



## Cultural Monitoring Procedures for Construction Projects on YYJ Lands

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## Table of Contents

YYJ's First Nations Cultural Monitoring Program .....	3
Right to a Safe Work Environment.....	3
First Nations Cultural Monitoring Procedures for Projects.....	4
1. Ground Disturbance Details: .....	4
2. Cultural Monitoring Scheduling: .....	4
3. On Site Procedures: .....	4
Attachment A – Stantec Chance Find Procedure.....	6
Attachment B – Example Sign in Sheet.....	16

## Record of Amendments

Date	Version	Section	Reviewed by

## YYJ's First Nations Cultural Monitoring Program

YYJ and the Victoria Airport Authority (VAA) is located on the homelands of the W̱SÁNEĆ peoples. *We are committed to our work in strengthening our relationships with the Tseycum First Nation, Tsartlip First Nation, Tsawout First Nation, and Pauquachin First Nation by finding opportunities for meaningful partnership in the airport's ongoing operations and future developments.*

**The following procedure applies to all ground disturbance activities, including tenant projects, VAA projects, geotechnical studies, and environmental studies.**

YYJ introduced a First Nations Cultural Monitoring program for ground disturbance in 2005 and developed Chance Find Procedures in 2018. First Nations Cultural Monitoring ensures the protection of cultural sites by monitoring ground altering works closely.

**Ground Disturbance** includes but is not limited to; vegetation or topsoil stripping, machine excavation, hand digging, hydrovac, borehole drilling, non-agricultural tilling, trenching, test pitting or any other activity that requires disturbance of soils below grade surface.

Project works have the potential to discover artifacts of cultural, spiritual and historical significance to the surrounding communities and Nations. Archaeological chance finds have occurred in the past, and suspected finds occur nearly every year during construction. The most recent Archaeological Impact Assessment Study (2000) completed for the VAA identified 6 known Archaeological Sites, 10 areas of high potential for finds and 5 areas of medium potential for finds.

This policy has been shared with the W̱SÁNEĆ Nations and feedback integrated into the policy to honour their roles as stewards of the lands. If you have any questions about these procedures, please contact: **VAA Environmental Officer, Allison Waldick.**

## Right to a Safe Work Environment

VAA is committed to actively working towards a culturally safe workplace and requires Tenants/Developers/Contractors to be in alignment with these values by continuously promoting and fostering inclusion, anti-racism, equity, reconciliation, and allyship. Tenants/Developers/Contractors hereby commit to acting in accordance and compliance with the British Columbia Human Rights Code and WorkSafeBC regulations while supporting the implementation of BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA) and the Truth and Reconciliation Commission's Calls to Action. The VAA will not tolerate discriminatory behaviour, harassment, bullying, racism, or micro-aggressions to **any** project staff on YYJ projects. Individuals who choose not to align with VAA's values may be removed from YYJ project sites indefinitely and/or may be required to complete cultural training determined by the VAA (at the cost of the individual/Tenant/Contractor/Developer) and provide proof of completion prior to returning to a YYJ project site.

## First Nations Cultural Monitoring Procedures for Projects

First Nations Cultural Monitors are required to be notified of all ground disturbance activities and are invited to observe construction activities. The following steps must be adhered to:

### 1. Ground Disturbance Details:

- The Tenant/Developer/Contractor is required to provide their VAA project contact scope details of the ground disturbance work no later than 48 hours in advance of work start date to schedule a Cultural Monitor.
- At minimum the following information needs to be provided to the VAA Project Contact:
  - Date and time of work start.
  - Anticipated number of days required.
  - Project meeting location (where the rest of the crew will be meeting).
  - Appropriate site contact name and applicable alternate during absences.
  - Site contact cell phone number.

### 2. Cultural Monitoring Scheduling:

- All initial Cultural Monitoring scheduling is coordinated by the VAA's Environmental Officer. **Tenants/developers/contractors are not to initiate contact with Cultural Monitors** and must be coordinated by the VAA for kick off.
- After initiation by VAA, and following kick off, the Tenant/Developer/Contractor may then coordinate directly with the Cultural Monitor to continue or extend Cultural Monitoring services as needed to align with the needed construction schedules and activities. The Tenant/Developer/Contractor will continue to provide updates to VAA.
- In the unusual circumstance that Cultural Monitors are not available for the requested start date, and appropriate notice has been provided, VAA will work with tenants/developers/contractors to reschedule work if possible. In the unlikely event that work cannot be rescheduled, and a monitor can't be onsite, the work may proceed with caution. The VAA project contact and Cultural Monitoring team shall be contacted immediately in the event of any suspected archaeological findings, and the Chance Find Procedures (Attachment A) will be followed.

### 3. On Site Procedures:

- More than one Cultural Monitor may be required to be on site during ground disturbance depending the work location, scope, and size.
- Cultural Monitors are required to sign in and sign out from construction project sites for Health and Safety personnel tracking to ensure all workers are accounted for in the event of an emergency. **It is the responsibility of the Tenant/Developer/Contractor to ensure sign in sheets are accurately completed and provided to the VAA on a monthly basis.** An example sign in sheet is provided in Attachment B.
- **The 2018 Stantec Chance Find Procedures (Attachment A) must be adhered to in the event of any suspected archaeological finding.** Absolutely no chance finds shall leave the project site until a Professional Qualified Archaeologist (PQA) is on site to evaluate and document the find and the Chance Find Procedures have been met.

- When a Professional Qualified Archaeologist (PQA) is on-site, the Cultural Monitor will work collaboratively with the PQA and will both report to the Site Supervisor or identified Project Manager as appropriate.
- When a PQA is not on-site and work taking place is not under a permit, the Cultural Monitor will report to the Site Supervisor or identified Project Manager as appropriate.
- Ground disturbance activities are best scheduled between the hours of 7am to 7pm. Due to ongoing airport operations and stringent safety considerations, occasional project night work requiring ground disturbance activities occurs, especially adjacent to active runways and taxiways.

## Attachment A – Stantec Chance Find Procedure



## **Chance Find Procedure for Archaeological Sites**

2018

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## Table of Contents

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>2.0</b>	<b>WHAT IS AN ARCHAEOLOGICAL SITE? .....</b>	<b>1</b>
<b>3.0</b>	<b>TYPES OF ARCHAEOLOGICAL SITES POTENTIALLY PRESENT IN THE PROJECT AREA .....</b>	<b>1</b>
3.1	SHELL MIDDENS .....	1
3.2	HUMAN REMAINS AND BURIAL FEATURES .....	2
3.3	LITHIC (STONE) SCATTERS .....	3
3.4	WET SITES.....	6
<b>4.0</b>	<b>IF YOU ENCOUNTER ARCHAEOLOGICAL RESOURCES.....</b>	<b>7</b>

## LIST OF FIGURES

Figure 1	Profile View of Shell Midden Exposure .....	2
Figure 2	Burial Cairn.....	3
Figure 3	Lithic Scatter.....	4
Figure 4	Lithic Debitage.....	4
Figure 5	Projectile Points.....	5
Figure 6	Adzes .....	5
Figure 7	Hand Maul .....	5
Figure 8	Basketry .....	6
Figure 9	Wood Artifacts .....	6
Figure 10	Cordage.....	7





# 1.0 INTRODUCTION

A Chance Find Procedure provides those involved in ground disturbing activities with a framework for identifying archaeological sites and assists in minimizing unforeseen impacts to archaeological sites. The procedure provides basic descriptions of archaeological materials commonly found in the region and the types of sites most likely to be encountered during the course of project work. All people involved in ground disturbing activities should be familiar with the typical types of archaeological sites present in the region. If a potential archaeological site is encountered, you are advised to stop all work in the vicinity of the find and contact Stantec Consulting Ltd. so that the nature and integrity of the find can be accurately assessed. Contact information is provided at the end of the Chance Find Procedure.

In British Columbia, archaeological sites are legally protected by provincial legislation called the *Heritage Conservation Act* (HCA). The provisions of the HCA apply to archaeological sites located on both public and private land. The HCA automatically protects archaeological sites if they:

1. Pre-date 1846
2. Are of unknown age but may pre-date AD 1846
3. Contain human remains or aboriginal rock art of historical or archaeological value (regardless of age)
4. Consist of shipwrecks or airplane wrecks more than two years in age

In accordance with the HCA (section 13[2]), it is unlawful to destroy, excavate or alter an archaeological site without a permit issued by the Minister or designate.

# 2.0 WHAT IS AN ARCHAEOLOGICAL SITE?

An archaeological site is a location where there is physical evidence of past human activity. Archaeological sites can include things such as stone tools, remains of ancient houses and campsites, shell middens, burials, and wet sites. The type and nature of archaeological sites vary widely across British Columbia. The following section provides examples of those most likely encountered in the project area.

# 3.0 TYPES OF ARCHAEOLOGICAL SITES POTENTIALLY PRESENT IN THE PROJECT AREA

## 3.1 SHELL MIDDENS

Shell middens are typified by the presence of shellfish (clam, mussel, scallop, etc.) shells discarded after consumption, but they also commonly contain charcoal, ash and burnt sediments, fire-broken rocks, stone, bone and antler artifacts, and human remains (Figure 1). Shell midden deposits vary from small pockets to very large sites many hundreds of metres long. They are typically, though not always, found along or near the shoreline. Shell midden sites often represent villages or seasonal encampments where shellfish were consumed in quantity. Shell



## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

Types of Archaeological Sites Potentially Present in the Project Area  
2018

middens are unique because the shells neutralize soil acidity, which can promote preservation of archaeological materials, such as bone and antler, that usually degrade quickly.



**Figure 1**      **Profile View of Shell Midden Exposure**

### 3.2 HUMAN REMAINS AND BURIAL FEATURES

Human remains can be represented by as little as a single tooth to a complete skeleton and can be from individuals of any age (i.e., infants, juveniles, adults). All bones and teeth that are reasonably similar to those of a human should be considered to be human remains until confirmed otherwise. Respect is paramount when dealing with human remains. It must be remembered at all times that human remains should be shown the proper respect and dignity due any human. Mortuary features represent deliberate depositional events and can be identified by a number of different practices some of which include barrows/mounds, burial cairns (Figure 2), or interment within shell middens.



## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

Types of Archaeological Sites Potentially Present in the Project Area  
2018



**Figure 2**      **Burial Cairn**

### **3.3      LITHIC (STONE) SCATTERS**

Lithic scatters are sites comprised of stone tools, stone tool fragments, and debitage—the flakes of stone that are produced when stone tools are manufactured. These stone artifacts may be found scattered across the ground surface or may have been buried since their original deposition. These sites may vary from a single, isolated artifact—a stone arrowhead, knife, adze, or hand maul, for example—to extensive scatters of hundreds of tools, tool fragments and pieces of debitage (Figure 3 to Figure 7).



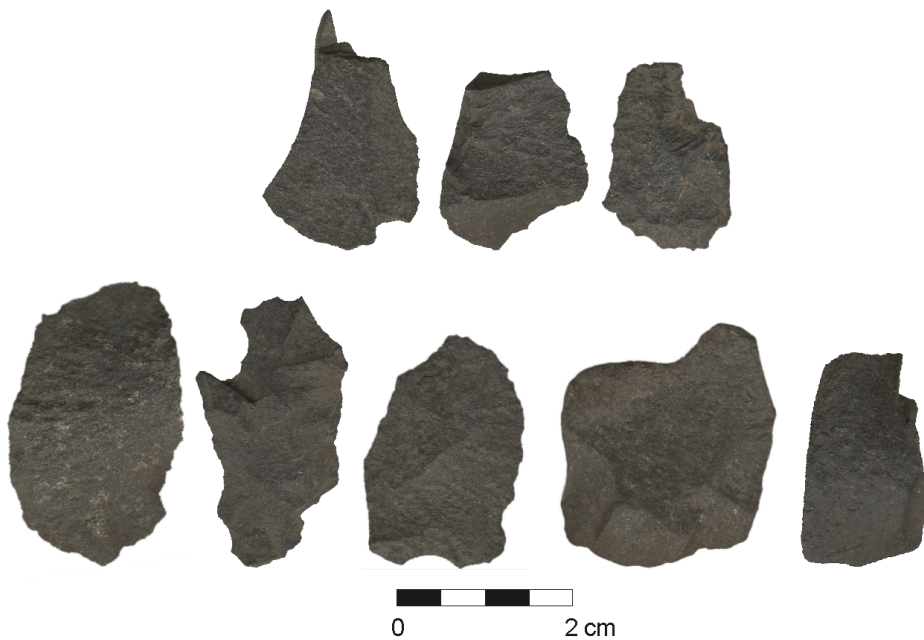


## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

Types of Archaeological Sites Potentially Present in the Project Area  
2018



**Figure 3**      **Lithic Scatter**



**Figure 4**      **Lithic Debitage**



## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

Types of Archaeological Sites Potentially Present in the Project Area  
2018



**Figure 5**      **Projectile Points**



**Figure 6**      **Adzes**



**Figure 7**      **Hand Maul**

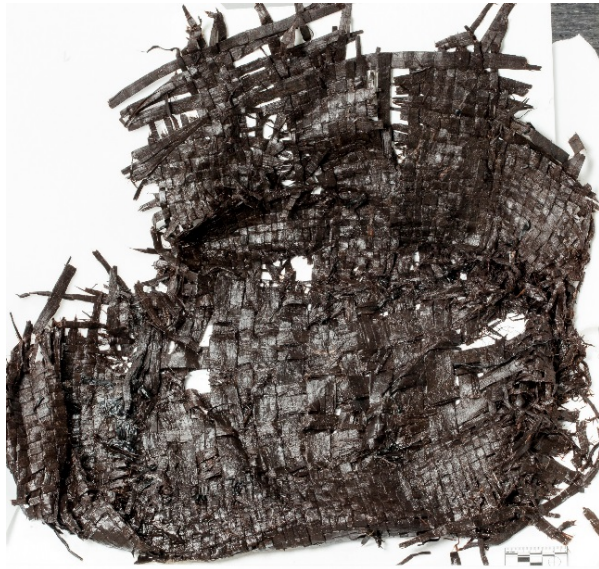


## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

Types of Archaeological Sites Potentially Present in the Project Area  
2018

### 3.4 WET SITES

Wet sites are archaeological sites with exceptional preservation due to special conditions found in waterlogged settings. In this setting, rare organic artifacts such as basketry, cordage, and wood artifacts can be preserved in the unique anaerobic (oxygen-less) environments (Figure 8 to Figure 10).



**Figure 8**      **Basketry**



**Figure 9**      **Wood Artifacts**



## CHANCE FIND PROCEDURE FOR ARCHAEOLOGICAL SITES

If You Encounter Archaeological Resources  
2018



**Figure 10**      **Cordage**

## 4.0 IF YOU ENCOUNTER ARCHAEOLOGICAL RESOURCES

If you believe you have encountered archaeological resources in the course of the project the following steps should be followed.

- Stop work and notify your supervisor immediately
- In the event that possible human remains are encountered, cease all forms of ground disturbing activities in the vicinity so that an archaeologist can confirm the nature of the remains. If the remains are determined to be human, the archaeologist will contact First Nations and the Archaeology Branch for direction. In the event that an established human remains protocol has not yet been developed, mitigation of burial features will not proceed until the designated individuals from the First Nations have been informed and a decision on how to proceed has been reached. All remains will be protected during the notification process.
- If you have found surface or buried archaeological deposits, cease all forms of ground disturbance in the vicinity of the find and leave all possible archaeological materials in place.
- Briefly note the type of archaeological materials you think you've encountered, and their location, including, if possible, the depth below surface of the find.
- Photograph the exposed materials, preferably with a scale (a yellow plastic field binder will suffice; a Sharpie or a loonie will do in a pinch).
- Notify the archaeology team at Stantec Consulting Ltd. by telephone at 250-361-8639 or by email at [jonny.hall@stantec.com](mailto:jonny.hall@stantec.com).

Note that work in the vicinity of the possible archaeological site cannot recommence until an archaeologist has confirmed that all appropriate measures have been undertaken and it is appropriate to do so. There may be requirements for HCA permits before work can continue.



## Attachment B – Example Sign in Sheet





# Cultural Monitor Sign-in Sheet

VAA Project Name:																
VAA Project Number:																
Location:																
Start Date:							Contractor:									
End Date:							Contractor Signature:									

Monitor Name	Date															
	Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	In															
	Out															
	CM Initials															
	Hours															
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