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## APPENDIX A - ARCHAEOLOGY TOOLKIT INDEX

Ref.	Document		Description
1.0	Heritage Protection Policy –Policy for the CRD when acting as a local government regulator		Incorporation of archaeological site management into OCPs and Development Application process.
2.0	Heritage Resource Management – Policy for the CRD when acting as a proponent (developer or public works)		Policy, Legislation, Planning-stage risk assessment, implementation, emergency procedures
2.1		Archaeology Process Planning Flowchart (Attachment 1)	Flow chart of heritage risk assessment framework and required management actions (1 page).
2.2		Heritage Risk Screening with RAAD (Attachment 2)	First step in heritage risk assessment - how to use create and interpret a RAAD query (3 pages)
2.3		Heritage Site Information Review (Attachment 3)	If a project has a moderate or high risk as a result of the RAAD screening, this form is used to refer it to a professional archaeologist for review and recommendations (2 pages)
2.4		First Nations Relations Project Referral Request (Attachment 4)	This form is used to initiate the engagement process with First Nation(s) where high or moderate heritage risk is present. (3 pages)
2.5	See 5.0	Chance Find Policy	
3.0	Archaeological Services Procurement Guide		Overview of hiring archaeological consultant and heritage permit requirements and deliverables. References the Heritage Site Information Review Form and Capital Regional District Guidelines for Archaeological Chance Find Management document as attachments.
4.0	Blanket Heritage Inspection Permit		Standard wording to be provided to consultant archaeologists.
5.0	Capital Regional District Guidelines for Archaeological Chance Find Management		Response for archaeological and/or human remains found by chance.
5.1		Contact Information (Appendix A)	CRD staff, Archaeology Branch, Contract Archaeologist
5.2		Archaeology Branch Policy on Found Human Remains (Appendix B)	Actions and communication as required by the Archaeology Branch when human remains are uncovered
5.3		Basic Archaeological Site Identification Information (Appendix C)	Site type descriptions and photos.
6.0	Archaeological Protocol for Communications		Issues, key messages, media spokespersons, process communicating during Chance Find Events.