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***HERITAGE CONSERVATION ACT***

**APPLICATION FOR ALTERATION PERMIT**

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| The undersigned hereby applies for a permit, under **Section 12** of the *Heritage Conservation Act*, to carry out an **alteration** in accordance with the information requested on the reverse of this form.

|  |  |
| --- | --- |
| Name: **David Fullbrook**  | Company: **Merchant House Capital**  |
| Address: **2661 Fulford-Ganges Road, Salt Spring Island, BC V8K 1Z4** |
| Phone: **250-538-8048**  | Fax:  | Email: **fullbrook.david@gmail.com**  |

**[x]**  The proposed alterations require a qualified archaeologist to act as a co-applicant:

|  |  |
| --- | --- |
| Name:**Rob Field**  | Company: **Kleanza Consulting Ltd.**  |
| Address: **4615 Maple Guard Drive, Bowser, BC V0R 1G0**  |
| Phone: **250-580-8882** | Fax: **604-563-5245**  | Email: **rob@kleanza.com** |

 |
| Permit deliverables due:  | **28/07/2018** |
| Permit expiry date:  | **28/07/2018** |

PERMIT CO-APPLICANTS’ CERTIFICATION(S)

I certify that I am familiar with the provisions of the *Heritage Conservation Act* of British Columbia, and that I will abide by the terms and conditions listed herein, or any other conditions the Minister may impose, as empowered by said *Act*.

Permit (Co-) Applicants’ Certification(s)

|  |  |  |
| --- | --- | --- |
| Date:June 28, 2017 | Permit Applicant Name:**Rob Field** | Signature: |

GENERAL TERMS AND CONDITIONS OF PERMIT

1. Permits shall be valid for the term stipulated on the front of the permit unless otherwise suspended or cancelled. Extensions to the term of the permit, or other amendments, will be considered upon submission of a request to the Archaeology Branch at least 45 days prior to the expiry date of the permit.
2. The permit-holder shall provide the Archaeology Branch with one (1) bound copy, if longer than five (5) pages, and one (1) electronic copy in PDF format of a written report outlining the work carried out under the terms of the permit.
3. The title page of all reports must indicate the name(s) of the copyright owner(s) and, where agreed to, a Grant of License statement completed and signed by the copyright owner(s).
4. The permit-holder shall provide the Archaeology Branch with an updated British Columbia Archaeological Site Inventory Form for any site altered under authority of the permit.
5. A person appointed by the Branch may at any time inspect any aspect of a project conducted under the terms of this permit. To further their inspection, the appointee may request field data, or conduct excavations within the study area. Notwithstanding the expiration or earlier termination of the term of the permit this provision will remain and continue in full force and effect.
6. Where a condition for archaeological monitoring of development is attached to the permit, the permit-holder shall arrange for a secure repository to curate any materials recovered under authority of the permit.
7. Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain. Any other transfer of heritage objects, materials and records, or changes to the conditions identified under the "Disposition of materials collected..." section of the permit may only be carried out with prior consent of the Minister.
8. A permit does not authorize the holder of the permit to enter property, or to make any alteration to property, without the permission of the owner or occupier.
9. In the event that human remains are encountered, all work must cease in the vicinity of the remains and the Archaeology Branch must be contacted for direction, unless otherwise provided for in the permit application.
10. Where concurrent archaeological studies are required, per Section 5 of the application, an Eligible Archaeologist, as approved by the Branch, will be retained by the applicant. An Eligible Consulting Archaeologist will be retained by the applicant and any ground-altering activities must be conducted under the direction of the archaeologist.
11. The permit holder shall conform to all requirements that may be imposed by the institution or organization named in the "Disposition of materials collected..." section of the permit.
12. Notwithstanding expiration or earlier termination of the term of the permit, provisions with respect to the "Disposition of materials collected ..." section shall remain and continue in full force and effect.
13. Any other conditions that may be specified in the permit.

PROJECT DESCRIPTION

(Provide full information under appropriate headings)

1. TYPE OF SITE ALTERATION

Describe the proposed alterations.

* 1. Archaeological Sites

Provide permanent site identification number(s) and describe archaeological site type(s).

Table 1. Archaeological Site(s)

| Borden Number | Site Description | Direct or Indirect Impacts are Anticipated (specify) |
| --- | --- | --- |
| DeRu-18 | Burial, Cultural Depression, Surface Material, Subsurface Midden Deposits | Indirect – the Project area overlaps a portion of the site boundary but no development is slated for this area |

* 1. Nature of Alterations

Describe the nature of proposed site alterations[[1]](#footnote-1): The construction footprint proposed Fulford Inn, which includes a roadhouse and hotel lobby, a market building, 20 single occupancy cabins, and three parking lots, does not overlap directly with the site boundaries of DeRu-18. The site is, however, located within the boundaries of the Project area and may be indirectly impacted during the construction of the Inn (Figure 1).

Sector: Tourism

* 1. Rationale for Alterations

Provide a rationale for the extent of the proposed alterations, including any considered retention measures: As site DeRu-18 is located within the Project area but not within the construction footprint, no site alterations are anticipated. However, due to the significance of the site (presence of human burials etc.), monitoring is recommended for all subsurface and/or mechanical excavations within the Project area.

1. ARCHAEOLOGICAL PERSONNEL

Is an archaeologist required to monitor the alterations and conduct an assessment?

**[ ]**  **No**. Provide rationale and proceed to Section 3:

[x]  Yes (methods will be described in Section 5).

Table 2. Field Directors

|  |  |
| --- | --- |
| Culture Area(s) | Qualified Field Directors  |
| **[x]**  Northwest Coast | Rob Field, Morgan Bartlett, Greg Morrissey, JoBrunsden, Aviva Finkelstein, Jennifer Lewis-Botica, and Amanda Marshall. |

The Archaeology Branch (the ‘Branch’) may approve the addition of Field Directors without an amendment to the permit. Field Directors will be qualified per [Bulletin 17](https://www.for.gov.bc.ca/archaeology/bulletins/bulletin17_field_director_qualifications.htm). Reports will comply with Bulletin 17 (*e.g*., dates and roles assumed will be documented).

1. BACKGROUND

Indicate previous archaeological studies specific to these alterations.

Details:

Table 3. Previous Archaeological Studies

| Type of Assessment | Distance and Direction from Proposed Alteration | Year of Assessment | HCA Permit # if applicable |
| --- | --- | --- | --- |
| AIA | 706 m east of the Project area | 2002 | 2002-096 |
| PFR | Within the Project area | 1999 | N/A |
| PFR | Within the Project area | 1998 | N/A |
| AIA | Within the Project area | 1994 | 1994-114 |
| AIA | 142 m southwest of the Project area | 1988 | 1988-009 |
| AIA | 706 m east of the Project area | 1975 | 1975-006 |
| AIA | Within the Project area | 1974 | 1974-001 |

Provide summaries or extracts from previous report(s) and recommendations, as appropriate.

Details:

Permit Report 1974-001: This report recommended the preservation of site DeRu-18 by implementing shoring along the foreshore boundary of the site. The report authors indicated that this was a high priority, as the site was currently eroding into the harbour.

**Permit Report 1994-114:** During discussion of impacts and site significance, a number of suggestions concerning management of the resource were made. These are summarized as project recommendations.

Straightening of the access road through the northern portion of the property within the boundaries of site DeRu-18 is not recommended. If the road is improved or straightened, then:

1. controlled archaeological excavations are recommended.
2. It is recommended that a covenant be placed on that portion of the property where DeRu-18 is located so that future developments can be archaeologically assessed.
3. Road construction on the west side of the property should be archaeologically addressed.
4. Subdivision should be allowed to proceed assuming the above recommendations are addressed.
5. LOCATION

Select land ownership type(s) and describe below.

Table 4. Location

|  |  |
| --- | --- |
| Land Ownership | Description |
| [x]  Private Property | 2661 Fulford-Ganges Road, Salt Spring Island, BC, Parcel C (Dd380051) of Section 13, Range 1, South Salt Spring Island, Cowichan District. PID: 007-449-801 |

Provide location/development/archaeological site maps. Applications submitted by professional archaeologists must include maps which comply with Provincial [standards](https://www.for.gov.bc.ca/ftp/archaeology/external/%21publish/Web/inventory_site/Mapping_and_Shapefile_Requirements_Dec_2015.pdf).

1. ARCHAEOLOGICAL STUDIES

Are archaeological studies proposed? (Monitoring, Systematic Data Recovery, CMT sampling / dating, etc.)

**[ ]**  **No.** Provide rationale and proceed to Section 6:

[x]  Yes. Details provided below:

* 1. Field Methods

It is proposed that all the sediments removed or altered by machine from within the site boundary being monitored. If sediments encountered during construction are deemed to contain cultural materials, then they will be screened through ¼ inch mesh. If cultural materials are identified, all artifacts and vertebrate fauna are to be collected. If intact deposits are encountered, machine digging will cease, and hand excavation and screening will be conducted. The volume of matrix to be hand excavated and screened will be determined based on the amount of intact deposits encountered. Generally, if less than 5 m3, then full hand-excavation and screening will be conducted and the remainder of the cultural sediments will be raked. If between 5 m3 and 10 m3 is encountered, then 50% hand-excavation and screening will be conducted (with constant monitoring of remaining cultural deposits) and the remainder of the cultural sediments will be raked. If over 10 m3 is encountered, then 25% hand-excavation and screening will be conducted (with constant monitoring of remaining cultural deposits) and the remainder of the cultural sediments will be raked.

Monitoring of the all ground disturbing activities is recommended within the project area due to the proximity of the construction footprint to DeRu-18. It is not anticipated that the construction footprint will impact the current boundaries of site DeRu-18, but archaeological features may be revealed during development activities within the Project footprint. If cultural materials are identified, artifacts and vertebrate faunal remains will be collected, and the extent and type of deposits will be recorded as follows:

* Detailed notes and artifact and photo records will be maintained, with control of stratigraphy.
* Features will be mapped, detailed profiles drawn (if intact deposits are confirmed within the walls of the excavations), photographic records taken, and detailed soil stratigraphy descriptions will be kept where intact materials are identified.

If intact deposits are encountered, appropriate samples (*e.g.,* radiocarbon, column, bulk samples) will be taken. Description of methods and analysis will be provided in the report. The provenience of all samples will be recorded. Samples will be labeled appropriately.

In the event that partial or complete human remains or burial features (e.g., cairns and

mounds) are identified in the field, all ground disturbances in the vicinity of the find will cease. Human remains and/or burial features will be protected in place and concerned parties, including the Archaeology Branch and involved First Nations, immediately informed. Where human remains of suspected forensic interest are encountered, the Archaeology Branch, involved First Nations, local law enforcement and/or the Coroners Service will be notified. Kleanza believes strong working relationship with local First Nations is an integral part of heritage management in British Columbia. To this end the Kleanza will follow the steps outlined below in reference to Human Remains and Burial Features. Human Remains is used herein as an umbrella term for all human skeletal evidence encountered in a field situation. Ancestral Remains is used to refer to Human remains that are believed to be of First Nations origin and Forensic Remains is used to refer to Human remains that are suspected to be relatively recent in origin.

1. Kleanza will develop a pre-fieldwork plan in consultation with the concerned First

Nations. This plan would include what to do (contacts, cultural protocols) should ancestral

remains be encountered during fieldwork. The extent of in-field recording and observation

would be determined proactively.

2. Kleanza’s preference in all cases is to stop and consult first. In the event that human

remains are encountered in the field, all fieldwork must stop immediately. The remains will be left untouched, and the field crew will retreat from the immediate area. Total avoidance of the remains is preferable at this stage.

3. Before any investigation of the remains occurs, field crews are obligated to contact the

following groups: The concerned First Nations, the Archaeology Branch, local law enforcement and/or the Coroners Service. Archaeological features that are suspected to contain remains (e.g., stone cairns, earthen mounds) would be treated as if they are indeed burial features. Shovel testing, removal of stones, etc. is not appropriate in this initial stage. Contacting the police and/or coroner is only necessary if skeletal material is observed.

An updated BC Archaeological Site Inventory Form will be completed for DeRu-18, as outlined in the BC Archaeology Branch, Archaeological Site Inventory Form Guide[[2]](#footnote-2). Site maps will be drawn demonstrating the extent of the deposits and location of surface artifacts and features in relation to landforms, creeks, or other distinguishing features. Maps will include development boundaries and any subsurface tests or evaluative units. All sites will be plotted on 1:50,000 scale maps, as well as appropriately scaled development plan maps. Following completion of field work, a final report describing the results of the work carried out under this permit will be provided to the Archaeology Branch and all involved First Nations.

* 1. Data Analysis

**All artifact assemblages will be analyzed with the intent of defining site function, activity areas and cultural chronology** if possible (see Clark 2010, Mitchell 1971, and others).

Lithic analysis will use an established system (e.g*.,* Andrefsky 1998; Magne 1983). Interpretation of the assemblage will provide insight into technologies represented at the site (e.g., core reduction, pressure flaking, heat treatment, etc).

Tools will be measured and illustrated or photographed, with technological attributes noted. Raw material sourcing analysis will be completed, where appropriate.

Faunal remains will be analysed to the most specific taxa possible by a trained individual (Morgan Bartlett) with access to an appropriate comparative collection or reference materials (Simon Fraser University). Faunal elements will be identified by taxa, element, and side if possible, and any relevant cultural modifications or natural taphonomic processes noted, **with the aim of answering questions on site formation processes, subsistence strategies, environment, season of occupation, *etc.***

If saturated deposits are encountered and wet site materials are identified, the wet site material will be removed by hand and wet-screened (if the artifacts are robust enough to withstand screening – otherwise they will be left caked in sediments). The artifacts will be temporarily stored in water in dark, cool conditions until proper preservation techniques can be conducted. The artifacts will be checked regularly and the water changed if necessary. The artifacts will be cleaned, analysed, and preserved by an expert in the field and stored in an approved storage facility.

When column samples are taken, the volume from each stratigraphic component should be 1 L unless otherwise specified in the report. The samples will be dried and screened through nested geologic screens. The contents of the screens will be sorted and weighed to the nearest 0.01 g.

Samples will be processed by a qualified individual before the report deliverables are due. Samples will be analysed in the lab using methods appropriate for geological, palaeobotanical, zooarchaeological, or micro debitage analysis, which will be described in the final report.

When samples are not processed, they will be stabilized for long-term storage, and their lack of analysis rationalised in the associated report(s).

1. DISPOSITION OF CULTURAL MATERIALS

Will the proposed alterations require a repository?

[ ]  **No**. Provide rationale and proceed to Section 7:

[x]  **Yes**. Details provided below:

The permit holder must be able to produce written documentation from the repositories named in this application prior to permit issuance, confirming acceptance of materials collected under this assessment.

**Table 5. Branch Approved Repository**

|  |  |
| --- | --- |
| Contact Name: **Dr. Genevieve Hill** | Repository: **Royal British Columbia Museum**  |
| Address: **675 Belleville St. Victoria, BC, V8W 9W2** |
| Phone: **250-893-8019**  | Fax:  | Email: GHill@royalbcmuseum.bc.ca |

**[ ]** More than one repository will be used for this study.

Please provide rationale and contact information:

All artifacts recovered under permit must be labeled with a provincial catalogue number, obtained from the Royal BC Museum (RBCM). The final catalogue number used must be provided to the RBCM when cataloguing is complete.

Sediments believed to contain cultural materials will remain within the site boundary[[3]](#footnote-3) and a location specified in the site form and report. Samples may be collected for off-site analysis.

CMT samples will be analysed and retained in-office for one year after the expiration of the permit and discarded.

Once the project is complete, all cultural materials and supporting documentation must be transferred to the designated repository prior to the permit expiry date, per their standards for packing and transport. Materials to accompany the archaeological collection include: submission letter with box inventory, artifacts and digital catalogue, field notes (original and digital copies, including maps and sketches), photos and photo log (copies of prints, if any, and digital), and final permit report, with specialised analysis appended (hardcopy and digital copy).

All recovered archaeological materials including human remains, faunal remains, other fragile artifacts (*e.g.,* wet site materials), will be handled with sufficient care during excavation, recording, transport, cleaning, analysis and storage to ensure that no additional damage or negative impacts occur to the collections during these processes per Bulletin 26.

Additional Comments:

Confirmation of acceptance by the repository must be provided to the Branch prior to the expiration of the reporting period.

1. SCHEDULE

Alteration schedule: It is anticipated that the alteration schedule will commence once the permit has been received.

Details:

1. REPORTING

A report will be provided by the date cited on the front of the permit. The report will summarize the alterations to the site(s) and any archaeological studies conducted. The report will document: the date(s), location(s) and extent of alterations (horizontal and vertical extent, volume); the methods employed; the nature and integrity of cultural deposits impacted and the estimated proportion of intact deposits remaining; the results of any analyses; an evaluation of site significance; and any future recommendations.

**Additional Comments:**

Copies of the report will be supplied to the relevant First Nations

1. APPLICANT

Is this the applicant’s first permit?

[x]  Yes.

[ ]  No. The applicant has completed the following permits (n≤3):

[ ]  No. The applicant has held and completed more than three permits.

Is this the archaeologist co-applicant’s first permit?

[ ]  Yes.

[ ]  No. The applicant has completed the following permits (n≤3):

[x]  No. The applicant has held and completed more than three permits.

1. NOTICES

NOTICE REGARDING COPYRIGHT

At the time of report production, the owner(s) of the report copyright will be asked to grant a non-exclusive license to the Province of British Columbia for the purpose of copying and distributing the report. The granting of this license will facilitate access to the archaeological data contained within the report and will therefore contribute to the protection of heritage resources throughout the Province. Copyright owners who refuse to grant a license to the Province, and anyone carrying out research on behalf of those copyright owners, will not be granted access to the Archaeology Branch’s online library and will not be permitted to photocopy reports within the Branch office.

NOTICE REGARDING OTHER PERMITS

No permits or approvals, other than a *Heritage Conservation Act* permit, are required to carry out the alterations described in the permit application. However, licensees and property owners or developers may also require other approvals such as forestry cutting permits and municipal development permits.

1. REFERENCES (if applicable)

Acheson, Steve, and Steve Cassidy

1975 Report of the Archaeological Survey of the Southwestern Gulf of Georgia. Permit 1975-006. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Alexander, Diana

1998 Reconnaissance of Ministry of Transportation and Highways Ditching Activities on Isabella Point Road, Saltspring Island. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Archaeology Branch

1998 British Columbia Archaeological Impact Assessment Guidelines. Electronic document, accessed June 2017. <http://www.for.gov.bc.ca/archaeology/docs/impact_assessment_guidelines/index.htm>

2015a Archaeology Branch Mapping and Shapefile Requirements. Electronic document, accessed June 2017. [https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/Web/inventory\_site/Mapping\_and\_Shapefile\_Requirements\_Dec\_2015.pdf](https://www.for.gov.bc.ca/ftp/archaeology/external/%21publish/Web/inventory_site/Mapping_and_Shapefile_Requirements_Dec_2015.pdf)

2015b Information Bulletin Number 17: Field Director Qualifications. Electronic document, accessed June 2017. <https://www.for.gov.bc.ca/archaeology/bulletins/bulletin17_field_director_qualifications.htm>

2017 Information Bulletin Number 26: Treatment of Archaeological Materials. Electronic document, accessed June 2017. [https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/Web/Bulletins/Bulletin\_26\_v1\_22Mar17.pdf](https://www.for.gov.bc.ca/ftp/archaeology/external/%21publish/Web/Bulletins/Bulletin_26_v1_22Mar17.pdf)

Cassidy, Steve, and Mike Cranny

1974 Report of the Gulf Islands Archaeological Survey, September 1, 1974. Permit 1974-001. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Hewer, Tony

1999 From T. Hewer (I.R. Wilson Consultants Ltd.,) re Preliminary Archaeological Field Reconnaissance, Drummond Children’s Playground, Fulford Harbour, Salt Spring Island, B.C. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Hill, Beth

1971 Archaeological Site Survey: Salt Spring Island. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Wilson, Ian

1994 AIA land subdivision Fulford Harbour / Isabella Point Road. Permit 1994-114. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

1988 HRIA shell midden DeRu 44, Fulford Harbour. Permit 1988-009. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

Wilson, Ian, and Terry Clark

2002 Archaeological Impact Assessment, Proposed B.C. Ferry Terminal Expansion, Fulford Harbour, Saltspring Island. Permit 2002-096. Unpublished report available at the Archaeology Branch of British Columbia, Victoria, BC.

CONSENT TO THE USE OF PERSONAL INFORMATION

Permit applicants and their clients must consent to the use of personal information such as names, addresses, and telephone numbers that is included in permit applications, site inventory forms or permit reports. **However, consent is not required from representatives of corporate clients. Property owners must also consent to the use of this information if the application applies to private property.** This consent is necessary as the Archaeology Branch collects and distributes personal information that is subject to the Freedom of Information and Protection of Privacy Act.

I consent to the use of personal information contained in this application, as well as the personal information contained in the resulting site inventory form and permit report, for contact and verification purposes. I understand this information will be retained in the provincial archaeological site database and permit report. I also understand this information may be disclosed to researchers, consulting archaeologists and other users of the database and permit report. Database users must identify themselves and the purpose of their information request, and are precluded from further distribution of the information they obtain. The permit report will be publicly available once it has been accepted as meeting permit terms and conditions.

Permit Co-applicants’ Consent to the Use of Personal Information (If Applicable)

|  |  |  |
| --- | --- | --- |
| Date: | Permit Applicant Name:David Fullbrook | Signature: |
| Date:**June 28, 2017** | Archaeologist Co-Applicant Name:**Rob Field** | Signature: |

1. Professional Archaeologists: refer to the [AIA Guidelines (Appendix F)](https://www.for.gov.bc.ca/archaeology/docs/impact_assessment_guidelines/appendix_f.htm) [↑](#footnote-ref-1)
2. http://www.for.gov.bc.ca/archaeology/archaeology\_professionals/index.htm [↑](#footnote-ref-2)
3. Within the permitted area (*e.g*.*,* within the subject property) [↑](#footnote-ref-3)