



# Cultural Heritage Investigation Permit (CHIP) Information Guide

## WHEN IS A CHIP REQUIRED?

K'ómoks First Nation's (KFN) Cultural Heritage Policy (CHP) is a fundamental part of the consultation process and allows KFN to make informed decisions about irreversible impacts to our cultural heritage.

**K'ómoks First Nation's Cultural Heritage Investigation Permits (CHIPs) are required before** starting any ground-disturbing projects or activities taking place within **registered archaeological sites** and in KFN's designated **areas of high archaeological potential (AOP)**, which are found up to 200m from major waterways, and within 200m of previously recorded archaeological sites within KFN's **core territory**.

All ground disturbance in a registered archaeological site in KFN's core territory requires **both** a provincial Heritage Conservation Act (HCA) permit **and** a KFN CHIP **before** your start your project.



### What is a ground-disturbing activity?

This includes any **digging, filling, staking, ground leveling, excavation, trenching, and land clearing / grubbing.**

So, if you're capping a site with fill, grubbing the top soil, digging fence posts or holes for trees, excavating for a house, septic, or utility lines, etc. – these activities are considered as ground-disturbing.

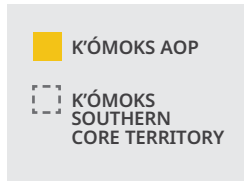
**Minor gardening work**, such as planting flowers or tending to raised beds (digging less than 25 cm) are **not included** in these activities.

## K'ómoks Southern Core Territory

-  K'ÓMOKS AREA OF HIGH ARCHAEOLOGICAL POTENTIAL (AOP)
-  K'ÓMOKS SOUTHERN CORE TERRITORY



## K'ómoks Southern Core Territory



COMOX VALLEY VIEW



GULF ISLANDS VIEW

## BC Regulations for Archaeological Sites

Archaeological sites are physical evidence of how and where people lived in the past. First Nations have an ongoing connection to these sites, many of which are culturally sensitive, contain ancestral remains, and have an important sacred and spiritual value. Examples of archaeological sites include cemeteries, ancient village sites, hunting, fishing, and plant processing sites, stone tool manufacturing areas, and culturally modified trees.

In British Columbia, archaeological sites are protected under the Heritage Conservation Act (HCA), whether they are located on private, public, or crown land. This means that sites must not be altered without a permit.

The province records and tracks known archaeological sites. A site is protected whether or not it is already recorded. These sites are fragile and subject to looting, therefore information about their locations is not released to the public.

Learn more about archaeology in British Columbia:

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology>

### Realtors:

- You are strongly advised to check if known archaeological sites are recorded on specific properties listed for sale.
- You can only make requests for parcels listed for sale.
- You can only share the information with your client, property owner and their agents.

### Property Owners & Developers:

If there is an archaeological site on your property, you must get an HCA permit before you can develop or subdivide.

**Plan ahead:** The provincial permitting process may take up to ten months after a qualified archaeologist has submitted the permit application (delete, depending on the scope of work).

# CHIP Process Steps

**1 REQUIREMENTS**  
**Confirm your CHIP category requirements**

Find out if your property is within an area of high potential (AOP) or registered archaeological site from your local government when applying for a building or redevelopment permit, or by reaching out to K'ómoks First Nation. If your property falls within an AOP or a site, you will need to select the appropriate CHIP option based on your development plans.

*Your CHIP Issuance Permit from KFN is in hand*

**3 INVESTIGATION**  
**Cultural Heritage Investigation Activities and Reporting**

**3A** You must proceed with the cultural heritage investigation activities detailed within your CHIP Issuance Permit. These activities may include hiring a qualified archaeologist and/or a KFN Representative. The KFN Archaeologist is also available to conduct PFRs. After completing these activities, **the associated archaeology report must be submitted to KFN.**

**3B** KFN will review the report and either:

- **Issue a Consent Letter to proceed to Step 4;** or
- **Request the next level of CHIP** (back to Step 2A); or
- **Issue a Non-Consent Letter** in cases where the project has irreversible impacts to KFN cultural heritage

**2 APPLICATION**  
**Complete your CHIP application**

**2A** You or your archaeologist submit your application:

**Form A: Preliminary Field Reconnaissance (PFR)**  
 Property owners or developers can submit

**Form B: Archaeological Impact Assessment (AIA)**  
 Archaeologist must submit

**Form C: Site Alteration Permit (SAP)**  
 Archaeologist must submit

**2B** KFN will review your application within two weeks.

**\$** **Need to hire an archaeologist?**  
<https://www.bcapa.ca/consulting-firms/>

**Property owners are responsible** to cover all associated archaeological permit, investigation, monitoring, reporting and mitigation costs.

*Your Consent Letter is in hand*

**4 MITIGATION**  
**Cultural Heritage Mitigations during your project work**

Now you may begin ground altering work for your project. **While your project digging is underway, you must comply with all Cultural Heritage mitigation instructions listed within your KFN Consent Letter.**

**!** **NOTE:** KFN reserves the right to withdraw consent at any time if your project does not comply with our cultural heritage policy requirements.

## CHIP FAQs

### How do I find out if my property is in an archaeologically sensitive area?

You can find out if your property is in an area of high archaeological potential (AOP) or a registered archaeological site:

**When applying for a building permit:** Your local government should inform you of your property's archaeological status

**When purchasing a property:** Your realtor can inform you of a property's archaeological status

**Contact K'ómoks First Nation:** For inquiries within KFN territory, email [archpermits@komoks.ca](mailto:archpermits@komoks.ca) for a \$50 fee (about 1 week turnaround)

You can also contact the [BC Archaeology Branch](#) or the [BC Association for Professional Archaeologists](#) to find out if there a registered archaeological site within your property.

### What should I do if any cultural materials are found on my property?

If you uncover any cultural materials at any time during construction, **you must stop all ground altering work and contact KFN** to get instructions on how to proceed.

@ **by email:**  
[archpermits@komoks.ca](mailto:archpermits@komoks.ca)

☎ **by phone:**  
250.339.4545 ext 120

### How does KFN determine what kind of mitigations will be required during my project work?

KFN determines mitigations on a case-by-case basis, based on the cultural and archaeological significance of the location, and your project scope and construction methods.

#### Example mitigations for development projects within any significant KFN archaeological site:

KFN prohibits:

- Hydro-vac and toothed bucket excavation
- Building a crawl space or basement or pool
- Removing tree stumps and roots more than 100 years old
- Installing in-ground septic systems and utilities

KFN may consent to low-impact development techniques in significant sites, such as:

- Helical pile foundations
- Pre-loading the construction site and building on top of the fill
- Installing above-ground septic tanks and utilities

## FAQs Cont'd

### What kind of CHIP should I apply for?

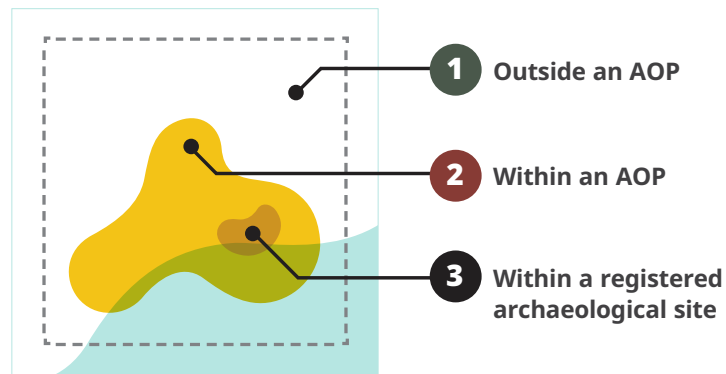
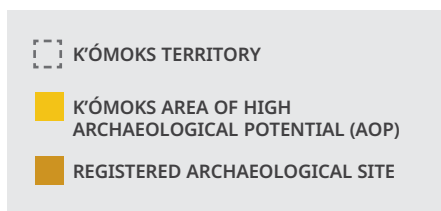
KFN has three levels of CHIP for projects, ranging from lowest probability of impact to cultural materials, to highest impact:

**Form A:** Preliminary Field Reconnaissance (PFR)

**Form B:** Archaeological Impact Assessment (AIA)

**Form C:** Site Alteration Permit (SAP)

### Where is my property located?



| My property is located...                                  | I plan to...                                          | Will I need a permit?                                                                                                                                                                                                          | Who should apply?           |
|------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>1</b> Outside an area of archaeological potential (AOP) | Engage in any digging or ground-disturbing activities | <b>NO</b> ; unless potential archaeological materials found                                                                                                                                                                    | N/A                         |
| <b>2</b> Within an AOP                                     | Dig or disturb <b>less than</b> 100 sq ft of ground   | <b>NO</b> ; unless potential archaeological materials found                                                                                                                                                                    | N/A                         |
| <b>2</b> Within an AOP                                     | Dig or disturb <b>more than</b> 100 sq ft of ground   | <b>YES</b><br><b>FORM A: PFR CHIP</b><br>(Preliminary Field Reconnaissance)                                                                                                                                                    | Property owner or developer |
| <b>3</b> Within a registered archaeological site           | Engage in <b>any</b> ground-disturbing activities     | <b>YES</b><br><b>You need both</b> a KFN CHIP <b>and</b> a B.C. HCA (Heritage Conservation Act) permit<br><b>FORM B: AIA CHIP</b><br>(Archaeological Impact Assessment)<br><b>FORM C: SAP CHIP</b><br>(Site Alteration Permit) | Archaeologist               |

# KFN CHIP: Cultural Heritage Investigation, Mitigation Costs, and Associated Fees

## FEES

|                                                                                                                                                            |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Site Inquiry Fee</b><br>KFN will require a fee to share maps of registered archaeological site boundaries with property owners, developers and realtors | \$50<br>(up to 1 wk turnaround) |
| <b>CHIP Permit Fees (Forms A, B &amp; C)</b>                                                                                                               |                                 |
| <b>Small Project Investigation area</b><br><1 hectare / 2.5 acres                                                                                          | \$400                           |
| <b>Large Project Investigation area</b><br>>1 hectare / 2.5 acres / 100m length                                                                            | \$600                           |
| <b>Expedited CHIP Form A or B Application Review</b><br>(i.e. 2-day turnaround)                                                                            | \$150                           |

## MONITORING

|                                                                                                                                    |          |
|------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>KFN Monitor / Guardian</b><br>Archaeological Investigation<br>Monitoring<br>Archaeological Fieldwork<br>Construction Monitoring | \$100/hr |
| <b>Burial Work</b><br>(when working with remains)                                                                                  | \$150/hr |
| <b>Fieldwork Cancellation Fee</b><br>When fieldwork for a KFN Monitor or Guardian is cancelled with less than 24-hour notice       | \$400    |

## ARCHAEOLOGY

|                                                                                                                                                                                                                   |                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>KFN Archaeologist</b><br>Archaeological Project Management<br>Archaeological Excavation<br>Preliminary Field Reconnaissance<br>Report Writing<br>Site Visits                                                   | \$175/hr                              |
| <b>KFN PFR Investigation</b><br>Includes Archaeologist and Guardian time, travel, site visit, mapping and report writing. Actual cost will be based on location and size of property, and proposed project scope. | Ranges from<br>~\$1,000 to<br>\$3,000 |

## TRAVEL

|                                                                                                              |                                                            |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Personal Vehicle Travel</b><br>Mileage Rate<br>Ferry                                                      | \$0.70/km<br>Ferry at cost                                 |
| <b>Guardian Truck: Day Rate</b><br>When KFN Guardian Truck is used<br>Includes mileage and ferry as required | \$250/day -<br>Comox Valley<br>\$350/day -<br>Gulf Islands |

## REPATRIATION

|                                                                                                              |                                       |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>KFN Ancestor Repatriation Fee</b><br>Includes cultural work at KFN, transportation, and ceremony expenses | \$1,500 per<br>Individual<br>Ancestor |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------|

## NOTES

- K'ómoks First Nation office hours are Monday to Friday, 8AM to 4PM
- KFN requests 10 working days' notice for fieldwork whenever possible, with requests sent to [archpermits@komoks.ca](mailto:archpermits@komoks.ca)
- A 4-hour minimum charge applies to all fieldwork services
- Any work occurring overnight, on weekends, or statutory holidays will be charged at double time (200%)
- Any work extending beyond 8 hours in one day may be charged at time and a half (150%)