginal communities, as stipulated in the

Bylaws of the Association.

- (8)** If the fieldwork audit is to be conducted in accordance with a provincial permit, the complete terms of reference for the audit, except for the proposed cost, shall be included in the permit application.



## **STAKEHOLDER RELATIONS**

- (9)** During the fieldwork for an audit, the member shall not solicit or accept any advice or information from any representative of the client, or of any other party who may be a stakeholder in the project. Further, the member should not allow such individuals to participate in any way in the execution of the audit fieldwork; this exclusion does not employees of those parties who may be required to provide specialized transportation to the location of the audit (e.g., vessel- operators, pilots).
- (10)** The Code of Conduct of this Association explicitly acknowledges the special relationship between First Nations’ communities and the archaeological remnants of their cultural heritage. In consideration of this, and notwithstanding Section 10 above, where First Nations’ policies or protocols require that their representatives be involved in archaeological fieldwork, and an exemption to these policies cannot be negotiated, the member shall make every reasonable effort to facilitate their involvement as inspectors. In the event that First Nations’ representatives are present during a fieldwork audit, the member shall ensure that their role remains that of independent inspectors, and that they do not formally provide advice or other direct input into the audit.

## **FIELDWORK STANDARDS**

- (11)** As far as possible, the first objective of the fieldwork audit should be to replicate the survey coverage or investigations accomplished by the original archaeologist, by following reported survey traverses, identifying subsurface tests, and relocating cultural features.
- (12)** Where feasible, examination of the original archaeologist’s entire survey coverage area is preferred. If the fieldwork audit will employ a sampling strategy, the audit proposal shall: (i) define the populations to be sampled and the sample units; (ii) define the sample size and outline the method of sample selection (random selection is preferred if total survey coverage will not be achieved), and; (iii) provide for presentation, in the audit report, of confidence interval estimates of any population parameters estimated from sample data.
- (13)** Additional lands can be covered by the fieldwork for the audit, if a greater level of effort is desired, but under no circumstances should the audit include coverage of lands that were not part of the study area defined by the original archaeologist.



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- (14)** A member conducting a fieldwork audit shall endeavour to mark all identified archaeological resources, survey traverses, and subsurface tests in a manner distinct from, but consistent with those used by the original archaeologist; new markings should be dated, and the field investigator clearly identified.
- (15)** The member shall not remove such markings from any archaeological resources, survey traverses, or subsurface tests identified by the original archaeologist, including those associated with spurious cultural features; new marks can be added to previously identified points.

## REPORTING STANDARDS

- (16)** The report describing the outcome of the fieldwork audit must include a declaration by the member that the audit was conducted in an impartial fashion, and that the client did not prepare any part of the report or edit the report before it was submitted to the client and other parties.
- (17)** The report prepared by the member should identify what documents were provided for the audit by original archaeologist and must provide maps or plans showing the location of survey traverses and area of coverage achieved during the audit fieldwork, as well any archaeological resource found and/or relocated, and a statement of certainty about replication of the previous fieldwork.
- (18)** The report prepared by the member shall fairly review all aspects of the original archaeologist's fieldwork, both positive and negative, and shall not place undue emphasis on any particular component. The fieldwork shall also be evaluated in terms of the original archaeologists' permit application, if available.
- (19)** Quantifiable data described in the audit report should be obviously comparable to those employed by the previous archaeologist; specific quantities shall be indicated and their effect on the assessment of the original fieldwork must be explicitly stated.
- (20)** Except as limited by confidentiality agreements, as stipulated in the Bylaws of the Association, copies of the audit report shall be distributed to the following parties:
  - (i) the client, (ii) the original archaeologist, and (iii) appropriate regulatory authorities, including First Nations where required as a condition of their communities' heritage research permits and policies.

- (21)** The member shall employ all reasonable measures to ensure that the audit report is received simultaneously by all of the parties listed above.
  
- (22)** A copy of the audit report shall be kept on file by the member and shall be made available to the Association upon request, except as limited by confidentiality agreements, as stipulated in the Bylaws.

## General Reporting Standards

### A. INTRODUCTION

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify operational standards regarding reporting.

### B. APPLICATION

1. This policy shall apply to all members of the Society when providing professional services, except as limited by confidentiality agreements, as stipulated in the Bylaws.

### C. POLICY

1. Members shall report, in writing, all cultural materials and features identified while providing professional services.
2. Members shall report and explain any professional opinions, decisions, significance evaluations, impact assessments or management recommendations made while providing professional services.
3. Members shall describe in a detailed written report the methods employed to obtain the information on which the above opinions, decisions, evaluation, assessments and recommendations are based.
4. Wherever practicable, the methods employed shall be described in sufficient detail to allow replication.
5. Wherever applicable, the methods employed and cultural materials and features identified shall be illustrated.
6. Whenever quantifiable information is presented in the required reports, specific quantities shall be indicated and/or references to sources which present the relevant specific quantities shall be cited.
7. Except as limited by confidentiality agreements, as stipulated in the Bylaws, copies of the required reports shall be distributed to the following parties:
  - the client;
  - any relevant regulatory authorities, including the Archaeology Branch; and

- First Nations agencies with an asserted traditional interest in the project area.
8. Members shall employ all reasonable measures to ensure that the required reports are received by all of the parties listed above, prior to the implementation of any professional recommendation likely to result in impacts to any cultural materials or features, whether potential or identified.
  9. Copies of the required reports shall be kept on file by the member and shall be made available to the Association upon request, except as limited by confidentiality agreements, as stipulated in the Bylaws.

## **STANDARDS FOR INTERIM REPORTING ON ARCHAEOLOGICAL IMPACT ASSESSMENTS**

### **A. INTRODUCTION**

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify operational standards regarding interim reporting on archaeological impact assessments.

### **B. APPLICATION**

1. This policy shall apply to all members of the Society.
2. This policy shall apply whenever members prepare interim reports describing the methods and results of archaeological impact assessment studies.
3. Interim reports are normally prepared to describe individual proposed developments or clusters of developments within the context of an extended project involving multiple proposed developments.

### **C. POLICY**

1. Members shall prepare reports which conform to the Reporting Standards, Interim Reports, Impact Assessment referred to as Appendix A.

### **APPENDIX A: STANDARDS FOR INTERIM REPORTING ON ARCHAEOLOGICAL IMPACTASSESSMENTS**

#### **1.0 Introduction**

Archaeological impact assessments (AIAs) for the forest industry in British Columbia have been taking place on a small scale for many years but have come to dominate the cultural resource management scene when a protocol agreement was reached between the Ministry of Small Business, Tourism and Culture and the Ministry of Forests in 1994 and passing of the Forest Practices Code Act the following year. Section 51 and Operational Planning Regulations 15, 26, and 63 of the Forest Practices Code call for management of cultural heritage resources by those involved in harvesting forest resources. Since these regulations were enacted, the number of AIAs being conducted by consulting archaeologists has increased dramatically. This

has led to a number of new challenges for consultants.

The first challenge required a method by which multiple forestry AIAs could be completed for a suite of proponents, or within a Forest District, without each assessment requiring a separate Heritage Inspection Permit. This challenge was overcome by the development of the "blanket permit," whereby a consultant could complete multiple AIAs under a single permit. The second challenge was timely preparation of reports for developments requiring resource management decisions. This resulted in development of the "interim report," in which critical information regarding the results of the AIA was presented. In April 1996, the Archaeology Branch issued operational procedures outlining the required content of an interim report. In the spring of 1997, the BCAPCA Standards of Practice committee met and agreed upon a draft set of standards for interim reporting, to be field tested during the 1997 season. In the spring of 1998, the committee reconvened and reviewed the draft standards. The following document presents the results of the committee's review.

The BCAPCA Code of Ethics calls for the preservation and protection of the archaeological record. In serving this objective, it is desirable that information regarding archaeological sites and decisions regarding their management be recorded and presented in a consistent and standardized manner. This approach is crucial to verify and support management decisions. Nevertheless, the information provided in this document is *not intended to replace the professional judgements of consulting archeologists*. These standards are simply designed to assist consultants in creating interim reports that will fulfill the needs of all potential stakeholders. The categories of information presented here are for the purposes of this document; interim reports will be prepared as required by the individual consultant.

**Information required by the Archaeology Branch per the 1996 Operational Procedures are indicated here-in with an \***

Comments or questions are welcomed by the Standards of Practice Committee and may be directed to the Chair of the Standards of Practice Committee

## **2.0 Required Content for Interim Reports**

### **2.1 Administrative Information:**

The following administrative information is considered mandatory for inclusion in an interim report:

Development *title: Forest License, Cutting Permit, Woodlot, Block, Road identifier*

\*Location: *in reference to an obvious geographic feature, general direction (N, S, NW, SE) and general distance (5, 12 km)*

\*Proponent (& \*contact with \*telephone number)

\*Archaeology Branch permit #:

First Nation(s) & contact(s) with telephone number

\*Report author

\*Report date

Distribution: *identifies all the recipients of the report; also identifies any restrictions on distribution*

The following information is considered optional for the Interim Report:

Archaeology Branch Contact

First Nations Permit#

Proponent contract #

Proponent fax #

First Nations fax#

## **2.2 Selection Rationale**

With the increasing number of Archaeological Overview Assessments (AOAs) being completed across the province, it is critical to indicate whether a particular development has been the subject of an AOA or other review mechanism when this information is available. It is also critical to indicate when the type of work completed differs from what was recommended by the AOA or other review mechanism.

\*The Archaeology Branch requires reporting the potential assessment of the development area based on previous AOAs as well a comparison with the results of the in-field potential assessment.

This information may be presented in a narrative (text-based) format or graphically (indicated on a map).

## **2.3 Development and Background Information**





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The following information regarding the size and nature of the development is considered mandatory for inclusion in an interim report:

Total development area

\*Number of Blocks Block size

\*Length of proposed road(s)

Identification of previous impacts

Map numbers: *NTS map reference number; other maps or air photos optional*

\*Biophysical setting: *general description of geographic location, topography, and vegetation cover*

A more detailed description of each operating area (e.g., block, road, woodlot) is considered **mandatory** for inclusion in an interim report:

Dominant vegetation: *forest cover, understorey, ground cover*

Notable resource features: *salmon streams, beaver ponds, alkali lakes, wildlife migration corridors, geological features (including lithic sources)*

Notable cultural features: *known archaeological sites, trails, wagon roads, camps, historic features*

Elevation: *include range of elevations*

Biogeoclimatic zone(s): to subzone or better

## 2.4 Methodology

The following information regarding actual survey and site discovery methods used in the field is considered mandatory for inclusion in an interim report:

\*Traverse type: *(judgmental/systematic/probabilistic/random)*

Traverse width:

Subsurface test placement: *(judgmental/systematic)*

Number of shovel tests:

\*Subsurface test interval:



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\*Survey date(s):

\*Survey crew:

Collection of archaeological materials (YIN):

Specifics regarding the placement of traverses or subsurface tests should be included if a systematic methodology was employed.

The following information regarding methodology is considered optional in an interim report:

Crew spacing:

Subsurface test methodology: *(include examination method of backdirt)*

Presence/Absence of sub-surface or surface exposures *(areal amount if feasible)*



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## 2.5 Archaeological Potential

Information regarding the in-field archaeological potential within a development area is considered mandatory for inclusion in an interim report. This information may be presented in a narrative (text-based) format or graphically (indicated as high potential on a map). Examples of graphically illustrated high potential areas and survey coverage are presented in Appendix C (Survey Coverage Maps).

## 2.6 Results

Quantification of archaeological sites found during an AIA is mandatory for an interim report. Also considered mandatory are a "reliability of results" statement **and** a brief, detailed description of each site found, as follows:

Site# (*temporary or permanent*):

Site type:

General site function: *where known*

Location: *sufficiently detailed to be relocated in an operational context, but not for the general public to relocate*

Dimension:

Integrity:

List of materials: *approximate numbers of artifacts and approximate numbers of lithic raw materials*

List of significant artifacts: *formed tools, time-sensitive artifacts*

Features: *number and type*

Cultural matrix:

Setting/Landform: *include aspect, associated aquatic features, other natural or cultural resources in proximity to site*

Boundary type: *identify which boundary is physically marked in the field (site boundary, buffer, or other)*

Boundary indicator(s): *flagging tape or paint colour(s)*

With regard to detailed site information, any ethnographic, ethnohistoric, or traditional use information collected from an informant is considered optional for inclusion in an interim report.

## **2.7 Archaeological Site Significance**

Significance evaluations for each site identified during an AIA is mandatory in an interim report. Significance evaluations should be based on the criteria outlined in the Archaeology Branch *Guidelines* and the rationale for the evaluation for each site should be considered mandatory. As recently established (1997) by the Archaeology Branch, "economic significance" of a site should only be evaluated when the rating is other than low or unknown. Each site should be evaluated in terms of its:

- scientific,
- ethnic, when possible,
- public, and
- historic significance (*only if the site is of historic age*)

## **2.8 Impact Assessment**

Information regarding the impacts (direct and indirect) to archaeological sites found in the development area is mandatory for an interim report. This should include harvest method, silvicultural prescription, and schedule (*\*required by Archaeology Branch*), if this information is available at the time of reporting.

## **2.9 Recommendations**

Recommendations for the management of archaeological sites found within a development area are considered mandatory for inclusion in an interim report. Recommendations should not only include site-specific management options but also outline a course of action to be taken in the event of unanticipated discoveries during harvest and post-harvest activities.

All members are reminded that all recommendations are subject to review and acceptance by the Archaeology Branch.

## **3.0 Mapping**

### **3.1 \*Location Maps and Survey Coverage Maps**



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For each interim report, a contextual map showing the location of the development area(s) and a map showing survey coverage in each operating area are mandatory.

The location map should be based on a 1:50,000 NTS map excerpt (with reference number), showing the exact location of the operating area(s) (e.g., block, road, woodlot) and their actual configuration.

The survey coverage map should be of an appropriate scale (e.g., 1:5,000, 1:10,000 or 1:20,000 scale) (with reference number) and show actual survey coverage and general area and number of subsurface tests.

Appendix B: Location Maps and Appendix C: Survey Coverage Maps contain examples of both types of maps.

### 3.2 Archaeological Site Maps

Maps of archaeological sites must be consistent with the BCAPCA Standards of Archeological Site Mapping. *Please note, map drafting procedures are left to the discretion of the individual consultant.*

### 4.0 Checklist for Interim Report Contents

- Development title:
- \*Location:
- \*Proponent (& \*contact with \*telephone number)
- \*Archaeology Branch permit #:
- First Nation(s) & contact(s) with telephone number
- \*Report author
- \*Report date
- Distribution:
- Total Development Area
- \*Number of Blocks
- Block size
- \*Length of Proposed Road(s)
- Identification of previous impacts
- Map Numbers
- \*Biophysical setting
  
- \*Traverse Type
- Traverse Width



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- Subsurface test Placement
- \*Subsurface test Interval
- \*Survey Date(s)
- \*Survey Crew
- Collection of archaeological materials (YIN)
- Archaeological potential

### **For Archaeological Sites**

- Number of archaeological sites found
- Reliability of results
- Site # (temporary or permanent)
  
- Site type
- General site function
- Location*
- Dimensions
- Integrity
- List of materials
- List of Significant artifacts
- Features
- Cultural Matrix
- Non-cultural Matrix
- Setting/Landform
- Boundary Type
- Boundary Indicator(s)
- Significance evaluations
- Impact assessment
- Recommendations
- Location Maps & Survey Coverage Maps
- Archaeological Site Maps

## Reassessment of Archaeological Potential

### A. INTRODUCTION

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify operational standards regarding archaeological site recording.

### B. APPLICATION

1. This policy shall apply to all members of the Society.
2. This policy shall apply whenever members reassess the archaeological site potential of any area which has previously been assessed in an Archaeological Overview Assessment, or with reference to an Archaeological Overview Model.

### C. POLICY

1. Members may reassess the archaeological site potential of an area which has previously been assessed in an Archaeological Overview Assessment, or with reference to an Archaeological Overview Model, and may modify previous recommendations.
2. In some circumstances, such reassessments and recommendations may be made without reference to information obtained by means of pedestrian reconnaissance survey of the subject area.
3. In such cases, members will explain and justify, in a written report, the reassessment and the methods employed in making the reassessment (e.g., documentary review, aerial reconnaissance).
4. The required report must specify what methods were employed to detect micro-environmental attributes such as specific aquatic characteristics, minor topographic features, ground terrain, specific vegetation and specific wildlife habitats.
5. Wherever practicable, the methods employed shall be described in sufficient detail to allow replication.
6. Wherever applicable, the methods employed shall be illustrated.
7. Whenever quantifiable data are used in a reassessment, specific quantities shall be indicated and the effect of the data on the potential assessment explicitly stated.



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8. Except as limited by confidentiality agreements, as stipulated in the Bylaws, copies of the required reports shall be distributed to the following parties:
  - the client;
  - any relevant regulatory authorities, including the Archaeology Branch; and
  - First Nations agencies with an asserted traditional interest in the project area.
9. Members shall employ all reasonable measures to ensure that the required written reports are received by all of the parties listed above, prior to the implementation of any professional recommendation likely to result in impacts to any cultural materials or features, whether potential or identified.
10. Copies of the required reports shall be kept on file by the member and shall be made available to the Association upon request, except as limited by confidentiality agreements, as stipulated in the Bylaws



## Archaeological Site Recording Standards

### A. INTRODUCTION

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify operational standards regarding archaeological site recording.

### B. APPLICATION

1. This policy shall apply to all members of the Society.
2. This policy shall apply whenever members provide professional services.

### C. POLICY

1. Members shall complete and submit to the Archaeology Branch, B.C. Archaeological Site Inventory Forms describing any identified cultural materials and/or features which fall into one or more of the following categories:
  - a. cultural materials and features protected under the Heritage Conservation Act;
  - b. human remains and any cultural materials and/or features associated with human remains;
  - c. "Significant" cultural materials and features which are more than 50 years old. Cultural materials and features are considered to be significant when they meet the Criteria for Post-1846 Site Evaluation (British Columbia Archaeological Impact Assessment Guidelines Archaeology Branch 1998) attached as Appendix A or the National Register criteria (National Park Service) attached as Appendix B.

## Defining Site Boundaries in the Field

Adopted March 3, 2012

For effective site management purposes, the full extent of archaeological sites will be determined wherever possible during archaeological assessment fieldwork. However, this ideal must be balanced against the constraints imposed by project limitations, existing impacts, and administrative boundaries, as well as the desire to minimize site impacts from subsurface testing.

### A. Standards for Defining Site Boundaries in the Field

The following standards shall apply to the field definition and reporting of site boundary limits:

1. Archaeological site boundaries will be defined on the basis of natural, observed, or arbitrary limits, or any combination thereof, according to the following hierarchy of priority:
  - a. **Natural** boundaries are those defined by the extent of a natural landform or physical feature, where it can be reasonably deduced that the extent of archaeological remains is constrained by geomorphological site formation processes.
  - b. **Observed** boundaries are those determined on the basis of the horizontal extent of archaeological remains observed during a field study.
  - c. **Arbitrary** boundaries are those that reflect artificial and/or administrative boundaries (such as property lines or rights-of-way), the presence of existing disturbance or developments, or where sites extend beyond project area boundaries.
2. The type of boundary limit(s) (natural, observed, or arbitrary) used to define each site identified and assessed by an archaeological study will be clearly indicated on site maps and described on site forms and in accompanying reports.



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3. Wherever appropriate or practical, preference should be given to defining site boundaries on the basis of natural limits.
4. HRIA site forms and permit reports should indicate if and how boundaries have been marked in the field.
5. Where the Global Positioning System is used to map site boundaries, the margin of error should be indicated (in +/- meters).
6. The identification of boundary limit types is intended to supplement and not replace the requirements for indicating the basis of site dimensions on HRIA site forms.

## **B. Guidelines for Applying Boundary Limits**

### 1. Natural boundaries

- a. For boundaries based on landforms that extend beyond the extent of observed archaeological remains, use of the entire landform as the defined boundary needs to be clearly justified in the site report.
- b. Where landforms are used to define a site boundary, care should be taken to ensure that some aspect of the defining landform does not post-date formation of the archaeological site.
- c. Where a natural landform forming part of a site boundary is significantly larger than the observed extent of one or more clusters of archaeological materials, professional judgement may be used to delimit, or separate sites located on that landform on the basis of a set distance established in consultation with the permitting agency.

### 2. Observed boundaries

- a. Observed boundaries are determined through surface inspection, documentation of above-ground features, identification of subsurface archaeological remains exposed by post-depositional natural or cultural processes, and subsurface investigations.
- b. Professional judgement is to be used in grouping archaeological evidence into a single site or dividing archaeological remains amongst separate sites.
- c. In the case of forest utilization sites comprised of culturally modified trees, the



regulations of Archaeology Branch Bulletin 12 will apply.

- d. Observed boundaries are established at the furthest extent of observed archaeological evidence.
- e. Where sites cannot be delimited by natural boundaries, and where surface and exposed subsurface archaeological evidence are inadequate, subsurface investigations are required.

### 3. Arbitrary boundaries

- a. Arbitrary boundaries may be used where natural and observed boundaries cannot be fully established, or where sites extend beyond permitted project boundaries (including on private lands where access has not been granted), as per contractual limitations and in consultation with the permitting agency.
- b. Establishing boundaries to the full extent of a site beyond a project area is encouraged, if permit and contractual conditions allow and permission is granted from landowners and agencies.
- c. Arbitrary boundaries also can be established in cases where access to a property is not possible, but the presence of archaeological remains can be identified through other means, including but not limited to documentary evidence, previous inspections, reliable accounts, aerial imagery, remote sensing, or passive and incidental observation.
- d. In certain circumstances where sites extend beyond potential impact zones but remain within project areas, an arbitrary boundary may be established in consultation with the permitting agency.

### 4. Site Buffers

- a. Site buffers are management tools. Site buffers extending beyond identified site boundaries are to be determined in consultation with the Archaeology Branch and other stakeholders.
- b. Site buffers should be identified on site maps in relation to the defined site boundary.

## C. Explanatory Remarks

For an excellent background on methods and examples for defining archaeological site boundaries, refer to the Appendix of “Defining Boundaries for National Register Properties”, National Register Bulletin published by the US National Park Service (available online at [www.cr.nps.gov/nr/publications/bulletins/boundaries/appendix.htm](http://www.cr.nps.gov/nr/publications/bulletins/boundaries/appendix.htm)). The following points have been adapted from this document:

1. The level of effort and principles used to define the limits of archaeological sites should be explicit in project methods. Once defined, methods should be consistently applied to each archaeological site identified, revisited, or otherwise investigated.
2. Site boundaries often are reasonable distinctions that may not always reflect the spatial concepts implicit in certain theoretical perspectives, notably those of “non-site” or “distributional” archaeology. However, boundary determinations require clear understanding of how the mutual relationship between geomorphological and anthropogenic processes form a “site”. In the context of CRM practice in B.C., this requires the archaeologist to use professional judgement in determining the density and spatial relationships of archaeological evidence necessary for a specified area to be considered part of a discrete “site”.
3. Some sites include both horizontal and vertical boundaries. For management purposes, horizontal boundaries of all sites must be clearly marked in two dimensions. Although this Standard of Practice does not apply to the identification of vertical limits established or predicted through subsurface investigations, vertical boundaries can be used to help evaluate site significance.
4. Lastly, absolute boundary definition may be unachievable. Boundaries usually represent compromises reconciling theoretical perspectives and field conditions, in order to provide agencies and stakeholders with the necessary information for presenting appropriate management options.

## **Notes Clarifying the Culturally Modified Trees of British Columbia Handbook**

DATED the 17th of April 1999.

BE IT RESOLVED as an ordinary resolution of the members of the Society passed in accordance with the provisions of the Society Act and the bylaws of the Society that notes attached to this resolution as Schedule "A", be adopted as an Operational Standard of the Society. These notes supersede those passed as a resolution 19th February 1999 and take precedence where a conflict occurs.

### **SCHEDULE A**

#### **A. INTRODUCTION**

1. These standards were adopted by the B.C. Association of Professional Consulting Archaeologists at an Annual General Meeting on 17th of April 1999.

#### **B. APPLICATION**

1. A member shall record Culturally Modified Trees (hereafter referred to as 'CMT') as an archaeological site in accordance with the standards contained herein.

#### **C. WHEN TO RECORD CULTURALLY MODIFIED TREES**

1. A member shall record CMTs, not been previously recorded to the standards of the association, as an archaeological site when such remains or evidence are encountered during the course of his or her work as an archaeological consultant.
2. The member is encouraged, but not obliged, to record previously unrecorded CMTs encountered at times other than during the course of his or her work as an archaeological consultant.

#### **D. KINDS OF REMAINS AND EVIDENCE TO BE RECORDED**

1. A member shall, under the circumstances stated above, record as an archaeological site any modified trees meeting the definition of a CMT presented in the Handbook. Any CMT site, with features estimated to have been modified 50 or more years prior to investigation, shall be recorded as stated in 'E'.

## **E. SITE RECORDING**

1. During Preliminary Field Reconnaissance or Archaeological Inventory Survey members shall, at a minimum, complete Level I CMT Recording Forms presented in the Handbook for clusters of CMTs;
2. During Impact Assessments, where impacts to CMTs are likely, Level II site recording forms (standard British Columbia Site Inventory Recording Forms) accompanied by CMT Feature Recording Forms will be completed as defined in 'F', and the location and type of each CMT within a development area shall be recorded, unless excluded by a sampling strategy approved under a Heritage Conservation Act Permit, or an equivalent permit issued by a First Nation.
3. Level I CMT Recording Forms, Level II site recording forms, and CMT Feature Recording Forms can be substituted by alternate forms if approved by the Archaeology Branch;
4. Site maps shall be attached to the site form and prepared in accordance with the standards of the Society;
5. The site forms shall be completed and submitted for entry into the Provincial Heritage Register;

## **F. WHEN TO USE CMT FEATURE RECORDING FORMS**

1. The number of CMT Feature Recording Forms completed in accordance with 'E2'. will be the minimum stipulated below, unless otherwise specified under the conditions of a Heritage Permit:
  - a. all aboriginally logged trees. A sketch of the feature will be included;
  - b. all features present for sites with up to 10 CMTs;
  - c. either of the sampling approaches presented below for sites with more than 10 CMTs:
    - i) the first 10 and every second CMT for sites with more than 10 CMTs, until a sample of 40 is reached, and subsequently for apparently rare or particularly significant features.
    - ii) A spatially representative sample of CMTs.
2. CMT Feature Recording Forms will be completed for any CMT marked for stem-round sampling.
3. If CMTs are to be harvested, consideration will be given to complete recording of every CMT that is felled. For harvested aboriginal logging features, consideration will be given to mitigative work including detailed mapping and excavation, and collection of clear examples of traditional tool marks (non-axe or saw).

## **G. CLARIFICATIONS TO HANDBOOK.**

1. Handbook pages 11-13,88,94. Toolmarks, particularly those other than axe or saw, must be carefully recorded. Tool bit width, degree of curvature, and other non-metric features must always be recorded.

2. Handbook, page 89. If icons are used on feature recording forms they should be changed to lettered abbreviations for data entry, to facilitate data transfer, sorting, and searching.
3. Handbook, page 92, 93, 96, 130. The Handbook states that scar width of bark strip scars on cedar trees can only be obtained from stem round wood samples, other than recent or unusual circumstances, due to lobe growth. It also recommends that lobe depth and scar window width not be recorded. However, an acceptable estimate of scar width can be calculated from the window width added to the combined healing lobe thickness. This allows for calculations of percentage and area of bark removed from the original tree, and aids in placing increment core samples for dating. The data also can assist relocation and identification of the tree in the field or samples cut from the tree after falling. The window width and average healing lobe thickness should be recorded in the width and thickness fields, and a separate field added (in a spreadsheet) for calculation of original width and area, if desired. If markedly different lobe thicknesses are present on a single scar, the average should be recorded in the thickness field and both measurements should be recorded in the 'remarks' section.
4. Slope recorded for CMTs should be recorded as the average slope in the area of the CMT.



## **FIELD COLLECTION OF SAMPLES FOR MITIGATIVE DATING OF CULTURALLY MODIFIED TREES (CMTs)**

**Ratified at the Annual General Meeting, 5 March 2011**

In consideration of our mandate as Professional Archaeologists, our members will implement the following standards of practice during the CMT sample-collection process.

### **PREAMBLE**

The following document presents a Standard of Practice for Professional Archaeologists engaged in work completed under Section 14 (S14) Heritage Inspection (AIAs) and Section 12 (S12) Site Alteration Permits (SAPs), associated with sites containing Culturally Modified Trees (CMTs). It has been noted by the membership that problems have arisen with the collection and dating of CMT samples, whereby third-party licensees/developers have in some cases failed to satisfy the conditions of a S12 permit. These failed conditions have manifested in several forms:

- Samples not properly collected in the field by forestry personnel;
- Samples not being collected at all;
- The mixing of samples and improper labelling during collection and transport resulting in the loss of provenience;
- Samples disappearing following transport;
- The dating of samples being conducted by unqualified personnel; and finally,
- The improper reporting of sample collection and dating methods.

Professional Archaeologists are not usually the individuals responsible for CMT sample-collection actions required as conditions of S12 Permits, so it is in the interest of our profession and stakeholders to positively influence the outcome of these Permits through active involvement at all stages of the process.

### **1. Role of the Professional Archaeologist**

It is the responsibility of the Professional Archaeologist to advocate for the nature

and scope of a reasonable and responsible role in S12 CMT sample-collection work.

It is also the archaeologist's responsibility to include detailed recommendations, in S14 reports prepared for our clients, to be implemented under S12 permits. These recommendations should specifically advocate for the role of a Professional Archaeologist in further S12 sample collection work and should also advocate for a "CMT sample management plan" to be followed by the client (see Quality of Sample collection bullet below). In order to meet these goals, a Professional Archaeologist and client should co-jointly hold S12 permits.

Professional archaeologists are obligated to include a "CMT sample management plan" in the S12 permits they prepare and hold, and we strongly recommend that this condition is also included in S12 permits prepared by non-professionals.

## **2. Sampling Strategies/Statistics**

CMT samples are collected to acquire temporal and spatial information on past landscape & resource use practices. The recommendations provided in a S14 AIA report must explicitly describe a sample collection strategy that emphasizes identification of temporal and spatial patterning within a site across the landscape, recognizing that a site proposed for harvesting may not be wholly impacted. Management recommendations should also recognize that sites rated as having high scientific significance may require a higher level of mitigative effort than the procedures prescribed in Muir and Moon (2000). CMT sample selection should not necessarily be restricted to the impact zone within a site or to individual CMT features that are directly impacted. Consideration should be given to sample features within the entire area of a site in order to acquire replicable temporal and spatial data. This is particularly critical in instances where adequate representative samples may only be obtainable beyond the boundaries of the anticipated impacted CMTs. When determining sampling strategies, it should be acknowledged that not all samples will provide a date (due to damage, mishandling, etc.) and thus an estimate of the 'success rate' (i.e. number of collected samples that may provide a date in the lab) should be provided.

## **3. Qualifications/training of crew**

With the support of regulatory authorities, Professional Archaeologists should advocate that only appropriately trained individuals should be involved in the harvest, collection, transport and analysis of CMT stem round samples. However, when planning for an onsite Archaeologist, the safety of the crew is paramount and should be considered first and foremost in any harvesting/sample collection situation.

#### **4. Standards for Field Sampling Collection and Transport**

The following sampling procedures for collecting disc (or “stem round”) samples from CMTs are adapted from the CMT Handbook (Archaeology Branch 2001):

- a) The collection of wedge and disc samples is dangerous and should only be conducted by skilled fallers.
- b) The selection of a sample should not be limited to the area of the scar or feature. In the event there is extensive rot associated with the feature (e.g. rotted face of bark strip) samples should be taken from above the scar to access intact tree ring sections. In all cases, a sample from the scar feature area should also be collected. As bark can slough-off of a bark strip feature after the cultural event, care should be taken to ensure samples are taken from the cultural scar and not through wood exposed after stripping by bark sloughing off below or above the scar. Samples from undercut or test-hole trees should be taken directly across (transverse cut) the modified portion of the CMT.
- c) If a tree is too large and appears rotten in the centre, the tree should be cut through the cultural modification, and left high stumped to allow for a disc to be collected from the stump after the tree has been felled. Alternatively, a wedge sample may be taken from the lobe, if the possibility of internal ‘hidden’ scars is low, or the information isn’t considered necessary to obtain. The safety of the crew, including the faller and the archaeologist should help to determine the most appropriate method of sample collection.
- d) Discs cut from nursing trees should be taken from as low on the tree as possible.
- e) Discs should be cut as thin as possible while still permitting transport without breakage.
- f) The provenience of the sample (e.g. height above ground, location on feature/stem) must be noted and photos taken of the sampled feature and sample itself.
- g) A tag or other means of identification must be firmly attached to each sample noting:
  - The block number or development name;
  - CMT number (indicated on the tree with spray paint and/or surveyor’s ribbon);



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- Collection date; and,
  - Which side of the sample is top.
- h) Individual pieces should also be marked with the same information, duplicated on each piece, or at a minimum the CMT number. If possible, draw a line across the sample to mark where the pieces fit together. A supply of large sample bags should be kept onsite, and broken sample pieces should be transported together in separate bags.
- i) Samples should be transported immediately following collection and should not be left exposed to harsh weather (e.g., left in full sunlight or exposed to the rain).
- j) Samples should be carefully transported to ensure minimal damage or breakage and should be wrapped in packing material or tape in case the sample breaks during transport.
- k) Following transport any packing material should be immediately removed to allow the samples to 'breathe' and dry. Samples should be stored carefully so as to maintain provenience, and to prevent breakage or damage (for example, avoid stacking heavy samples on top of lighter, more delicate ones).

## 5. Quality of sample collection/disposition/analysis

An archaeologist employed on-site during CMT harvesting activities must ensure appropriate sample collection methods and manage subsequent sample custody.

Following collection, samples should be allowed to dry for several days prior to sample preparation for analysis. A dried sample will allow for proper sanding and preparation using progressively finer grits of sandpaper. Once the sample has been sanded, a light dusting of liquid black tea or coffee may be brushed over the area to be counted. This aids in the visual appearance of the early and latewood rings, as well as any finer details such as resin canals indicating post injury trauma.

During sample preparation and analysis, additional care should be taken to ensure the provenience and integrity of each sample.

Only qualified individuals should undertake the sample preparation and analysis of CMT samples. We also strongly encourage that non-professionals undertaking this role should be supervised by a suitably qualified individual, with a follow-up *Quality Review* provided by a Professional Archaeologist.

## 6. Reporting/Record Keeping -

Reporting of S12 CMT compliance and analysis results will include an evaluation that accurately reflect both the strengths and weaknesses in the methods used for data collection, sample transport, and sample preparation/analysis. This should include discussion of the target success rate as indicated in the S12 permit and of the actual success rate obtained. Applicable reporting standards and guidelines required by the Archaeology Branch (2009, 2010a, 2010b) must also be followed.

## REFERENCES CITED

Archaeology Branch

2001 Culturally Modified Trees of British Columbia: A Handbook for the Identification and Recording of Culturally Modified Trees [Version 2]. Prepared by the Archaeology Branch, the BC Ministry of Small Business Tourism and Culture.

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[http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin7\\_standards\\_for\\_electronic\\_submission\\_of\\_permit\\_reports.htm](http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin7_standards_for_electronic_submission_of_permit_reports.htm).

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