

# City of Port Moody

## Archaeology Chance Find Management Guidelines

### INTRODUCTION

The City of Port Moody (The City) is committed to the responsible management of heritage sites and resources and has prepared this document as an appendix to the City Archaeological Policy. For significant capital projects, a project-specific plan should be prepared that would provide additional project-specific information and guidance beyond what is stipulated in this guideline.

Archaeological resources are protected in British Columbia and ground-disturbing activities occurring during City projects have the potential to disturb these resources where present. This document provides contractors and other personnel working on the project with guidelines for the appropriate response to the discovery of suspected archaeological resources and human remains during construction activities. The following sections:

- 1) describe the provincial heritage regulatory framework;
- 2) present step-by-step guidelines for archaeological chance find management, including a procedure for the identification, treatment, and management options for human remains;
- 3) identify the limitations of the Chance Find Management Guidelines; and,
- 4) provide a list of specific heritage management contacts to be notified in the event that suspected archaeological resources are encountered during construction activities.

The discovery of archaeological resources and/or human remains during construction activities could result in changes to project design, scope, schedule, and cost, and should be reported as soon as possible to avoid unnecessary delays and costs.

The City recognizes the importance in the preservation of the cultural heritage of First Nations.

### BC REGULATORY FRAMEWORK

Heritage sites in British Columbia are managed in accordance with the *Heritage Conservation Act* (RSBC 1996, c. 187). Section 12 of the *Heritage Conservation Act* (HCA) specifies that an individual (or corporation) must not “damage, excavate, dig in or alter, or remove any heritage object” from a heritage site, except in accordance with a Permit issued by the Minister. The HCA confers automatic protection upon sites that pre-date A.D. 1846 and sites of unknown antiquity that could pre-date A.D. 1846, regardless of their condition (i.e. intact or disturbed). Certain sites, including human burials and rock art sites with heritage value, are protected regardless of their antiquity. Post A.D. 1846 historical heritage sites can be protected under the HCA by Provincial Ministerial Order or Designation by an Order-in-Council. Within municipalities, the provisions of the HCA apply to archaeological sites. However, the *Local Government Act* provides the authority to designate and provide protection for historical heritage sites that are not automatically protected under the HCA. These sites may include buildings, industrial remains, trees, landscape features, properties with heritage value and/or character, and heritage districts.

It should be noted that Chance Find Management plans are only effective as part of the archaeology management set forth in the project, and serves as an additional tool after preliminary investigation has been conducted.

## **GUIDELINES FOR HERITAGE SITE CHANCE FIND MANAGEMENT**

- 1) If suspected heritage resources or features (either intact or disturbed) are encountered, stop work within 30 metres of the suspected heritage resource and secure the area;
- 2) Do not undertake further work that could disturb the find site. This includes moving soil and/or spoil;
- 3) Inform the work group supervisor, City project manager or authorized representative, or environmental coordinator of the discovery; and,
- 4) The work group manager or City project manager or authorized representative will contact the Archaeology Branch (Ministry of Forests, Lands and Natural Resource Operations) and a professional archaeologist. They will advise on options for next steps. The City will also contact First Nations to advise. A field visit to examine suspect soils or artifacts may be appropriate.

## **CHANCE FIND MANAGEMENT – HUMAN REMAINS**

- 1) If suspected human remains are encountered (either intact or disturbed), stop construction activities within 30 metres of the suspected remains and secure the area;
- 2) Do not undertake further work that could disturb the remains. This includes moving soil and/or spoil;
- 3) Inform the work group supervisor, City project manager or authorized representative, or environmental coordinator of the discovery;
- 4) The work group manager or project manager or authorized representative will contact a professional archaeologist. They will notify the Archaeology Branch, which will in turn contact the Port Moody Police and the Office of the Coroner;
- 5) A representative authorized by the City, or the project archaeologist, will contact all First Nations with traditional interests in the area;
- 6) The archaeologist or designate with physical anthropology training will visit the site as soon as possible with First Nations representatives;
- 7) If it is determined that the human remains are not archaeological in nature (i.e., forensic), the Port Moody Police and Office of the Coroner will provide guidance;
- 8) Discussions between the Archaeology Branch, First Nations, archaeologist/physical anthropologist, and City will identify appropriate next steps. Next steps for ancestral remains could include avoidance or controlled removal of the interment(s) followed by analysis and placing recovered remains in an appropriate resting place.

In the absence of a project-specific protocol for found ancestral remains, general practices will comply with the Archaeology Branch's *Found Human Remains* policy.

## **LIMITATIONS**

Consistent with the intent of the *Heritage Conservation Act*, workers are advised that if unanticipated cultural materials or features are encountered during Project activities, all work within the immediate area should cease, and the guidelines for archaeological site chance find management, as presented in this document, should be implemented. Should workers have any concerns about potential heritage resources, deposits, or human remains, they should contact the City representative for further direction.

## CONTACTS

<b>City of Port Moody</b>	Manager of Project Delivery	Phone: 604-469-4636
	Manager of Parks	Phone: 604-469-4570
	Manager of Operations	Phone: 604-469-4604
	General Manager Engineering and Operations	Phone: 604-469-4700
	General Manager Environment and Parks	Phone: 604-469-4547
<b>Archaeology Branch</b>	Reception	Phone: 250-953-3334
<b>Port Moody Police Department</b>		Phone: 604-461-3456