

1. Parks Canada Mandate

On behalf of the people of Canada, Parks Canada Agency (PCA) protects and presents nationally significant examples of Canada's natural and cultural heritage, and fosters public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

2. Reconciliation in Parks Canada

Parks Canada's *Mapping Change: Fostering a Culture of Reconciliation within Parks Canada* includes actions to support reconciliation with Parks Canada and a specific commitment to "engage with Indigenous Knowledge Holders and experts to ensure effective mechanisms for involvement of Indigenous peoples in design and decision-making of archaeology projects".

3. Objective

To acquire archaeological services from a professional archaeological contractor (the Consultant) to carry out archaeological mitigation for the Parks Canada Agency Tulita Office and Staff Housing Project, Nááts'ihch'oh National Park Reserve in Tulita, Northwest Territories. The goals of the archaeological investigation include, limited systematic testing in areas of development not previously assessed and mitigation excavation by block excavation of targeted locations that will be impacted from construction, block excavation in the area related to the mechanical and electrical service line trenching, defining the vertical extent of the archaeological deposits within the construction impact zone. The results of this work will inform whether there are additional archaeological mitigation or monitoring measures required during construction.

4. Background: Parks Canada Property in Tulita, NWT

Parks Canada Agency (PCA) purchased three lots (30 and 30A Bear Rock Drive) encompassing approximately 1.09 hectares in Tulita, Northwest Territories to support the management and operations of Nááts'ihch'oh National Park Reserve. The property is bordered by the Mackenzie River (south) and Bear Rock Drive (north). The PCA property is located just east of the Mackenzie River and Great Bear River juncture with the Great Bear River connecting the Mackenzie River to Great Bear Lake. This region is culturally significant with both rivers serving as travel corridors over thousands of years. Archaeological investigations have been limited within the Tulita area. Identified archaeological sites are a combination of contemporary, postcontact and precontact Indigenous sites. Site types vary and include historic barge landings, trails, campsites and lithic scatters. There has also been a fur trading presence in Tulita since 1851 with 15 trading sites documented for Fort Norman (presently known as Tulita) that include both trading companies and individual traders. The PCA property at Bear Rock Drive was used as a trading post with windmill and blacksmithing shop. There were other historic structures on the property that pre-date 1950 based on an air photo review during the Phase I ESA and Indigenous knowledge by local community members. Community members visiting the site during the 2022 AIA shared that the Tulita property corresponds to one of three significant annual gathering places for families returning from the mountains and other areas in the fall.

5. Background: Previous Archaeological Investigations

There was minimal archaeological investigation on the property prior to 2021 with two areas identified to have historic and precontact artifacts, one along the riverbank and the other within Mr. Hardy's Garden (previous landowner). The 2022 archaeological investigations by Parks Canada identified a stratified precontact site dating to at least 4,300 years ago within the footprint of the Tulita Infrastructure Project with archaeological deposits at the north end of the property corresponding to the site identified in the 1970s along the riverbank where cut, perforated and folded birchbark was excavated 100cm below surface. They were identified at the time of excavation by John and Elizabeth Yakeleya as portions of a seat for watercraft; and that this style of seat was still used within their lifetime.

Archaeological impact assessments (AIA) were completed in 2021 and 2022 on the Parks Canada property in response to development plans for the Nááts'ihch'oh National Park Reserve Park office and visitor centre. The 2021 AIA focused on an initial proposed development area that was smaller than what was proposed in the 2022-33% development plans. The project footprint expanded, and the design package outlined increased ground impact for the construction of the two main buildings – the park office/visitor centre and a housing structure. The 2022-33% design plans were used to focus the AIA work in 2022 with a testing program that covered a larger area with deeper excavation units than the former AIA. It was discovered that the 2021 contracted archaeological testing did not go deep enough to identify a stratified multi-component archaeological site extending to over 90cm below surface.

Charcoal and bone samples collected during the 2022 investigation were submitted for AMS dating. The samples were selected from undisturbed stratigraphic layers between 49 and 95 cm below ground surface that also contained artifacts. Samples selection also included site locations at the west and east areas of the property within the 33% plan footprint of the project area. The archaeological deposits date to 1,769 to 4,299 years ago between 49 and 95cm below ground surface. The site on the Parks Canada Tulita property is highly significant because it is a multi-component stratified site extending to more than 4,000 years ago. There has been limited archaeological investigation in the Tulita, Great Bear River and Mackenzie River area. The test excavation in 2022 did not go beyond a birch tree and bark deposit between 70 and 120cm below surface. There is potential that the archaeological deposits extend deeper than is possible to excavate in 40cm x 40cm test units. There is a high potential for there to be deeper older deposits at this site.

Dates by depth: 1,769-1,853 years ago at 59-62cm below surface, 3,836-3,925 years ago at 49-55cm, 2,491-2,660 years ago at 50cm below surface, 2,850-2,970 years ago at 52cm below surface, 3,240-3,372 years ago at 59-63cm below surface, and 4,148-4,299 years ago at 90-95cm below surface.

6. Background: Tulita Office and Staff Housing Project

The scope of development for the Tulita property was significantly revised and reduced in May 2024. The revised development now includes:

- Construction of Building 2 only – i.e., Office & Cultural Centre
- Site roadway upgrades are only required for Building 2 (Office/Cultural Centre remains in-scope) access & parking, and providing a gravel structure to existing road to Building 3 (no lane widening)
- All mechanical utilities will be above-grade
- Biomass Building 4 and Silo are being co-located closer to Building 2 (Northeast corner of lot)
- The only below-grade utility will be Electrical supply from NE corner pole to Building 2 NE corner (trench to be 1m wide and 1m in depth; length is approximately 20 m from source to Building 2. Within property line, trench estimated 16m length; of which only the first ~ 8m (eastern-most) will be tested.
- Trail from Building 2 to Mackenzie River shoreline. This footprint was outside the scope of the 2021 and 2022 archaeological impact assessments.

Areas of archaeological impact requiring assessment and/or mitigation include:

1. Building 2 foundation excavation.
2. Below grade electrical trench from NE corner pole to Building 2 electrical room.
3. Biomass Building 4 and Silo foundation.
4. Trail construction from Building 2 to the bank edge along the Mackenzie River

Each of these areas will require archaeological work prior to construction (2025), as detailed in Sections 7.2 – 7.5.

7. Scope of Work: Archaeological Impact Assessment and Mitigation 2024

7.1 General Requirements

- All archaeological work undertaken by the Consultant including field and laboratory work must conform to and abide by the standards and practices of Parks Canada. All work will be regulated by Parks Canada.
- Research and Collection Permit is required for all archaeological research, survey and/or field work. The qualified, pre-approved Consultant must apply for a Parks Canada Research and Collection Permit online at: <https://parks.canada.ca/nature/science/recherche/research/permis-permits/formulaire-form> receive approval for a permit and abide by all specified terms and conditions.
- For all archaeological fieldwork, the Consultant must be present in the field and directly supervise a minimum of 75% of the archaeological field operations.
- Depending on the complexity of the work to be undertaken, meetings with Parks Canada Project Authority and Parks Canada Archaeology Representative (PCAR) may be required on a regular basis. A pre-work site visit may

be required.

- Any discussion or agreements regarding the sharing of archaeological data or repatriation/deposition of artifacts must be coordinated through the Parks Canada Agency.
- Human remains are not considered archaeological resources. Should human remains be encountered, all activities must be halted and the Parks Canada Project Authority must be notified. The Consultant must await further direction from the Parks Canada Project Authority.
- All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds (Parks Canada 2000). The directive applies to all human remains, and their associated sites and material culture, Indigenous and non-Indigenous alike.
- All archaeological data and artifacts collected in the field are under the custody of the Crown. The artifacts and records are considered to be on loan to the Consultant until the archaeological work and final archaeological report are completed, in accordance with the allotted time period specified in the contract.
- The Consultant will be made aware that the Parks Canada Agency is the custodian of the site and has authority to give direction during site investigations. The Consultant must also be aware that the work and recommendations of the Consultant will be subject to the review of the PCAR.
- The Consultant must receive authorization from the Parks Canada Project Authority and PCAR of any adjustments in work location, work plan and method, implementation schedule, etc., during the course of the project.
- The site must continuously be available for inspection by the Parks Canada Project Authority, who has authority to stop the work.

7.2 Archaeological Mitigation: Building 2 foundation excavation.

The total area of the foundation of Building 2 is 452 m². The mitigation measure for this portion of the development is a controlled block excavation of 45m² within the foundation imprint. The Building 2 block excavation will extend along the alignment of the approximately (and additional) 8m² controlled excavation of the first 8-meters within property boundary below grade electrical trench from NE corner pole to Building 2 electrical room (see section 7.3). This will be done in order to provide a stratigraphic profile of the cultural deposits in an East to West direction up to a minimum of 1 metre in depth (diagram A). Therefore, the order of sequence should be to complete the East to West excavation of a 1m wide trench to record the entire stratigraphic profile and then tie this 1X1 m trench to a larger block area. Block excavation areas should be located on both the north and south sides of the 1x1 m trench, with roughly the same number of square metres on each side of the trench. The area configuration should generally follow that illustrated in Diagram A.2. The alignment of the stratigraphic profile within building foundation footprint, in below Diagram A.2, is estimated ~ 25 sq.m., or 25-meters horizontal distance for a 1-metre width trench. The balance of the two (2) block excavations areas would extend outside of this alignment, for a total of 20 sq.m.

Focus will be on areas demonstrated as 'red' in the Civil Engineering excavation diagram, as these are the areas of greatest impact (depth of excavation), between -0.75m and -1.057m excavation below natural grade. Next, focus on areas identified in 'orange' in the Civil Engineering drawings, as these excavations are between -0.5m and -0.75m below natural grade.

STATEMENT OF WORK
 Archaeological Requirements
 Tulita Office and Staff Housing Project, June 2024
 Naáts'ihch'oh National Park Reserve

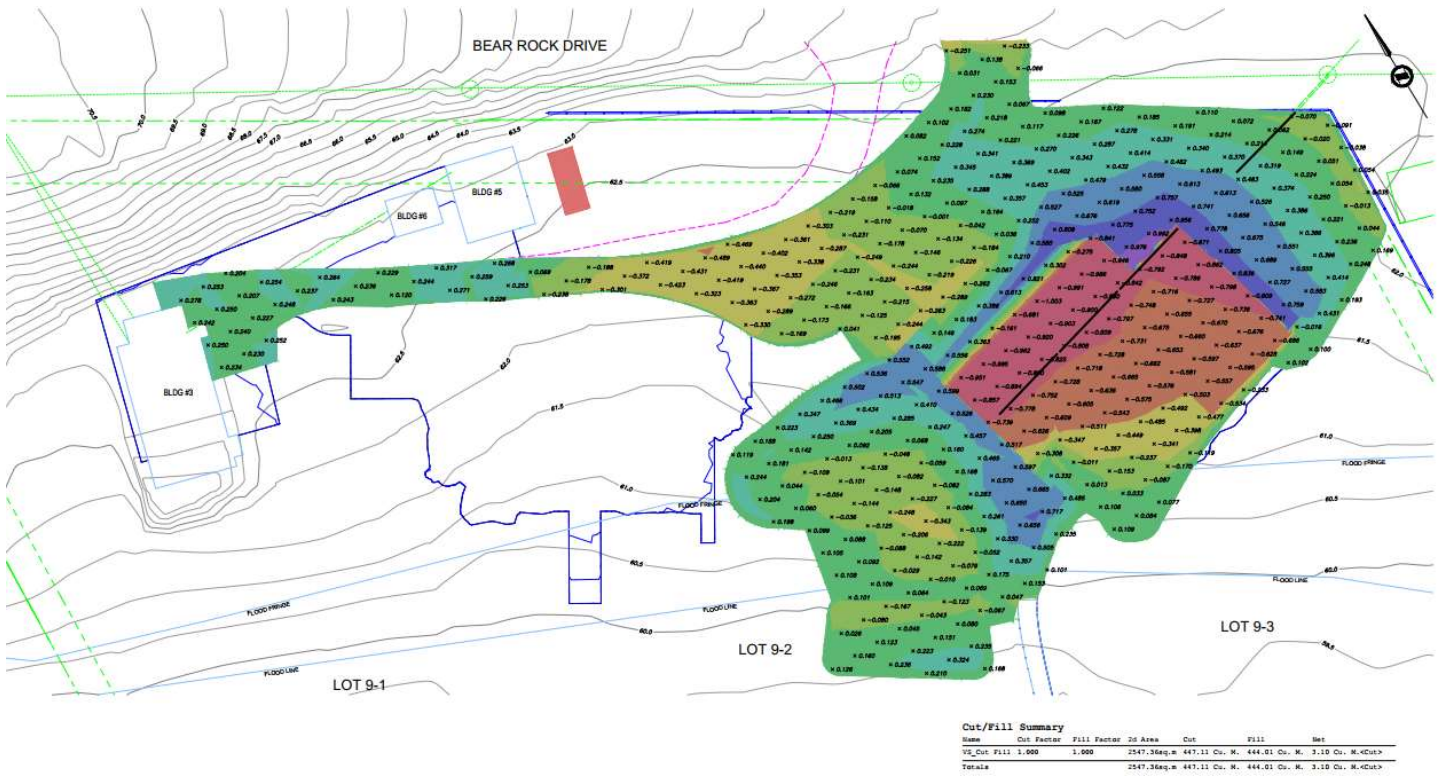











Diagram A.1: Civil Engineering cut-to-fill diagram, with corresponding depths of excavation outlined in Table A.1, below.

Table A.1: Cut-to-Fill excavation depths, as legend to Diagram A.1 and A.2.

ELEVATIONS TABLE					
NUMBER	MINIMUM	MAXIMUM	AREA	EXCAVATION VOLUME	COLOUR
1	-1.057	-0.750	186.59	21.80	
2	-0.750	-0.500	217.02	76.26	
3	-0.500	-0.250	254.27	127.44	
4	-0.250	0.000	447.13	221.61	
5	0.000	0.250	721.24	278.46	
6	0.250	0.500	421.36	115.99	
7	0.500	0.750	227.17	41.84	
8	0.750	1.000	65.40	7.39	
9	1.000	1.139	7.19	0.33	

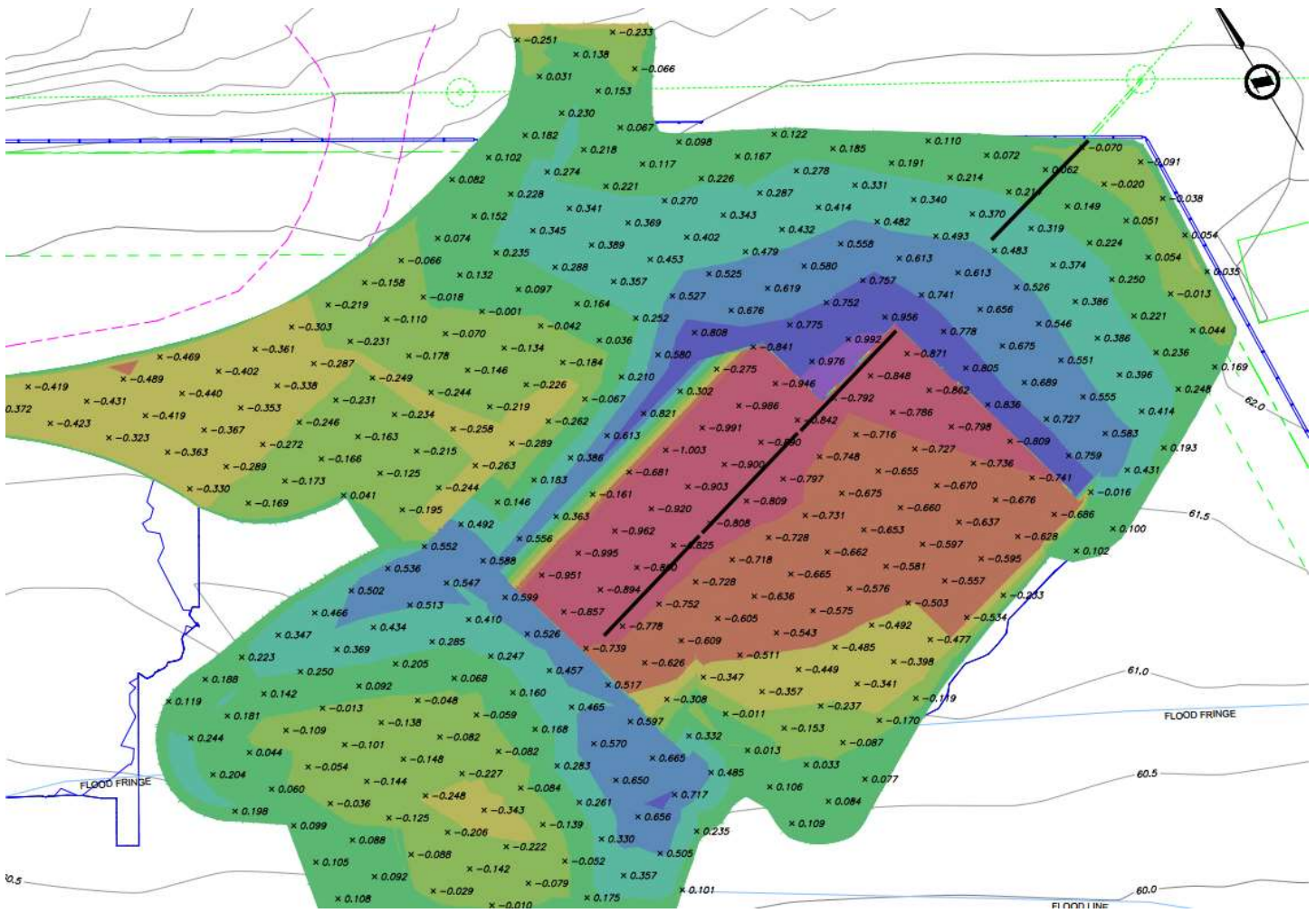


Diagram A.2: Location of 8 m trench from property line along proposed buried electrical route. Each black line segment is an 8 m scale. The three, 8 m lines inside the building footprint are located in the area that will be most deeply excavated.

7.3 Below grade electrical trench from NE corner pole to Building 2 electrical room.

The below grade electrical trench is located between the power pole source to the east of Building 2 and the main electrical room located on the east side of Building 2, a distance of approximately 20 m (east – west). The mitigation is to hand excavate the most north-easterly 8 metre horizontal distance, within property boundary, of the trench to a minimum of one metre in depth below grade and to be 1 m in width (north – south). Mitigation excavation is to be kept within the property boundary. The western extent of the electrical trench excavation at the location of the electrical room is to be continued through the Building 2 foundation footprint as required in Section 7.2.

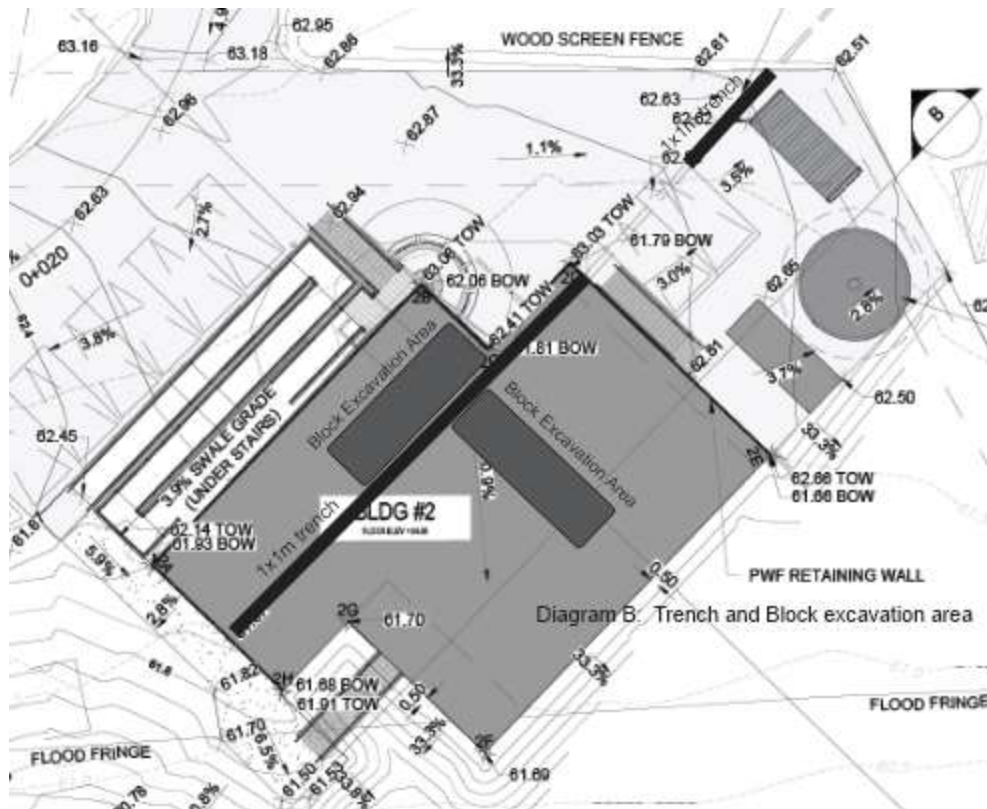


Diagram B illustrating electrical trench from power pole into Building 2 (approximately 20 East – West) and as it continues west throughout the footprint of Building 2 that is to be the first in the sequence of mitigation excavation. Also shown are the general areas of the additional, continuous block excavation areas totalling 45 m² within the building footprint (in addition to the 8m² electrical trench to the east of the building footprint).

7.4 Biomass Building 4 and Silo foundation.

While the location of Biomass Building 4 and Silo are known, the foundation design has been delegated to the Supplier, a 1 m depth below grade of engineered fill is required below the biomass container / silo. The mitigation for this is the controlled archaeological excavation of a 3 m X 3 m block (9 m²) to a minimum depth of 1 m in the location of the foundation (Diagram C).

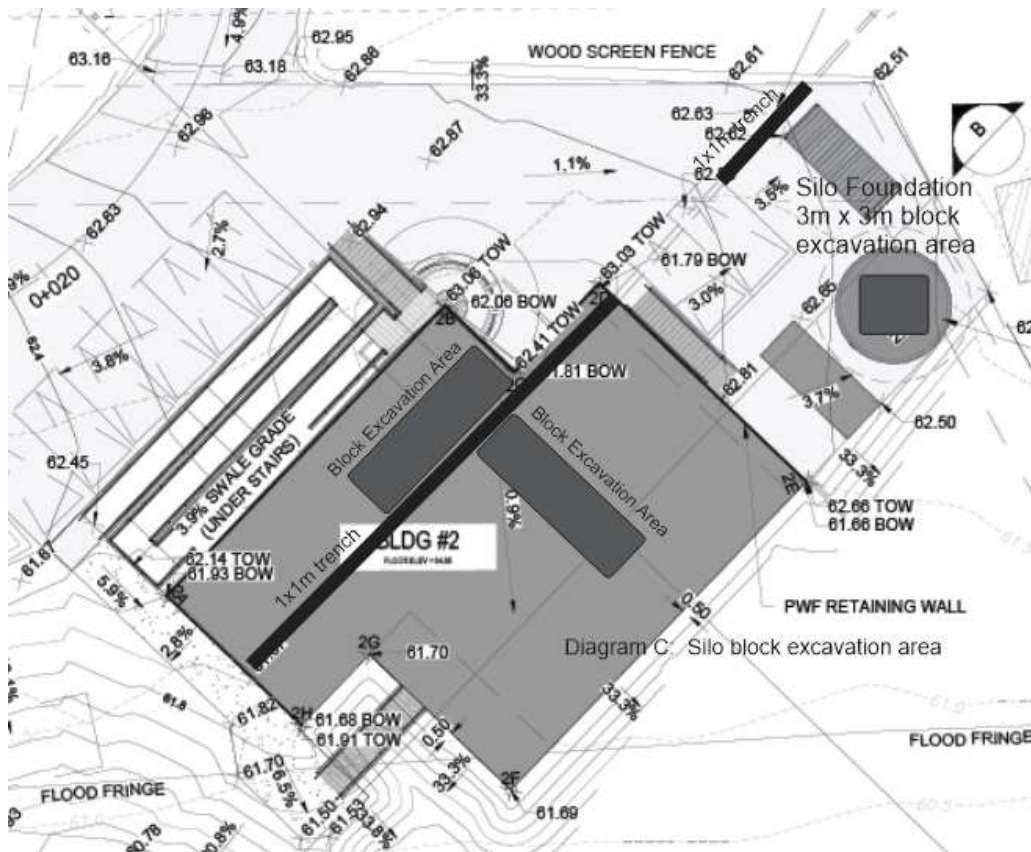


Diagram C illustrating Silo/Biomass area where 3 m X 3 m block excavation to a depth of 1.0 m below grade is to be located.

7.5 Archaeological Assessment: Trail construction from Building 2 to the bank edge along the Mackenzie River.

The walking trail from Building 2 to Mackenzie River shoreline (Diagram D) requires archaeological assessment in 2024 as this footprint was outside the scope of the 2021 and 2022 archaeological impact assessments. The trail construction will involve the removal of organics and the placement of a compacted granular sub-base between 20 and 30 cm below grade. The archaeological assessment will consist of a single line of systematic subsurface shovel tests that are to be placed at 5 m intervals along the entire trail length. Dept of shovel tests will be 40 cm X 40 cm in size excavated to 40 cm below surface or until demonstrably sterile soils are encountered. Reporting will include any recommendations for further archaeological mitigation measures if required prior to trail construction.

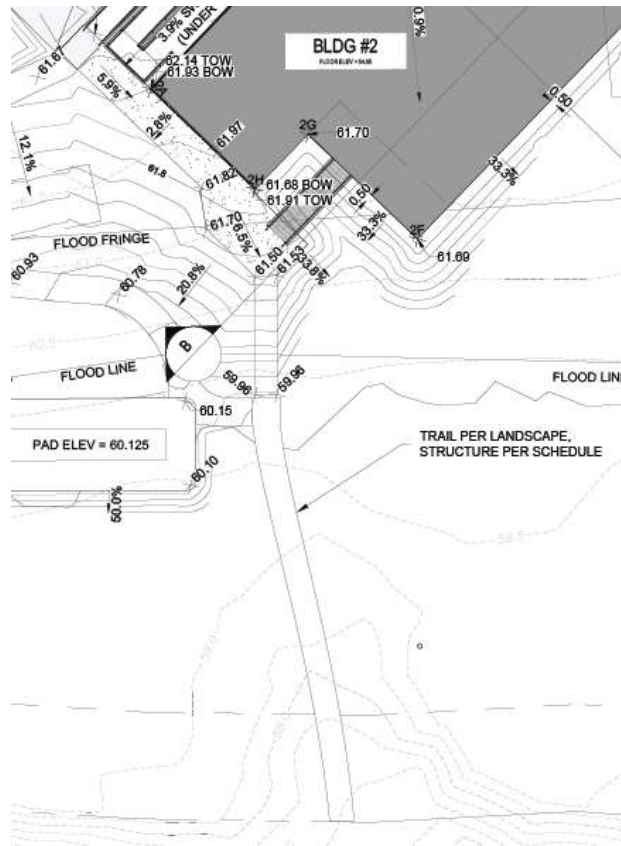


Diagram D: Location of trail from Building 2 to Mackenzie River shoreline.

PCA will provide the Contractor with the footprint/locations and associated project activities that will involve ground disturbance of concern, following contract award. This will be referred to as “project footprint”. File formats available for Civil Engineering drawings will be AutoCAD, and pdf.

All soils will be screened through 6 mm (¼ inch) mesh for artifact recovery. All artifacts will be collected and bagged by lot provenience.

Modern debris (post-1950) recovered from a test pit *does not* indicate a positive test. However, the test pit should be recorded as containing modern debris and documented as per the Shovel Test Recording Form.

Modern debris will be documented in the field notes and field recording forms according to stratigraphic provenience, and presented as evidence to support stratigraphic interpretation(s) in the report. Material not collected will be returned to the excavation unit, prior to backfilling. Examples of modern debris (post 1950) includes, but is not limited to, plastic, plastic/foil packaging, Styrofoam or other recent synthetic products, wire-cut nails.

8. Community and Knowledge Holder Involvement TBD

Local elders may be present and on-site during the field work at their discretion. The Consultant will work with and/or alongside the elders.

Archaeological field and laboratory work is recommended to include opportunities for Indigenous youth for capacity and skill development. Parks Canada Agency can support with identifying interested local capacity for the work. This is recommended for inclusion into consultant's indigenous participation plans.

9. Prior to Commencement of Fieldwork

- a. The Consultant must submit an on-line application for a Parks Canada Research and Collection Permit (RCPS) (http://www.pc.gc.ca/apps/rps/page1_e.asp). As the primary permit holder, the Consultant, representing the Consultant, and the Consultant are responsible for all responsibilities identified in the general conditions and any special conditions identified within the permit. No archaeological work can commence until the RCPS permit has been approved.
- b. The Consultant for the AIA must ensure or obtain utility locations for all areas to be tested as described above.
- c. The Consultant must meet once, by phone, with the PM, PCTAR and other Parks Canada staff as appropriate in order to ensure the Project requirements and engagement context are understood, to identify any issues and establish a communication protocol for the duration of the project.
- d. Site number and other relevant Parks Canada provenience information will be provided to the Consultant by PCTAR at the beginning of the contract with start numbers and instructions on their use in cataloguing artifacts, maps, field notes, photographs, etc.
- e. Consultant must validate with the PCTAR how they will use the Parks Canada provenience system with the exact numbers they will use (i.e., Operations, Sub- operations, Lots, artifact catalogues, cataloging photographs, maps etc.). All errors that do not respect the provenience system and start numbers provided must be corrected by the Consultant at their cost.
- f. The Consultant will provide PCA with a Health and Safety Plan, to be approved by PCA prior to commencement of fieldwork.

10. Archaeological Documentation Requirements

During all stages of archaeological investigation, the Consultant shall record all archaeological resources encountered during the project. All recording where applicable will follow the procedures and guidelines listed in the *Parks Canada Archaeological Recording Manual: Excavations and Surveys* (<http://www.pc.gc.ca/eng/docs/pc/guide/fp-es/index.aspx>).

- a. Archaeological control through stratigraphic excavation is required for all excavation units. Arbitrary levels may be assigned within stratigraphic layers.
- b. The general stratigraphy and any significant variance in the stratigraphy, such as the appearance of additional stratigraphic layers, and/or significant change in thickness, soil content and/or colour, is also to be recorded, and the representative stratigraphy of these units photo-documented. Soil descriptions are to include, but need not be limited to, soil types, colour, composition, inclusions, thickness, interpretation, nature and stratigraphic relationship of deposit(s).
- c. During archaeological assessment work, all positive shovel test pits must be recorded individually using a Shovel Test Record Form.
- d. If the stratigraphy is not clear nor evident through photo-documentation, a profile drawing of each unit wall containing differing stratigraphy will be produced by the Consultant.
- e. To-scale, As Found plan view drawings of features and structural remains of heritage value, encountered during the investigations, are to be produced by the Consultant. These drawings are to be clearly labelled with the appropriate provenience information and may be in digital format.
- f. The Project Area(s) and all excavations and shovel tests must be documented with photographs as follows:
 - Overview of the project area environment.

- All positive shovel test pits with close-up and contextual views.
- Representative sample of negative shovel test pits with close-up and contextual views.
- All photographs (except overview of the project area) must include a north arrow and scale; *in situ* sterile soils will be clearly evident.

Photographs must be digital in .jpg or .tiff format and in high resolution to support 8x10", 300dpi or equivalent. They will be catalogued following the format provided by PCTAR.

- g. Parks Canada requires all Archaeology Research and Collection permit final submissions to include digital spatial data as shapefiles. The spatial data set(s) should include:
- All horizontal co-ordinates to a maximum error of 5 metres.
 - Centroid location of any newly identified sites (point).
 - Identified features (point, line, or polygon).
 - Site limits as determined by the investigation (polygon).
 - All positive shovel test locations (point location) and excavation units/blocks (polygon and centroid point).
 - The extents of each area assessed.
 - Any other spatial data relevant to the assessment (confirm with PCTAR).
- h. Archaeological field recording including; field notes, drawings and photo records, will be catalogued, packed and delivered in such a way as to be compatible with the *Parks Canada Collections Standards* outlined in the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*. Parks Canada will provide the appropriate archaeological site numbers, provenience and photographic catalogue numbers to be used.
- i. The Consultant must use archival quality recording material (e.g. acid-free paper, ink, pencil) for all field and laboratory recording. If electronic field recording is implemented, a paper and .pdf copy of all notes will be submitted to the PCTAR.

11. Deliverables

All deliverables must be submitted and approved by PCTAR prior to final payment and closing of the contract.

11.1 Letter for Mitigation Measures

The Consultant will communicate in writing to the PM and PCTAR if there are any recommendations for additional archaeological mitigation measure(s) relative to the archaeological resource(s) that may be impacted as a result of the proposed project. These recommendations will be reviewed by PCTAR in consultation with the Consultant prior to final submission. The letter must list the provenience location(s), significance and extent including depth. This should be communicated when the find(s) become apparent so that possible mitigation measures within the scope of this project can be determined. If there are no mitigation measures, this too must be reported to the PM and PCTAR within fourteen (14) days of fieldwork completion.

11.2 Draft Report

Unless otherwise agreed to in writing, the Consultant must produce a draft report, to be submitted as per the schedule outlined below. The draft report will include findings from the archaeological work and recommendations for all archaeological sites and features uncovered, with appropriate photographs, maps and/or profile and plan view drawings.

The report at a minimum must include:

- **Introduction:** stating the scope of the archaeological work undertaken.
- **Historical Background:** PCTAR will provide the Archaeological Overview Assessment that can be used as background. An overview of the Indigenous and historic land-use. PCTAR will provide background documents including the land-use studies included in the ESA, Archaeological Overview Assessment and air photos.
- **Method:** describing documentary, field, laboratory, and analytical methods employed.
- **Results:** detailing the archaeological resources identified, including interpretation and analysis of the archaeological resources encountered.

- **Interpretation:** of stratigraphic sequence and temporal phasing for the archaeological deposits encountered as applicable to the project and associated discipline of archaeology.
- **Interpretation:** description of artifacts and archaeological resources collected in the field.
- **Conclusions:** what archaeological and/or cultural resources are present, the significance to be inferred from their presence, potential heritage value and their locations.
- **Mitigation measures:** the Consultant will provide recommendations as to what, if any, additional mitigation investigations may be required (such as excavation, monitoring or additional recording) to preserve sufficient record of the archaeological resources.
- **Photographs:** all photographs must have the appropriate PCA catalogue number referenced.

11.3 Final Report

Unless otherwise agreed to in writing, ten (10) business days following receipt of comments from Parks Canada's review of the draft report, the Consultant must produce a final report. The final report for the archaeological work is to be signed and submitted by the Consultant, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by Parks Canada.

Two (2) bound originals of the final report will be submitted. One will be submitted to the PM and the second will be submitted to PCTAR.

Unless otherwise specified, all final reports, including embedded images and tables, will also be submitted via a secure file transfer and must be:

- Free of computer viruses;
- Formatted and accurately matched to the paper versions. Electronic versions that do not accurately match the paper versions will be rejected, and correction at no extra cost will be required;
- Submitted in Adobe Acrobat format (pdf);
- When creating the Adobe Acrobat format (pdf), ensure that all fonts required by the document are embedded and that copying of text is permitted;
- Submit in high resolution;
- It is acceptable to submit the various sections of the report as appropriately labelled and organized separate files. However, a single, consolidated file must also be submitted;
- Compatible with standard Microsoft Windows fonts;
- Clearly labeled, including title, permit number, project name, site number, Consultant group name, and the date;
- Organize/label the files in a logical, user-friendly fashion;

11.4 Artifacts

All artifacts and artifact catalogues are to be provided in both paper and electronic format (MS Excel) and delivered to the PCTAR within thirty (30) days of the completion of final report. Artifacts are to be processed, inventoried and packaged, by the Consultant, using archival quality materials and according to the standards of Parks Canada (See Appendix D).

11.5 Field Records

A copy of all original records (i.e., field notes, photographs, drawings etc.) and a copy, in both paper and digital format, are to be delivered to the PCTAR within thirty (30) days of the completion of the final report. If any electronic field recording is implemented, a paper and .pdf copy of all notes will also be submitted to the PCTAR.

The Consultant will be required to complete and submit provenience information in electronic format.

For digital photographs, the file name of each photograph will match the Parks Canada catalogue number (e.g., the catalogue number for field photograph #2330 will be 150H2330E and will correspond to the photograph file name 150H2330E.jpg). An image catalogue in electronic format (MS Excel) must be supplied with the digital photographs and will include for each digital image the source number (e.g. USB memory stick number), digital image number, provenience number, the author, the date of creation, direction taken, and a brief subject caption.

All field drawings (maps, plans, elevations, etc.) are to be duly catalogued. Each record is to contain the following information: site, project name, provenience number, description, scale, date of production, cross reference (e.g., page numbers) with field notes.

The next catalogue numbers for each type of field record will be provided by the PCTAR.

11.6 Maps

Maps will be included in the final report. The Consultant will provide the collected mapping data set(s) as shapefiles (.shp and auxiliary files) to Parks Canada. All shapefiles should be packaged as winzip files with all auxiliary files included. Map packages, geopackages and geodatabases will not be accepted, though geodatabases can be submitted as additional documentation. All layers must be clearly labelled with appropriate metadata attached (i.e. name of consulting company, date of acquisition (yyyy-mm-dd), method of positioning and precision, provenience number or Borden (if applicable). All data should be in Geographic Decimal Degree format, NAD83, and when possible, comply with the North American Profile of ISO 19115 - Geographic information - Metadata (NAP - Metadata), published by the Canadian General Standards Board.

12. Schedule

The following table outlines the proposed schedule for this Project from Contract Award to Completion:

Table 1 Estimated Project Schedule	
Task Name	Total Time/Deadline
Start-up Meeting	Within 5 business days after award of Contract
Permitting	Start Permitting process 3 weeks prior to Field Work mobilization to Tulita ; approval to be in place prior to Field Work.
Archaeological Mitigation and Impact Assessment – Field work – Scope of Work (Section 7.2 - 7.5)	Before September 13, 2024
Archaeological Mitigation and Assessment– Draft Report	Within thirty (30) days of completion of field work
Archaeological Mitigation and Assessment – Final Report	Ten (10) days following PCA review of draft report (which PCA will turn-around a review within twenty-one (21) days of receipt of Draft report)
Submission of Final Report, Artifacts, Field Records and Maps	Within thirty (30) days of the completion of the final report

13. Co-ordination and Communication

The Consultant will provide regular briefings to the PM and PCTAR, providing progress updates on the state of the investigations; summaries of the findings, with appropriate photographs and spatial data (e.g. gps co-ordinates, mapping); and recommendations for archaeological mitigation measure(s) encountered.

Where the Consultant can implement immediate mitigation measure(s) on archaeological resources of heritage value, this must be communicated in writing to the PM and PCTAR. Approval must be provided by the PM, based on advice of the PCTAR, prior to the Consultant implementing the mitigation measure(s).

14. Weather Delays

PCA will not be responsible for any weather delays to the project. If work is not possible due to weather, the Consultant will only be permitted to charge for artifact processing and/or report writing, as appropriate.

15. Parks Canada's Responsibilities

Parks Canada will provide the Consultant with access to the relevant documents for the Project and relevant reports pertaining to previous archaeological investigations prior to the commencement of fieldwork.

Parks Canada will provide all required site numbers, provenience information and starting numbers for cataloging artifacts, maps and photos to the Consultant.

16. Consultant's Responsibilities

Ensure a safe working environment for their staff. All applicable health and safety laws, regulations and requirements must be adhered to.

Execute the scope of work and provide the deliverables described above.

Archaeological field and laboratory work will follow the standards and practices of PCA including:

- Parks Canada's Archaeological Recording Manual: Excavations and Surveys
<http://www.pc.gc.ca/en/docs/pc/guide/fp-es/>
- Parks Canada's Cultural Resource Management (CRM) Policy
<http://www.pc.gc.ca/en/docs/pc/poli/grc-crm/>
- Standards and Guidelines for the Conservation of Historic Places in Canada
<http://www.historicplaces.ca/en/pages/standards-normes.aspx>
- Management Directive 2.3.1 HUMAN REMAINS CEMETERIES AND BURIAL GROUNDS. All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the *Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds* (Parks Canada 2000). Human remains are not considered archaeological resources. If human remains be encountered, all activities must be halted and the Cultural Resource Management Advisor or Resource Conservation Manager and Field Unit Superintendent must be notified. The archaeology consultant must await further direction from the Cultural Resource Management Advisor or Resource Conservation Manager and Field Unit Superintendent before proceeding with any further activity.

Appendix A: Artifact Processing and Inventory Standards

- a. The procedure for collecting artifacts during fieldwork is designed to avoid a situation where retrieved artifacts are separated from the record of their provenience. Artifacts from different operations, sub-operations and lots should not be inter mixed. All artifacts from any excavation unit, shovel test pits, or discrete surface location must be put into their own unique, acid free and water resistant artifact bag (plastic boxes and acid free tags may be used).
- b. Artifacts removed from saturated grounds must remain wet until they can be transferred to Parks Canada for further assessment and treatment. Artifacts requiring specialized intervention must be brought to the attention of PCTAR for further instruction.
- c. All artifact processing, cataloguing and inventory must follow Parks Canada standards and the Parks Canada Archaeological Recording Manual: Excavations and Surveys.
- d. All stable artifacts that can be washed will be washed. Items that cannot be washed due to their composition or stability will not be brushed or will be dry brushed when appropriate.
- e. A record number is given to each artifact inventory entry, however, objects can be grouped as long as they are of the same type and not considered a major diagnostic (i.e., projectile point, bottle finish, base with maker's mark, etc.). A total count must be provided. For example, a group of blue transfer print, refined white earthenware, body sherds may have one record number; e.g., 1230021 as long as a total count is provided.
- f. An individual catalogue record must be created for each catalogue number assigned; i.e., a record line which lists a range of artifacts on a single line is not acceptable. It is, however, permissible to group like artifacts together and assign a single catalogue number. For example, 10 unworked, unidentifiable fragments of large mammal bone from the same lot could be bagged together under a single catalogue number, with quantity entered as 10. This should be done judiciously, however, and any diagnostic artifacts or artifacts likely to be photographed or discussed specifically in reports should not be lumped together with others.
- g. Any artifact requiring special treatment or handling must be put into their own separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival. Artifacts requiring conservation treatment must be brought to the attention of PCTAR for further instruction.
- h. Artifacts sent for or requiring conservation or special treatment must be flagged in the artifact inventory.
- i. All artifacts must be packaged in appropriate containers, either 4ml re-sealable plastic bags or rigid boxes. Refer below on how to label Individual Artifact Inventory Bags.
- j. All processed and labeled bags of artifacts must be placed in boxes (archivally acceptable bankers' boxes) sized 12" x 15" x 10" and weighing not more than 25lbs. Each box should include a list of contents (for example: Box 1 – 150H1A1 – 150H1A5 – Mixed Materials; Box 2 – Field Notes – Final Report). Refer below on how to label Artifact Storage Boxes.
- k. Only archivally stable packaging materials will be accepted by Parks Canada.
- l. All artifact packaging must be tagged clearly and permanently with the appropriate provenience information.
 - a. Artifact Storage Boxes: Provenience, Site Name, Project Name & Number, Consultant Company Name, Year of Excavation, Box Number (e.g., Box 1 of 10).
 - b. Large Artifact Provenience Bags: Provenience, Project Name
 - c. Individual Artifact Inventory Bags: Provenience, Catalogue Number, Artifact Primary Diagnostic information (e.g. blue transfer print, tea cup).
 - d. All Artifact Containers: Provenience, Catalogue Number, Artifact Primary Diagnostic information (e.g., blue transfer print, tea cup). The information should be entered either directly on the container or with a label securely attached, so that the label does not become separated from the container.