



# STANDARDS AND GUIDELINES

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FOR CONSULTANT ARCHAEOLOGISTS







# STANDARDS AND GUIDELINES FOR CONSULTANT ARCHAEOLOGISTS

2011  
Ministry of Tourism and Culture

## Acknowledgement

The Ministry of Tourism and Culture would like to thank the members of the Technical Advisory Group, Aboriginal communities, the Association of Professional Archaeologists, the Ontario Archaeological Society, individual archaeologists, municipalities, other ministries and business stakeholders that have taken the time to provide advice, guidance, recommendations and feedback to the ministry in the creation of this document.

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# Standards and Guidelines (2011) for Consultant Archaeologists

## Introduction

These Standards and Guidelines are for consultant archaeologists conducting land-based archaeology in Ontario. Consultant archaeologists undertake archaeological work for clients who are required to address archaeological considerations as part of the land use planning and development process.

Under the *Ontario Heritage Act*, R.S.O. 1990 c. O.18, anyone wishing to carry out archaeological fieldwork in Ontario must meet the following criteria:

- have a licence from the Ministry of Tourism and Culture
- file a report with the Ministry of Tourism and Culture containing details of the fieldwork that has been done for each project and any other information that the ministry requires

Following standards and guidelines set out by the Ministry of Tourism and Culture is a condition of a licence to conduct archaeological fieldwork in Ontario.

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**Under O.Reg. 8/06 of the *Ontario Heritage Act*, "consultant archaeologist" means "an archaeologist who enters into an agreement with a client to carry out or supervise archaeological fieldwork on behalf of the client, produce reports for or on behalf of the client and provide technical advice to the client".**

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## Purpose

**Standards** set out the basic technical, process and reporting requirements for conducting archaeological fieldwork. They are practices that Ontario's community of consultant archaeologists have agreed should be followed for every project and will be the standards to which licensees will be held by the Ministry of Tourism and Culture.

**Guidelines** give guidance or advice on good practice beyond the requirements of the standards or, under certain circumstances, provide an acceptable alternative to the standards when stated conditions are met. Following the guidelines is considered to be a matter of professional judgment on the part of the licensee.

These Standards and Guidelines give consultants:

- a benchmark for carrying out and documenting archaeological fieldwork in the land use development context, with the goal of ensuring that archaeological conservation in Ontario is carried out at a consistent and appropriate level
- additional guidance for carrying out and documenting certain aspects of archaeological fieldwork and optional practices considered acceptable under special conditions
- flexibility to exercise professional judgement, based on experience and research, to work beyond the minimum standards and/or respond to local conditions specific to a particular project
- a clear understanding of the Ministry of Tourism and Culture's expectations, which will help to ensure that the review process is transparent, efficient, and timely

## How the Standards and Guidelines were developed

These Standards and Guidelines replace the Ministry of Tourism and Culture's *Archaeological Assessment Technical Guidelines* (1993). The new Standards and Guidelines are based on:

- the *Archaeological Assessment Technical Guidelines* (1993)
- the "primer" for non-specialists, *Conserving a Future for Our Past: Archaeology, Land Use Planning and Development in Ontario* (rev. 1998)
- responses to a questionnaire about best practices during Stage 4 activities that was circulated by the ministry in 1996
- extensive research into standards and guidelines in Canadian and international jurisdictions
- input from a technical advisory group representing a cross-section of archaeologists with specific technical expertise and understanding of a range of contexts within which archaeological consulting is carried out. The group met for a number of intensive day-long workshops during 2004 and 2005.
- input on draft sections from regional stakeholder information and feedback workshops held from 2004 to 2006
- feedback on 2006 and 2009 drafts from archaeologists, archaeological organizations, and other stakeholders, and Aboriginal communities, organizations and representatives

## HOW TO USE THIS DOCUMENT

### Section numbering and citation

These standards and guidelines are laid out in seven broad parts. The first four mirror the course of an archaeological consultant's fieldwork on a typical piece of property in Ontario (Stages 1 through 4); the next two deal with specific issues that span the fieldwork and reporting process (GPS and artifact analysis and documentation); and the last one deals with reporting the results to the Ministry of Tourism and Culture.

The major parts are further subdivided into sections and subsections explaining details. Because of this detail and the need to be able to cite specific parts of the document, we used a standard hierarchical numbering system.

### Reading the document

While we hope that all readers take the time to go through the entire document, different readers will want different things from it. Everyone should read the glossary of special terms. Planners and development proponents should refer to the introduction for an outline of the fieldwork process.

### Alternative strategies for special conditions

Where possible, we have provided standards and/or guidelines for acceptable strategies to be employed under special conditions, be they regional, geological, or related to the characteristics of a property or archaeological site type. These alternative strategies are outlined in the relevant fieldwork sections.

### Related sections

At the end of most sections is a list of other, related sections, including the relevant reporting sections. We recommend reading these along with specific fieldwork sections for a complete understanding of the documentation requirements.

### Bulletins

Additional guidance material on key aspects of the Standards and Guidelines for Consultant Archaeologists is provided in a series of related technical bulletins. Technical bulletins are available on the Ministry of Tourism and Culture website, [www.ontario.ca/archaeology](http://www.ontario.ca/archaeology).

As of the date of initial publication of the Standards and Guidelines, the available technical bulletins are:

- *Engaging Aboriginal Communities in Archaeology* (draft)
- *Forest Operations on Crown Land*

An administrative bulletin is also available:

- *Project Information Forms (PIFs) and the Archaeological Report Review Process*

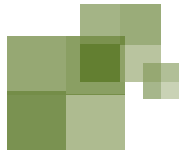


## **Glossary**

A list of terms and their definitions can be found at the end of this document.

## **Further information**

This document and further information is available on the Ministry of Tourism and Culture website, [www.ontario.ca/archaeologystandards](http://www.ontario.ca/archaeologystandards).



# Archaeology in the Context of Land Use Planning and Development

## *Determining archaeological potential*

Most land use planning and development legislation in Ontario identifies the conservation of archaeological resources as a matter of provincial interest. When a proposed development is likely to impact archaeological resources (has “archaeological potential”), the development proponent must ensure that the provincial interest is satisfied.

Normally, a non-specialist (someone who is not a consultant archaeologist) such as the approval authority or Ministry of Tourism and Culture staff determines archaeological potential. Occasionally, a development proponent may choose to hire a consultant archaeologist to conduct a Stage 1 assessment to determine the archaeological potential of a project.

The non-specialist might use the following tools to help determine archaeological potential:

- the Ministry of Tourism and Culture’s Checklist for Determining Archaeological Potential
- archaeological management plans
- the Ministry of Tourism and Culture’s guidance materials related to renewable energy projects

These tools help determine the overall archaeological potential of a project. Where archaeological potential has been determined to exist, the development proponent will be required to retain a licensed consultant archaeologist to undertake an archaeological assessment.

## *The archaeological fieldwork process in land use planning and development*

The archaeological fieldwork process followed by consultant archaeologists in Ontario has four stages.

Not all stages will be necessary for all projects. The purpose of the first three stages is:

- to identify archaeological sites that are present within the lands that are part of the development project
- to assess the degree of cultural heritage value or interest of identified archaeological sites
- to recommend the most appropriate strategies for those archaeological sites where it has been determined that mitigation of impacts will be necessary

In the fourth stage, the consultant archaeologist carries out the recommended mitigation strategies.

## **Stage 1: Background study and property inspection**

The consultant archaeologist reviews the geographic, land use, and historical information for the project (all lands that are part of the development proposal) and the relevant surrounding area through a background study. Where necessary, this may be supplemented by a property inspection.

## **Stage 2: Property assessment**

The consultant archaeologist conducts a general survey of the whole property to identify all archaeological resources that may be present. The survey consists of walking a ploughed field looking for artifacts lying on the surface of the ground or test pitting unploughable areas (e.g., forested areas, woodlots, old pasture) at regular intervals and screening the soil for artifacts. Special conditions such as brownfield properties or deeply buried archaeological resources may require alternative strategies. If archaeological sites are identified, Stage 3 assessment is required.

## **Stage 3: Site-specific assessment**

This stage focuses on the archaeological sites recommended for further assessment after Stage 2. Stage 3 includes mapping the surface extent of each archaeological site and excavating a number of test units and/or test trenches. The goal of this stage is to accurately determine the spatial extent of the archaeological sites, to more completely evaluate their cultural heritage value or interest and, where necessary, to make recommendations for conducting Stage 4 strategies to mitigate development impacts. For some archaeological sites, no further work may be recommended at the end of Stage 3. For those archaeological sites where it is recommended that Stage 4 is necessary, the process of formulating the appropriate mitigation strategy will require reviewing potential strategies with the client and may also require engaging Aboriginal and local communities.

## **Stage 4: Mitigation of development impacts**

Stage 4 includes implementing long-term protection strategies for archaeological sites to be impacted by the project. If protection of the site is not a viable option, the consultant archaeologist conducts an archaeological excavation to document the site and remove the artifacts before construction begins.

## ***Northern Ontario and the Canadian Shield***

It is recognized that much of northern Ontario and the Canadian Shield present obstacles to archaeological assessment including less detailed mapping and difficulties of access. Therefore, various exemptions and alternative strategies are included in the Standards and Guidelines to address the challenges of these different environments. These include alternative requirements for the background research involved in evaluating archaeological potential, and alternative requirements for the areas around features of potential that require test pitting. These alternative requirements are discussed in greater detail in the appropriate sections.

For the purposes of these Standards and Guidelines, northern Ontario is defined as Manitoulin Island, Muskoka, Haliburton and Nipissing Districts, and areas to the north. The Canadian Shield is defined as the area of Ontario underlain by the Precambrian Shield. If the consultant archaeologist intends to conduct fieldwork in accordance with the exemptions and alternative strategies, it must be documented that the lands to be assessed fall within those defined areas. The consultant archaeologist must not neglect any areas of potential (e.g. sand plains, clay plains, glacial beach ridges, etc.) that may possess a higher degree of potential and differing characteristics from most of the surrounding environment. Where such areas of higher potential are identified, complete assessments and systematic surveys must be done.

### ***Engaging Aboriginal communities in archaeology***

Archaeology in Ontario is particularly relevant to Aboriginal communities because it can help to document Aboriginal histories and peoples and to identify sacred sites and ancestral remains. Engaging Aboriginal communities in archaeology adds to the understanding of a project and enriches the archaeological record. The process demonstrates respect for Aboriginal heritage, recognizes Aboriginal peoples' connection to the land, and allows everyone to benefit from their knowledge.

This document includes standards and guidelines for engaging Aboriginal communities during the archaeological fieldwork process, and for reporting on that engagement. The draft Technical Bulletin on *Engaging Aboriginal Communities in Archaeology* provides additional information and guidance for this important aspect of archaeological practice.

### ***Role of the Ministry of Tourism and Culture***

The *Ontario Heritage Act* provides that the Minister of Tourism and Culture may determine policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario. Part VI of the act deals with the conservation of resources of archaeological value.

Under Section 65 of the *Ontario Heritage Act*, when so required by the Minister, licensees must file project reports with the Minister of Tourism and Culture. The ministry reviews such reports to determine whether the report complies with the standards and guidelines that are issued by the Minister and which form part of the terms and conditions of the licence issued under Part VI of the act.

After reviewing a report, the ministry will typically provide a written response. The response may advise the licensee that the report complies with the Standards and Guidelines issued by the Minister, and may further indicate that the report has been entered in the Ontario Public Register of Archaeological Reports provided for Section 65.1 of the *Ontario Heritage Act*. If the report does not comply with the Standards and Guidelines,

the response from the Ministry of Tourism and Culture may advise that the report has not been entered in the register, and the report may be returned with a request for further archaeological fieldwork or revisions to the report. Please refer to the administrative bulletin entitled, *Project Information Forms (PIFs) and the Archaeological Report Review Process*, for further information.

Ministry of Tourism and Culture staff are available to provide assistance to licensees on technical issues and guidance on complying with licence terms and conditions and these Standards and Guidelines. Licensees are encouraged to contact ministry staff for technical guidance as needed, before or during archaeological fieldwork. Further details regarding the provision of advice by ministry staff can be found in the administrative bulletin noted above.

### ***Health and safety***

Health and safety should always be a paramount consideration when conducting archaeological fieldwork. A location where archaeological fieldwork is carried out may be subject to health and safety legislation, including the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1. Licensees should also be aware that brownfield properties can pose an elevated health risk due to contamination from chemicals and metals. When excavating brownfield sites or any other archaeological site, archaeological fieldwork should be conducted in accordance with all applicable statutes and regulations governing health and safety.

### ***Uncovering human remains***

The *Cemeteries Act*, R.S.O. 1990 c. C.4 and the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33 (when proclaimed in force) require anyone who uncovers a burial site containing human remains to cease fieldwork or construction activities and report the discovery to the appropriate authorities (police or coroner). The terms and conditions of an archaeological licence require licensees to comply with all relevant provisions of the *Cemeteries Act* and Ontario Regulation 133/92 (Burial Sites).

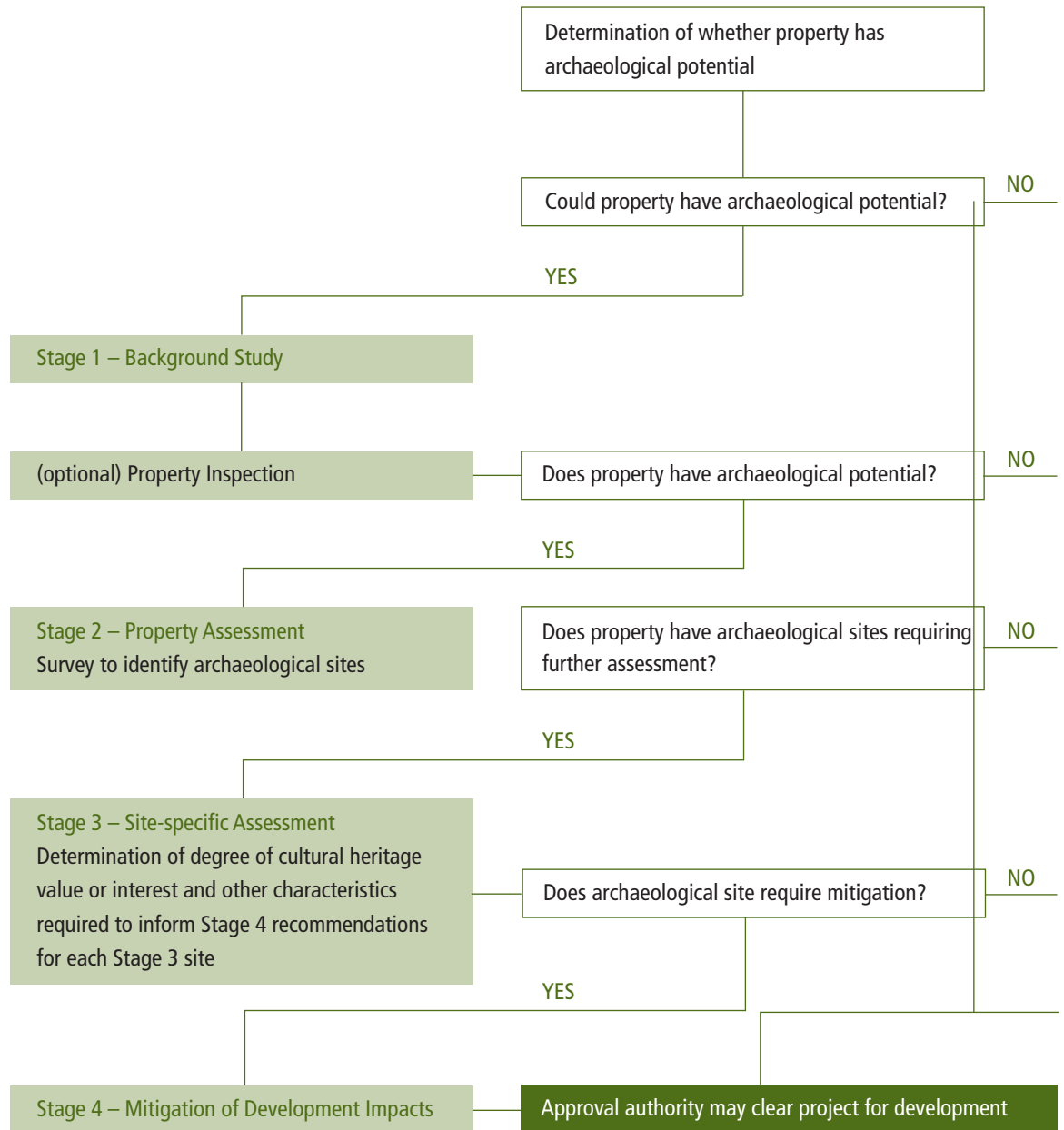
## **Comments and Suggestions**

The ministry of Tourism and Culture welcomes comments and suggestions on ways to improve this document, and anticipates that changes will be warranted to clarify, improve and incorporate new information. Such revisions and amendments will be incorporated in later editions of this document. The ministry may not formally respond to unsolicited comments submitted in response to this document.

Please send comments and suggestions to [Archaeology@ontario.ca](mailto:Archaeology@ontario.ca).



**Figure 1:** The archaeological fieldwork process in land use planning and development





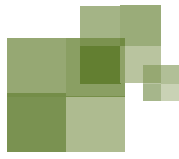


1

**Stage 1:**  
Background Study and Optional Property Inspection

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# Stage 1: Background Study and Optional Property Inspection

## Overview

### Objectives

- To provide information about the property's geography, history, previous archaeological fieldwork and current land condition
- To evaluate in detail the property's archaeological potential, which will support recommendations for Stage 2 survey for all or parts of the property
- To recommend appropriate strategies for Stage 2 survey

### Background study

Detailed documentary research providing a record of the property's archaeological and land use history and present condition.

### Property inspection (optional)

A visit to the property to gain first-hand knowledge of its geography, topography, and current condition, and to evaluate and map archaeological potential. It is a visual inspection only and does not include excavation or collection of archaeological resources.

### Analysis: Evaluating archaeological potential

The assessment will provide:

- a clear description of all features of archaeological potential noted for the property
- a detailed evaluation of the property's archaeological potential

### Evaluated archaeological potential

All of the property has archaeological potential

Some of the property has archaeological potential

None of the property has archaeological potential

### Recommended next step

Stage 2 assessment of the entire property

Stage 2 assessment of part of the property

End of assessment



## 1.1 Background Study

A background study documents the property's archaeological and land use history and present condition.

This information forms part of the Stage 1 project report package and may be referred to in later stages to support recommendations regarding cultural heritage value or interest and assessment and mitigation strategies.

A non-licensee may do background research that does not involve property inspection or archaeological fieldwork (i.e., archival research).

The interpretation of all background research and reporting on the background study is the responsibility of the consultant archaeologist.

### Standards

1. The Background Study must include research information from the following sources:
  - the most up-to-date (as of the date of submission of the Project Information Form) listing of sites from the Ministry of Tourism and Culture's archaeological sites database for a radius of 1 km around the property
  - reports of previous archaeological field work within a radius of 50m around the property
  - topographic maps at 1:10,000 (recent and historical) or the most detailed scale available
  - historic settlement maps (e.g., historical atlas)
  - when available, archaeological management plans or other archaeological potential mapping
  - commemorative plaques or monuments
2. Use the highest quality and most detailed mapping that is available.

### Guidelines

1. The Background Study may also include research information from the following sources as available and relevant to the project:
  - a listing of sites from the Ministry of Tourism and Culture's archaeological site database beyond a radius of 1 km around the property
  - reports of previous archaeological field work beyond a radius of 50 m around the property
  - Aboriginal communities, for information on possible traditional use areas and sacred and other sites on or around the property (see the draft Technical Bulletin on Engaging Aboriginal Communities in Archaeology for guidance in effectively engaging Aboriginal communities)
  - aerial photographs (both recent and historical)
  - geotechnical studies (e.g., soil studies, hydrogeological studies)
  - title deeds or other land registry documents
  - historical land use and ownership records (e.g., assessment rolls, census records, commercial directories)
  - organizations with oral or written information about the land use of the property and area (e.g., local museums, archaeological or historical societies)

## Guidelines

- primary historical document sources (e.g., diaries, manuscripts)
- secondary historical document sources (e.g., local and regional histories, academic research)
- municipal engineering studies and maps, municipal planning studies, or insurance and fire studies and maps

### ***1.2 Property inspection (optional)***

A property inspection consists of a visit to the property to gain first-hand knowledge of its geography, topography, and current condition, and to evaluate and map archaeological potential. It is a visual inspection only and does not include excavation or collection of archaeological resources.

This is an option when a greater level of detail is needed to recommend assessment strategies. For example, a property inspection may typically be appropriate:

- to determine whether a property proposed for development has archaeological concerns and to help determine a development strategy
- to evaluate a large area (e.g., municipality, forest management area, agency land holdings), where detailed maps might be needed to determine whether portions of the project area may have low archaeological potential and can therefore be eliminated from further assessment
- to supplement or re-evaluate a previous determination of archaeological potential by a non-specialist such as a municipal or provincial approval authority
- to develop an assessment strategy for an urban or brownfield property

Property inspection is not equivalent to a Stage 2 property survey (see 2.1 *Property survey* for further information).

The following standards apply if an optional property inspection is conducted:

#### Standards

1. Inspect the entire property and its periphery. The inspection may be either systematic (e.g., every 30 m) or random spot-checking. Coverage must be sufficient to identify the presence or absence of any features of archaeological potential.

#### Guidelines

## Standards

2. Inspect the property when weather conditions permit good visibility of land features. Do not inspect when weather conditions (e.g., snow cover, frozen ground, excessive rain or drought) may reduce the chances of observing features of archaeological potential.
3. Confirm that previously identified features of archaeological potential are present where they were previously identified, e.g.:
  - watercourses are present where mapped and are not artificial or altered
  - land formations are natural and not artificial
4. Identify and document additional features of archaeological potential not visible on mapping, e.g.:
  - knolls, ridges or plateaux too small to show on large-scale topographic maps
  - relic water channels
  - glacial shorelines
  - patches of well-drained soils in areas of heavy soil
  - slightly elevated areas in low and wet areas
5. Identify and document features that will affect assessment strategies, e.g.:
  - woodlots
  - small bogs, swamps or permanently wet areas
  - steeper grade than indicated on maps
  - overgrown vegetation that does not allow ploughing
  - heavier soils than expected
  - recent land disturbances such as regrading, depositing fill or clearing vegetation

## Standards

6. Identify and document structures and built features that will affect assessment strategies, e.g.:
  - heritage structures or landscapes
  - cairns, monuments or plaques
  - cemeteries

### *1.3 Analysis and recommendations: Evaluating archaeological potential*

The Stage 1 background study (and, where undertaken, property inspection) leads to an evaluation of the property's archaeological potential. If the evaluation indicates that there is archaeological potential anywhere on the property, the next step is a Stage 2 assessment.

When making an evaluation of potential and developing subsequent recommendations, account for all features present on the property that can indicate archaeological potential.

## Standards

## Guidelines

1. If the evaluation indicates there is archaeological potential anywhere on the property, a Stage 2 assessment is required.

#### *1.3.1 Features indicating archaeological potential*

The following are features or characteristics that indicate archaeological potential:

- previously identified archaeological sites
- water sources (It is important to distinguish types of water and shoreline, and to distinguish natural from artificial water sources, as these features affect site locations and types to varying degrees.):
  - primary water sources (lakes, rivers, streams, creeks)
  - secondary water sources (intermittent streams and creeks, springs, marshes, swamps)
  - features indicating past water sources (e.g., glacial lake shorelines indicated by the presence of raised sand or gravel beach ridges, relic river or stream channels indicated by clear dip or swale in the topography, shorelines of drained lakes or marshes, cobble beaches)
  - accessible or inaccessible shoreline (e.g., high bluffs, swamp or marsh fields by the edge of a lake, sandbars stretching into marsh)

- elevated topography (e.g., eskers, drumlins, large knolls, plateaux)
- pockets of well-drained sandy soil, especially near areas of heavy soil or rocky ground
- distinctive land formations that might have been special or spiritual places, such as waterfalls, rock outcrops, caverns, mounds, and promontories and their bases. There may be physical indicators of their use, such as burials, structures, offerings, rock paintings or carvings.
- resource areas, including:
  - food or medicinal plants (e.g., migratory routes, spawning areas, prairie)
  - scarce raw materials (e.g., quartz, copper, ochre or outcrops of chert)
  - early Euro-Canadian industry (e.g., fur trade, logging, prospecting, mining)
- areas of early Euro-Canadian settlement. These include places of early military or pioneer settlement (e.g., pioneer homesteads, isolated cabins, farmstead complexes), early wharf or dock complexes, pioneer churches and early cemeteries. There may be commemorative markers of their history, such as local, provincial, or federal monuments or heritage parks.
- early historical transportation routes (e.g., trails, passes, roads, railways, portage routes)
- property listed on a municipal register or designated under the *Ontario Heritage Act* or that is a federal, provincial or municipal historic landmark or site
- property that local histories or informants have identified with possible archaeological sites, historical events, activities, or occupations

### *1.3.2 Features indicating that archaeological potential has been removed ('disturbed')*

Archaeological potential can be determined not to be present for either the entire property or a part(s) of it when the area under consideration has been subject to extensive and deep land alterations that have severely damaged the integrity of any archaeological resources. This is commonly referred to as 'disturbed' or 'disturbance', and may include:

- quarrying
- major landscaping involving grading below topsoil
- building footprints
- sewage and infrastructure development

Activities such as agricultural cultivation, gardening, minor grading and landscaping do not necessarily affect archaeological potential.

Archaeological potential is not removed where there is documented potential for deeply buried intact archaeological resources beneath land alterations, or where it cannot be clearly demonstrated through

background research and property inspection that there has been complete and intensive disturbance of an area. Where complete disturbance cannot be demonstrated in Stage 1, it will be necessary to undertake Stage 2 assessment.

### *1.3.3 Alternatives for potential evaluation in special conditions: Canadian Shield*

For the purposes of these Standards and Guidelines, the Canadian Shield is defined as the area of Ontario underlain by the Precambrian Shield. Survey areas may be reduced and recommended for alternative strategies for Stage 2 survey on the Canadian Shield according to the following standards:

#### Standards

1. The lands to be assessed must be demonstrated to be located on the Canadian Shield.
2. There may be small pockets (e.g., sand plains, clay plains, glacial beach ridges, etc.) that possess a higher degree of potential and differing characteristics from most of the surrounding environment that should still be considered to have potential. Where such areas of higher potential are identified, undertake a complete assessment and systematic surveys.

#### Guidelines

### *1.3.4 Alternatives for potential evaluation in special conditions: Remote areas*

This applies when evaluations of archaeological potential are being made for areas that are remote and difficult to access. In such situations, it may be acceptable to make recommendations that areas are low potential and will not require Stage 2 assessment under the following conditions:

#### Standards

1. The degree of remoteness must be documented in sufficient detail to demonstrate that there are practical obstacles to achieving access. This will be primarily a matter of distance and a lack of available transportation infrastructure (i.e., roads, trails) along with factors of visibility (e.g., forest cover). Factors relating to seasonality (e.g., snow cover, flooding) should not be a factor in demonstrating difficulties of access.

#### Guidelines

## Standards

2. Aerial photos, detailed engineering plans or other detailed mapped information may be used to determine that areas are of low potential. This information must be at a scale and of a sufficiently detailed quality that allows for accurate evaluation of the presence and character of features of potential. The characteristics and quality of the sources of information (e.g., scale, source, how recently the information was acquired, general reliability) must be documented in sufficient detail to demonstrate its ability to support accurate evaluations of potential.

## ***1.4 Stage 2 recommendations under special conditions***

### *1.4.1 Recommending reduction of Stage 2 test pit survey coverage*

This special condition does not apply to ploughed lands that will be subject to a pedestrian survey in Stage 2.

## Standards

1. In addition to areas specified as exempt in 2.1 *Property survey*, the Stage 1 evaluation may be the basis for recommending that areas be exempt from test pit survey, but only if all of the following conditions are met:
  - a. Both a background study and property inspection have been done.
  - b. The property inspection covered the entire property to document the areas proposed for exemption and to capture small pockets of archaeological potential. Do not recommend for exemption any area that has not been inspected.
  - c. No areas within 300 m of the following features of archaeological potential (for further details see section 1.3), located either on or adjacent to the property, can be recommended for exemption from further assessment:
    - i. previously identified archaeological sites

## Guidelines

1. When making recommendations to exempt from further assessment areas that meet the criteria for low archaeological potential, the consultant archaeologist may wish to engage with Aboriginal communities to ensure there are no unaddressed Aboriginal cultural heritage interests.

## Standards

- ii. water sources
  - iii. areas of early Euro-Canadian settlement
  - iv. locations identified through local knowledge or informants
- d. No areas within 100 m of early historic transportation routes (for further details see section 1.3), can be recommended for exemption from further assessment.
- e. No areas within the property containing the following features of archaeological potential (for further details see section 1.3) can be recommended for exemption from further assessment:
- i. elevated topography
  - ii. pockets of well-drained sandy soil
  - iii. distinctive land formations
  - iv. resource areas
  - v. locations listed or designated by a municipality, or that is a historic landmark
- f. Areas documented as disturbed following background study and inspection can be recommended to not require survey, despite the proximity of features of archaeological potential.

### *1.4.2 Municipal archaeological management plans*

Municipal archaeological management plans are based on an archaeological potential model developed by a professional archaeologist. Nevertheless, municipal policies usually require assessment of all property affected by a development project to ensure that the full archaeological record is captured.



## Standards

1. Stage 1 may only be used to recommend exempting a property from Stage 2 assessment where it has been confirmed through a property inspection that potential for the entire project has been removed by extensive and deep ground disturbance.

## Guidelines

### 1.4.3 *Forest management plans*

The following process applies to all forestry projects on Crown land where the Ministry of Natural Resources uses its screening process to define the areas that will require archaeological assessment within a forest management unit. The screening process includes the following steps:

#### **Step 1**

Mapping of archaeological potential, based on a model of potential that gives weight and value to specific landscape elements, including:

- reviewing the locations of registered archaeological sites and other sites with cultural heritage value. Landform types that have stronger associations with such sites are assigned higher values.
- confirmation by the Ministry of Natural Resources of this preliminary model of archaeological potential by reviewing additional information available internally and from the local community, aerial photography, and historical mapping

Areas determined by this mapping to be lacking archaeological potential are at this point exempted from Stage 2 survey.

#### **Step 2**

The proponent and the Ministry of Natural Resources use that ministry's *Forest Management Guide for Cultural Heritage Values* to evaluate the activities planned for the forestry project for their potential to alter the ground to the point of having an impact on any potential archaeological sites in those areas determined to have potential. Where there are planned impacts, they review best practices for avoiding those alterations or reducing their impact (e.g., changing the location of a water crossing, restricting activities to frozen ground conditions).

#### **Step 3**

Stage 2 survey is only required where impacts to areas with archaeological potential cannot be avoided. Note that the alternative strategy for Stage 2 test pitting in northern Ontario and the Canadian Shield outlined in section 2.1.5 will usually apply to forestry projects.

## Standards

## Guidelines

1. In instances where it is suspected that an on-the-ground inspection may quickly determine that there is no archaeological potential despite the results of the potential mapping, it may be useful to conduct a Stage 1 property inspection. For most forest operations projects, however, it may be more practical and efficient to combine on-the-ground evaluations of archaeological potential with the Stage 2 fieldwork.

See the bulletin on *Forest Operations on Crown Land* for additional information on forest management plans and the role of the Ministry of Natural Resources and for additional guidance on assessing archaeological potential and mitigating impacts to archaeological sites in forest operations.

### Related sections

- 2 Stage 2: Property Assessment
- 7.7 Project reports: Stage 1



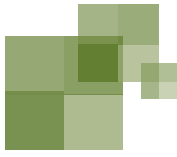


2

**Stage 2:**  
Property Assessment

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# Stage 2: Property Assessment

## Overview

This stage provides an overview of archaeological resources on the property and a determination of whether any of the resources might be artifacts and archaeological sites with cultural heritage value or interest.

## Objectives

- To document all archaeological resources on the property
- To determine whether the property contains archaeological resources requiring further assessment
- To recommend appropriate Stage 3 assessment strategies for archaeological sites identified

## Property survey

- On-site documentation and inventory of all archaeological resources through systematic means as appropriate to the characteristics of the property
- The chosen survey methods depend on property characteristics such as the nature and extent of ground cover, the possible depth at which archaeological resources might be located, and the degree and characteristics of past disturbances. The survey may include one or both of the following:
  - Pedestrian survey: Systematic walking of open ploughed fields
  - Test pit survey: Systematic walking of the property, excavating small pits by hand at regular intervals and examining their contents, in areas where ploughing is not possible

## Analysis: Identifying archaeological sites

- Analysis of data to determine the nature of archaeological resources found
- Measuring archaeological resources against set criteria to determine whether they are archaeological sites with cultural heritage value or interest requiring further assessment

## Property assessment results

Archaeological sites with cultural heritage value or interest found on property

No archaeological sites with cultural heritage value or interest found on property

## Recommended next step

**Stage 3 site-specific assessment for each archaeological site**

**End of assessment**

## 2.1 Property survey

On-site documentation and inventory of all archaeological resources is done through systematic means as appropriate to the characteristics of the property.

The chosen survey methods depend on property characteristics such as the nature and extent of ground cover, the possible depth at which archaeological resources might be located and the degree and characteristics of past disturbances.

Some areas may be exempt from property survey. The standards below set out the specific criteria for exemption. See section 7.8.1 *Field methods* for documentation requirements relating to any part or parts of the project area not surveyed.

### Standards

1. Survey the entire property, including lands immediately adjacent to built structures (both intact and ruins).
2. Survey is not required where:
  - a. lands are evaluated as having no or low potential based on the Stage 2 identification of physical features of no or low archaeological potential, including but not limited to:
    - i. permanently wet areas
    - ii. exposed bedrock
    - iii. steep slopes (greater than 20°) except in locations likely to contain pictographs or petroglyphs
  - b. lands are evaluated as having no or low potential based on the Stage 2 identification of extensive and deep land alteration that has severely damaged the integrity of archaeological resources
  - c. lands have been recommended to not require Stage 2 assessment by a Stage 1 report, where the ministry has accepted the Stage 1 report into the Ontario Public Register of Archaeological Reports

### Guidelines

1. When permanent fixed reference landmarks (e.g., Ontario Land Surveyor benchmarks, standard iron bars) are present, it is acceptable to record the locations required by Standard 4 of this section using methods such as total station, transit and tape, or stadia rod. The minimum GPS readings required in section 5 must still be taken.
2. Fieldwork may include the use of geophysical survey methods to assist in the identification of archaeological resources. Such methods may be used to supplement other methods of property survey, but not as an alternative.
3. If areas are exempt from survey because the lands are formally prohibited from alteration (Standard 2.e) or are being transferred to a public land-holding body (Standard 2.f), but those lands are evaluated as having no or low potential based on the Stage 2 identification of physical features of no or low archaeological potential (Standard 2.a) or of extensive or deep land alteration (Standard 2.b), documentation of the no/low potential evaluation may be submitted in place of documentation related to the exemption criteria.

## Standards

- d. lands are designated for forest management activity without potential for impacts to archaeological sites, as determined through the Stage 1 forest management plans process (see section 1.4.3)
  - e. lands are formally prohibited from alteration such as areas in an environmental easement, restrictive setback, or prohibitive zoning, where the constraint prohibits any form of soil disturbance. (Open space and other designations where allowable uses include land alterations must be surveyed.)
  - f. it has been confirmed that the lands are being transferred to a public land-holding body, e.g., municipality, conservation authority, provincial agency. (This does not apply to lands for which a future transfer is contemplated but not yet confirmed.)
3. Survey the property when weather and lighting conditions permit good visibility of land features. Do not survey when weather and lighting conditions (e.g., snow cover, frozen ground, conditions of excessive rain or drought, heavy fog) reduce the chance of finding evidence of archaeological resources.
  4. Using the Global Positioning System (GPS) according to the requirements set out in section 5, record the locations of the following:
    - a. all diagnostic artifacts
    - b. sufficient artifacts to provide an estimate of the limits of the archaeological site
    - c. all fixed reference landmarks
  5. Map all field activities (e.g., extent and location of survey methods, survey intervals) in reference to fixed landmarks, survey stakes and development markers. Mapping must be accurate to 5 m or to the best scale available. Use any mapping system that achieves this accuracy.



## Standards

6. Photo-document examples of all field conditions encountered (e.g., ploughed field, pasture or woodlot, disturbances).
7. Do not use heavy machinery (e.g., gas-powered augers, backhoes) to remove soil, except when removing sterile or recent fill covering areas where it has been determined that there is the potential for deeply buried or sealed archaeological sites (e.g., in urban areas, floodplains).

### *2.1.1 Pedestrian survey*

This survey method involves systematically walking the property, mapping and collecting artifacts found on the ground surface.

## Standards

1. Actively or recently cultivated agricultural land must be subject to pedestrian survey.
2. Land to be surveyed must be recently ploughed. Use of chisel ploughs is not acceptable. In heavy clay soils ensure furrows are disked after ploughing to break them up further.
3. Land to be surveyed must be weathered by one heavy rainfall or several light rains to improve the visibility of archaeological resources.
4. Provide direction to the contractor undertaking the ploughing to plough deep enough to provide total topsoil exposure, but not deeper than previous ploughing.
5. At least 80% of the ploughed ground surface must be visible. If surface visibility is below 80% (e.g., due to crop stubble, weeds, young crop growth), ensure the land is re-ploughed and weathered before surveying.
6. Space survey transects at maximum intervals of 5 m (20 survey transects per hectare).

## Guidelines

1. For orchards, vineyards or comparable situations where the open space to be ploughed between plants measures more than 5 m, strip-ploughing is an acceptable alternative to full ploughing.
2. When appropriate based on crop conditions, (e.g., corn fields where herbicides have prevented weed growth, young winter wheat without weed growth between the rows), survey transects at intervals of less than 5 m may be used to achieve the minimum 80% visibility.

## Standards

7. When archaeological resources are found, decrease survey transects to 1 m intervals over a minimum of a 20 m radius around the find to determine whether it is an isolated find or part of a larger scatter. Continue working outward at this interval until the full extent of the surface scatter has been defined.
8. Collect all formal artifact types and diagnostic categories. For 19th century archaeological sites, also collect all refined ceramic sherds (or, for larger sites collect a sufficient sample to form the basis for accurate dating).
9. Based on professional judgment, strike a balance between gathering enough artifacts to document the archaeological site and leaving enough in place to relocate the site if it is necessary to conduct further assessment.

### *2.1.2 Test pit survey*

This survey method involves systematically walking the property along regularly spaced transects, excavating small pits by hand at regular intervals and examining their contents.

## Standards

1. Test pit survey only on terrain where ploughing is not possible or viable, as in the following examples:
  - a. wooded areas
  - b. pasture with high rock content
  - c. abandoned farmland with heavy brush and weed growth
  - d. orchards and vineyards that cannot be strip ploughed (planted in rows 5 m apart or less), gardens, parkland or lawns, any of which will remain in use for several years after the survey
  - e. properties where existing landscaping or infrastructure would be damaged. The presence of such obstacles must be documented in sufficient detail to demonstrate that ploughing or cultivation is not viable.

## Guidelines

1. While maintaining standard survey grids as closely as possible, the consultant archaeologist may vary from standard survey grids as necessary, based on professional judgment. Document and explain the rationale for all variations in the Stage 2 report.
2. Randomly spaced or clustered test pits may be excavated in addition to, but not instead of, standard transects.
3. Pedestrian survey may augment test pit survey in pockets of land that can be ploughed to the required standards.
4. It is not necessary to document the characteristics or locations of individual negative test pits. For negative test pits, only document the extent negative test pits within the surveyed area.

## Standards

- f. narrow (10 m or less) linear survey corridors (e.g., water or gas pipelines, road widening). This includes situations where there are planned impacts 10 m or less beyond the previously impacted limits on both sides of an existing linear corridor (e.g., two linear survey corridors on either side of an existing roadway). Where at the time of fieldwork the lands within the linear corridor meet the standards as stated under the above section on pedestrian survey land preparation, pedestrian survey must be carried out.
2. Space test pits at maximum intervals of 5 m (400 test pits per hectare) in areas less than 300 m from any feature of archaeological potential.
3. Space test pits at maximum intervals of 10 m (100 test pits per hectare) in areas more than 300 m from any feature of archaeological potential.
4. Test pit to within 1 m of built structures (both intact and ruins), or until test pits show evidence of recent ground disturbance.
5. Ensure that test pits are at least 30 cm in diameter.
6. Excavate each test pit, by hand, into the first 5 cm of subsoil and examine the pit for stratigraphy, cultural features, or evidence of fill.
7. Screen soil through mesh no greater than 6 mm.
8. Collect all artifacts according to their associated test pit.
9. Backfill all test pits unless instructed not to by the landowner.

### 2.1.3 Test pit survey – when archaeological resources are found

The initial finds of archaeological resources through test pitting may be insufficient to make it clear that a Stage 3 archaeological assessment is necessary, and it may therefore be desirable to carry out further work within Stage 2 rather than proceeding to Stage 3. If that is the case, the following requirements must be met in determining whether a Stage 3 should be carried out.

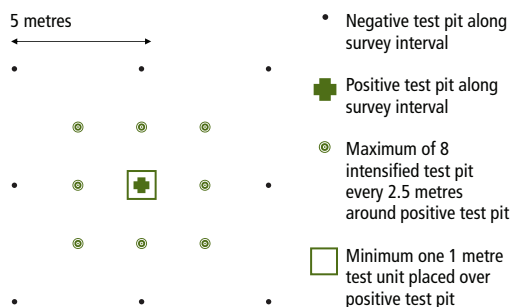
#### Standards

1. Continue test pit excavation on the survey grid to determine whether there are further positive test pits. This may produce sufficient archaeological resources to meet the criteria for making a recommendation to carry out a Stage 3 assessment, in which case further Stage 2 fieldwork is not necessary.
2. When insufficient archaeological resources are found through continued survey on the grid to meet the criteria for continuing to Stage 3, intensify survey coverage around the positive test pit to determine whether a recommendation for a Stage 3 assessment can be supported. Use one of the following strategies (**Option A or B**):

**Option A:** See figure below. Reduce the distance between test pits to a maximum of 2.5 m within a radius of 5 m around the positive test pit.

Excavate:

- a. a maximum of eight additional test pits within this intensified area, *and*
- b. one or more 1 m test units, placing at least one unit over the positive test pit (see section 3 *Stage 3: Site-specific Assessment* for test unit standards and guidelines).

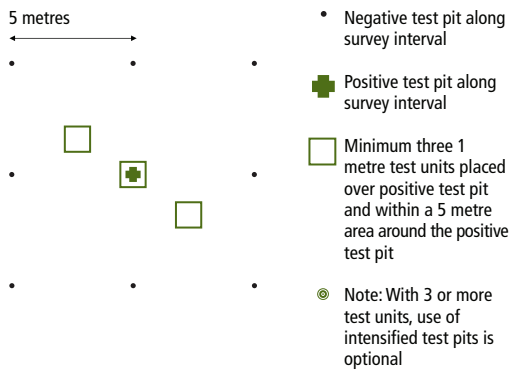


#### Guidelines

1. Stage 2 assessment around a positive test pit may be done using the described strategies or a recommendation may be made on the basis of professional judgment to proceed directly to a Stage 3 assessment.

## Standards

**Option B:** See figure below. Excavate additional 1 m test units, as required, within 5 m of the positive test pit. If excavating three or more 1 m test units, intensified test pitting may be omitted.



- If the area for test pit survey was reduced in Stage 1 under a special condition, and if archaeological resources are found during test pit survey within 50 m of an area recommended for exemption under that special condition, survey must be extended into the exempted area until survey has extended at least 50 m from the positive test pit.

### *2.1.4 Alternative strategies for special survey conditions: Test pit survey where archaeological management plans exist*

## Standards

## Guidelines

- When the property is in an area covered by an archaeological management plan, test pit survey intervals may be increased from 5 m to 10 m at less than 300 m from features of archaeological potential, provided that the plan specifies a lesser distance.

### *2.1.5 Alternative strategies for special survey conditions: Test pit survey in northern Ontario and on Canadian Shield terrain*

As an alternative to general test pit survey standards 1 and 2, a modified test pit survey strategy may be used for northern Ontario and Canadian Shield terrain:

#### Standards

1. Where the identified feature of archaeological potential is a modern water source, test pitting is required between 0 and 50 m from the feature. Space test pits at maximum intervals of 5 m. Survey is not required beyond 50 m.
2. For features of archaeological potential other than modern water sources (e.g., historic water sources such as glacial shorelines), test pitting is required as follows:
  - a. space test pits at maximum intervals of 5 m between 0 and 50 m from the feature of archaeological potential
  - b. space test pits at maximum intervals of 10 m between 50 and 150 m from the feature of archaeological potential
  - c. survey is not required beyond 150 m
3. While maintaining standard survey grids as closely as possible, the consultant archaeologist may vary from standard survey grids as necessary, based on professional judgment. Document and explain the rationale for all variations in the Stage 2 report.

#### Guidelines

1. Clustered test pits may be used to survey small areas of archaeological potential located in areas otherwise determined to be of low archaeological potential.

### *2.1.6 Alternative strategies for special survey conditions: Test pit survey in areas with complex combinations of archaeological potential*

In the course of surveying areas previously identified as having archaeological potential, the consultant archaeologist may determine that an area consists of a complex combination of land conditions such that there are small areas of archaeological potential intermixed with areas of low potential. Examples include small pockets of soil scattered throughout a broader bare limestone plain, or dry areas scattered throughout broader wetlands. These small areas of archaeological potential must be surveyed, but it may not be possible to maintain a regular test pit grid or provide precise mapping of all the surveyed areas.

## Standards

1. Survey all parts of these areas that are determined to have archaeological potential using standard test pit survey intervals.
  - While maintaining standard survey grids as closely as possible, the consultant archaeologist may vary from standard survey grids as necessary, based on professional judgment. Document and explain the rationale for all variations in the Stage 2 report.
2. Record surveyed areas and areas of low potential not surveyed to the greatest degree of precision possible given the available base mapping.
  - Based on professional judgment, the consultant archaeologist may map an area containing complex combinations of conditions as one unit. Where this approach is followed, record the characteristics of the area through photographs and detailed written field notes (e.g., percentages of different physical features and areas of potential, percentages surveyed and not surveyed, degree of variation within the area).

## Guidelines

### *2.1.7 Survey in deeply buried conditions*

In urban and brownfield properties, on floodplains, or where soil or sediments have been deposited in the past, original ground surfaces may be deeply buried and the sequence of deposition is often complex. These conditions require modified survey procedures to reduce the potential of damage to intact archaeological resources.

Where archaeological sites are identified in these conditions, it will often be most practical to proceed immediately to Stage 3. In some cases, however, the methods used in Stage 2 will be sufficient to accomplish the objectives of Stage 3, in which case the Stage 2 work may be deemed to have accomplished Stage 3 assessment.

## Standards

1. Survey strategies must be designed to be most effective in identifying potential archaeological resources (e.g., ensure that excavation covers all areas identified in Stage 1 as possessing historic structures, or ensure that buried natural soil horizons are fully investigated).
2. For properties where there is the potential for both deeply buried archaeological resources and for archaeological resources to be present near the surface, and where it is viable to carry out surface survey methods (i.e., pedestrian survey or test pitting), survey of the upper layers to identify any archaeological sites and to determine the extent and degree of disturbance must be carried out prior to using more invasive methods such as backhoe trenching.
3. Use backhoes or equivalent heavy excavating machinery instead of shovels when deep subsurface excavation is necessary to verify the presence of and to assess deeply buried archaeological resources. Excavate trenches within the core of the planned development area and over any areas of archaeological potential:
  - a. at maximum intervals of 10 m within those areas
  - b. to obtain sections and clear profiles of those areas
4. If other techniques have not made a conclusive determination regarding the presence of deeply buried archaeological resources expected as a result of Stage 1 evaluation, the consultant archaeologist must monitor excavation and the removal of fill as follows:
  - a. Conduct on-site monitoring where and when work is proceeding in areas where archaeological sites are predicted to exist, or where construction excavation is extending to a depth that warrants concern. (On-site monitoring may not be required across the entire development site or at all times during construction.)

## Guidelines

1. Obtain technical advice as appropriate to the type of deeply buried context. For example, where buried geomorphological features may be encountered, obtain advice from a geoarchaeologist, geomorphologist or soil expert.
2. When conditions make it impractical or ineffective to use backhoes or equivalent heavy excavating machinery, use appropriate alternative means such as:
  - a. hydraulically activated coring as a means of assessing stratigraphy
  - b. augering as a means of recovering archaeological materials in specific strata that have been identified by coring



## Standards

- b. Prepare, in consultation with the proponent and contractors, a contingency plan outlining procedures, documentation, and time requirements in the event that archaeological resources are exposed.
  - c. Recover all diagnostic artifacts related to the archaeological site of cultural heritage value or interest that are exposed during monitoring. Do not recover diagnostic artifacts related to 'fill'.
5. If an archaeological site (i.e., artifacts or features possessing sufficient cultural heritage value or interest to support a recommendation to proceed to Stage 3) is uncovered or affected, construction and monitoring activities must cease in that location.

### *2.1.8 Property survey to confirm previous disturbance*

A combination of property inspection and test pitting may be used when initial Stage 2 results determine that all or part of the project area may in fact be disturbed. The Stage 2 survey may then consist of a detailed inspection (equivalent to a Stage 1 inspection), combined with test pitting.

Note that this approach is not acceptable for project areas where there is any potential for deeply buried deposits such as those in many urban and brownfield properties or in floodplains.

## Standards

1. If it was not done as part of Stage 1, inspect and document the disturbed areas according to the standards described for Stage 1 property inspections.
2. Place Stage 2 test pits throughout the disturbed areas according to professional judgment (and where physically viable) so as to confirm that these areas have been completely disturbed.

## Guidelines

### *2.1.9 Property survey of undisturbed forest floors*

Test pit excavation can be difficult or impossible in undisturbed forest floors that exhibit shallow soil horizons. In these conditions, archaeological resources are often visible to surface inspection only once vegetation is cleared. This method may be used at the discretion of the licensed archaeologist in either Stage 2 or 3, as appropriate.

#### Standards

#### Guidelines

1. Carry out surface inspection of the forest floor in addition to test pit survey, as appropriate.
2. If soil horizons are absent or very thin, conduct a surface inspection of the forest floor as an alternative to a test pit survey.
3. When clearing vegetation for surface inspection:
  - a. Use a soft-toothed leaf rake.
  - b. Clear areas at least 2 m in diameter, spaced at no more than 5 m intervals between the centres of cleared areas.
  - c. When live vegetation cover is dense, augment raking with close (“hands and knees”) visual inspections.
  - d. When archaeological resources are found, clear a 10 m square centred on the positive cleared area. If positive cleared areas continue beyond this area, resume clearing 2 m areas at 5 m intervals, noting where the positive cleared areas end.

## ***2.2 Analysis: Determining the requirement for Stage 3 assessment***

Archaeological resources must have cultural heritage value or interest to meet the definitions of “artifact” and “archaeological site” under the *Ontario Heritage Act*. Archaeological resources meeting the criteria set out below indicate archaeological resources that meet these definitions and require Stage 3 assessment. Archaeological resources that do not meet these criteria either do not have cultural heritage value or interest, or their cultural heritage value or interest has been sufficiently assessed and documented in Stage 2.

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When determining whether archaeological sites require Stage 3 assessment, bear in mind that Aboriginal communities may have an interest in the identification of all Aboriginal archaeological sites that may be affected. Where a consultant archaeologist assesses an Aboriginal archaeological site as meeting the criteria for Stage 3 and as clearly having cultural heritage value or interest, with a high potential to go to Stage 4, informing interested Aboriginal communities at the end of Stage 2 is a recommended first step toward preparing for their engagement in Stage 3. Early engagement with relevant Aboriginal communities is strongly recommended. For more information, see the Ministry of Tourism and Culture's draft bulletin on *Engaging Aboriginal Communities in Archaeology*.

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#### Standards

1. Artifacts, groups of artifacts or archaeological sites meeting the following criteria require Stage 3 assessment:
  - a. pre-contact diagnostic artifacts or a concentration of artifacts (or both):
    - i. within a 10 m by 10 m pedestrian survey area:
      - (1) at least one diagnostic artifact or fire cracked rock in addition to two or more non-diagnostic artifacts
      - (2) in areas east or north of the Niagara Escarpment, at least five non-diagnostic artifacts
      - (3) in areas on or west of the Niagara Escarpment, at least 10 non-diagnostic artifacts
    - ii. within a 10 m by 10 m test pit survey area:
      - (1) at least one diagnostic artifact from combined test pit and test unit excavations
      - (2) at least five non-diagnostic artifacts from combined test pit and test unit excavations
  - b. single examples of artifacts of special interest:
    - i. Aboriginal ceramics
    - ii. exotic or period-specific cherts
    - iii. an isolated Paleo-Indian or Early Archaic diagnostic artifact

#### Guidelines

1. The consultant archaeologist may engage with relevant Aboriginal communities to determine their interest (general or site-specific) in the Aboriginal archaeological resources found during Stage 2 and to ensure there are no unaddressed Aboriginal archaeological interests connected with the land surveyed or sites identified.
2. Based on professional judgment, the consultant archaeologist may recommend Stage 3 archaeological assessment for archaeological sites even if they do not meet the above criteria.
3. Using professional judgment, the consultant archaeologist may determine on a case-by-case basis whether concentrations of five to nine non-diagnostic artifacts found in areas on or west of the Niagara Escarpment require Stage 3.
4. Where a cemetery or an archaeological site with cultural heritage or interest is known to be located immediately adjacent to the limits of the property that has been surveyed, Stage 3 assessment to confirm whether that cemetery or archaeological site extends into the property under assessment may be recommended. The Stage 3 archaeological assessment may be recommended regardless of whether artifacts were recovered by the Stage 2 survey in the part of the subject property adjacent to that cemetery or archaeological site.

## Standards

- c. post-contact archaeological sites containing at least 20 artifacts that date the period of use to before 1900. (Further guidance for evaluating the potential cultural heritage value or interest of post-1830 Euro-Canadian domestic sites is provided in 3 *Stage 3: Site-Specific Assessment*.)
- d. twentieth century archaeological sites, where background documentation or archaeological features indicate possible cultural heritage value or interest
- e. the presence of human remains

## Related sections

- 1 Stage 1: Background Study and Optional Property Inspection
- 3 Stage 3: Site-specific Assessment
- 5 Using the Global Positioning System (GPS)
- 7.8 Project reports: Stage 2





3

**Stage 3:**  
Site-specific Assessment

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# Stage 3: Site-specific Assessment

## Overview

The purpose of Stage 3 is to assess the cultural heritage value or interest of each archaeological site identified in Stage 2, to determine whether it has been sufficiently documented or if further measures are required to protect or document the site fully.

## Objectives

- To determine the extent of the archaeological site and the characteristics of the artifacts
- To collect a representative sample of artifacts
- To assess the cultural heritage value or interest of the archaeological site
- To determine the need for mitigation of development impacts and recommend appropriate strategies for mitigation and future conservation

## Historical documentation

- Detailed documentary research of the land use and occupation history specific to the archaeological site, when available
- Supplements the Stage 1 background study

## Archaeological site assessment

- Archaeological fieldwork to gather data from each archaeological site identified in Stage 2 as having cultural heritage value or interest
- Assessment methods depend on field conditions, methods used in the Stage 2 property survey, and the type of archaeological site:
  - Controlled surface pick-up (CSP)
    - An examination of the archaeological site's ground surface, mapping and collecting artifacts on the surface
    - For open ploughed fields where archaeological sites were discovered through Stage 2 pedestrian survey



## Archaeological site assessment

### Test unit excavation

- Controlled excavation of 1 m square test units, in selected locations, to
  - determine the presence of buried artifacts, structures, stratigraphy and cultural features and
  - collect a representative sample of artifacts
- Done as follow-up to CSP and for archaeological sites discovered through Stage 2 test pit survey

## Analysis: Assessing cultural heritage value or interest

- Analysis of the data and artifacts to assess the archaeological site's cultural heritage value or interest in order to determine the need for mitigation of development impacts

### Assessed cultural heritage value or interest

The archaeological site has cultural heritage value or interest requiring mitigation of development impacts

The cultural heritage value or interest of the archaeological site has been sufficiently documented or mitigated

### Recommended next step

**Stage 4 mitigation of development impacts through avoidance and protection or excavation**

**Fieldwork and documentation complete—no further fieldwork or mitigation of development impacts required**

## 3.1 Historical documentation

When historical documentation is available, detailed documentary research of the land use and occupation history specific to the archaeological site is required. This research supplements the Stage 1 background study done for the entire property.

### Standards

1. Research the following information sources when available and relevant to the archaeological site:
  - a. features or information identifying an archaeological site as sacred to Aboriginal communities
  - b. individuals or communities with oral or written information about the archaeological site (e.g., Aboriginal communities, the proponent, professional and avocational archaeologists, local residents)
  - c. historical settlement maps

### Guidelines

1. Research other information sources as deemed relevant by professional judgment.

## Standards

- d. land titles or records, land registry documents
- e. historical land use and ownership records (e.g., assessment rolls, census records, Aboriginal land use records, commercial directories)
- f. primary historical document sources (e.g., diaries, manuscripts)
- g. secondary historical document sources (e.g., local and regional histories, academic research)

### *3.2 Archaeological site assessment*

Archaeological site assessment consists of archaeological fieldwork to gather data from each archaeological site identified in Stage 2 as having cultural heritage value or interest. Where appropriate, controlled surface pick-up (CSP) is carried out first. The assessment must always include test unit excavation. The use of CSP and the number and placement of test units will depend on field conditions, methods used in the Stage 2 property survey, and the type of archaeological site.

## Standards

1. Before carrying out fieldwork, review (when available) all relevant reports of previous fieldwork on the archaeological site or for that property.
2. Carry out the archaeological site assessment when weather and lighting conditions permit good visibility of all parts of the archaeological site. Do not carry out the archaeological site assessment when weather and lighting conditions (e.g., snow cover, frozen ground, excessive rain or drought, heavy fog) reduce the ability to identify and document any part of the archaeological site.
3. Using the Global Positioning System (GPS) according to the requirements set out in section 5, record the locations of the following:
  - a. a central fixed point within the archaeological site
  - b. a permanent datum that can be tied to a development map
4. Provide representative photographs of all field conditions (e.g., ploughed field, pasture or woodlot, disturbances).

## Guidelines

1. Fieldwork may include the use of geophysical methods to support site interpretations and recommendations for Stage 4 mitigation strategies.

### 3.2.1 *Controlled surface pick-up (CSP)*

Controlled surface pick-up (or collection) consists of further detailed survey of the ground surface of the archaeological site to locate, map and collect artifacts on the surface. This method is used in open ploughed fields where archaeological sites were documented through a pedestrian survey. The goal of a CSP is to gather information that will assist in documenting the characteristics and extent of the archaeological site.

#### Standards

1. If ground surface visibility has decreased in the time between the Stage 2 survey and the Stage 3 CSP, ensure that the site area is re-cultivated and weathered, following the standards set out for pedestrian survey in 2: *Stage 2: Property Assessment*.
2. Accurately map the location of all artifacts on the ground surface using a total station, transit and tape, stadia rod, or GPS unit. Record and catalogue artifacts by their mapped location, recording any relevant information (e.g., spatial relationship of diagnostics, artifact concentration areas). Tie this map to the general site GPS readings by recording a central point in the scatter.
3. For very large and dense surface scatters, conduct a full CSP by grid units (maximum 5 m by 5 m units) over the archaeological site. Record and catalogue artifacts with their grid unit designation.
4. Ensure that decisions regarding the type and number of artifacts collected strike a balance between gathering enough artifacts to document the archaeological site and leaving enough in place to relocate the site if required (e.g., to conduct further assessment, define a protected area or conduct excavation).
5. Collect all formal artifact types and diagnostic categories, including, for 19th century archaeological sites, all refined ceramic sherds.
6. Collect a representative sample of non-diagnostic artifacts, taking into consideration the archaeological site type, type and frequency of non-diagnostic artifacts, and the likelihood that further fieldwork will be required.

#### Guidelines

1. In some cases, no artifacts are recovered through an initial CSP, despite the site having previously been recommended for Stage 3. Based on professional judgment, the consultant archaeologist may proceed to verify that the previously identified site has been adequately addressed by doing the following:
  - a. Allow further weathering and conduct a second CSP. The second CSP should account for possible errors in the Stage 2 recording of the site location.
  - b. Where no artifacts are recovered by the second CSP, excavate five or more test units focused as closely as possible on the location recorded for the archaeological site in Stage 2.

### 3.2.2 Test unit excavation

The purpose is to use controlled and systematic excavation to document the presence and extent of buried artifacts, structures, stratigraphy and cultural features, and to collect a representative sample of artifacts, across the entire archaeological site.

#### Standards

1. Excavate by 1 m square units.
2. To determine the placement of test units, establish a grid on the site based on the permanent datum to at least the accuracy of transit and tape measurements. Placing test units in unmeasured, estimated locations is not acceptable.
3. Excavate test units by hand. Do not use heavy machinery (e.g., gas-powered augers, backhoes) except to remove sterile or recent fill covering confirmed, deeply buried or sealed archaeological sites (e.g., in urban areas, floodplains).
4. Excavate test units by systematic levels (stratigraphic or standardized).
5. Excavate test units into the first 5 cm of subsoil, unless excavation uncovers a cultural feature.
6. If test unit excavation uncovers a cultural feature, do not excavate into feature fill. Instead:
  - a. Record the exposed plan of the feature.
  - b. Place geotextile fabric over the unit floor and backfill the unit.
7. Screen all excavated soil through mesh with an aperture of no greater than 6 mm. For confirmed single component Paleo-Indian and Early Archaic archaeological sites, for a sample of units (at least 20% of the total number of units in sandy soil and at least 10% of the total number of units in heavy soil), screen the entire contents of each unit through mesh with an aperture of no greater than 3 mm.
8. Unless otherwise specified in Tables 6.1 and 6.2 in section 6, or in the site-specific requirements stated in section 4.2, collect and retain all artifacts. Record and catalogue them by their corresponding grid unit designation

#### Guidelines

1. Based on the consultant archaeologist's professional judgment, when the site type indicates that artifacts measuring less than 6 mm may be present (e.g., very small lithic flakes, seed beads) and should be recovered, some or all excavated soil may be screened through 3 mm mesh or water screened.
2. Very heavy soils may be water screened.
3. Based on the consultant archaeologist's professional judgment that the information is required to inform Stage 3 recommendations, exposed cultural features may be excavated, provided that both of the following conditions are met:
  - a. All test units over the cultural features are first excavated to expose the complete plan of the features. This is not applicable to deeply buried deposits.
  - b. The cultural features are excavated to Stage 4 excavation standards (see section 4.2 *Approach 2: Excavation*).

### 3.2.3 *Determining the location and number of test units*

The location and number of test units required varies depending on the type of site. Standards for the most common types of archaeological sites are shown in Table 3.1.

The objectives of a test unit placement strategy are to:

- provide a uniform level of data collection from across the site
- focus testing on key areas (e.g., site core, site periphery, areas of lower artifact concentration, isolated concentrations of diagnostics or classes of artifacts), as deemed appropriate based on professional judgment
- gather a representative artifact sample from across the site
- determine the nature of subsurface deposits
- determine the extent of the archaeological site
- support the recommendations for Stage 4 mitigation strategies

#### Standards

1. Use Table 3.1 to determine the location and number of test units appropriate to the site type.

#### Guidelines

1. The limits of the area of the archaeological site may be established through the achievement of sterile test units (yielding no artifacts or cultural features) or may be established at an earlier point using professional judgment based on:
  - a. permanent physical constraints of a natural form (e.g., river edge, cliff edge) or cultural form (e.g., road, building)
  - b. repetitive low yields on the periphery of the site
  - c. typical characteristics of sites within the same region
  - d. typical characteristics of sites of a similar type as documented through the archaeological literature

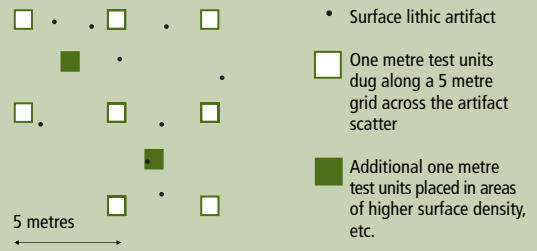
**Table 3.1 Standards for determining the location and number of test units**

**Site type**

Small pre-contact and post-contact sites where it is not yet evident that the level of cultural heritage value or interest will result in a recommendation to proceed to Stage 4

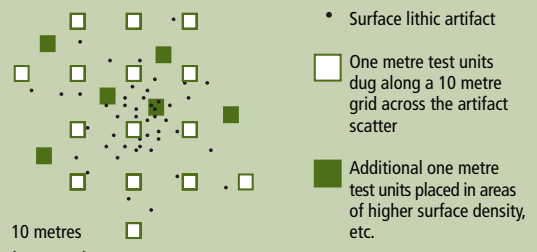
**Test unit strategy - Standards**

1. Place and excavate 1 m square test units in a 5 m grid across the site (white squares below).
2. Place and excavate additional test units, amounting to 20% of the grid unit total (e.g., if the grid has 40 units, an additional 8 units), focusing on areas of interest within the site extent (such as distinct areas of higher concentrations within a broader artifact concentration or adjacent to high-yield units (shaded squares)).



Small pre-contact and post-contact sites where it is clearly evident that the level of cultural heritage value or interest will result in a recommendation to proceed to Stage 4

3. Place and excavate 1 m square units in a 10 m grid across the site (white squares below).
4. Place and excavate additional units, amounting to 40% of the initial grid unit total (e.g., if the initial grid has 40 units, an additional 16 units), focusing on areas of interest within the site extent (such as distinct areas of higher concentrations within a broader artifact concentration, or adjacent to high-yield units (shaded squares)).

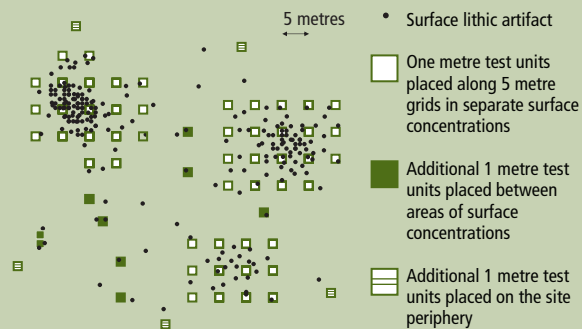


## Site type

Plough-disturbed, large, multi- or single-component lithic scatters

## Test unit strategy - Standards

5. Place multiple grids over areas of artifact concentration (e.g., greater surface densities of artifacts, concentrations of diagnostics, apparent single-component concentrations, defined activity areas) and excavate 1 m square test units across those grids at 5 m intervals (white squares below).
6. Place and excavate additional test units, amounting to 20% of the initial grid unit total (e.g., if the initial grid has 40 units, an additional 8 units), between the areas of concentration to document areas of lower concentration (shaded squares).
7. Place and excavate further additional units, amounting to 10% of the initial grid unit total (e.g., if the initial grid is 40 units, an additional 4 units), on the periphery of the surface scatter to determine the site extent and sample the site periphery (hatched squares).



Large multi- or single-component lithic scatters found solely through a test pit survey

8. Place and excavate 1 m square test units in a 10 m grid across the site.
9. Place and excavate additional test units, amounting to 40% of the initial grid unit total (e.g., if initial grid is 40 units, an additional 16 units), focused in areas of interest within the site extent (such as small artifact concentrations or adjacent to high-yield units).

<b>Site type</b>	<b>Test unit strategy - Standards</b>
Woodland village sites	<p>10. Place multiple grids, over all areas of artifact concentration indicating possible plough-disturbed middens. Excavate 1 m square test units across those grids at 5 m intervals.</p> <p>11. Place and excavate an equal number of additional test units (e.g., if the grids over middens total 40 units, an additional 40 units) across the remainder of the site, either in a systematic grid or in focused areas, to recover a sample of topsoil deposits.</p> <p>12. See section 3.3.2 <i>Alternative Strategies: Large Woodland villages</i> regarding test unit strategies for further information on defining the extent of this type of site.</p>
Intact sites found in undisturbed contexts	<p>13. Place and excavate 1 m square test units in a 5 m grid across the site.</p> <p>14. In order to define site extent, place and excavate at least three adjacent test units along each grid line until yields of five or fewer artifacts are obtained for each test unit.</p>
Other contexts (e.g., 19th century villages, industrial complexes)	<p>15. Place and excavate 1 m square test units according to a strategy that balances systematic and focused test excavation across the site.</p>

### ***3.3 Alternative strategies for special conditions***

#### *3.3.1 Large sites*

For some large sites, it may be possible to recover enough information to determine the site characteristics and support recommendations for appropriate Stage 4 mitigation strategies before all test units within the standardized grids have been completed.

Do not use this approach for plough-disturbed lithic scatters where the extent of the grid is already limited to areas of surface concentration.



## Standards

1. Test unit excavations may be discontinued if all information required to fully inform recommendations for Stage 4 mitigation of impacts has been collected and the following minimum level of work has been completed:
  - a. at least 50% of the units that should be excavated based on Table 3.1 have been excavated
  - b. grid units have been excavated around the entire site extent, confirming the limits of the site
  - c. at least 50% of the additional “infill” units have been excavated
  - d. test units have been excavated within all concentrations of artifacts identified through test pit survey

## Guidelines

### 3.3.2 Large Woodland villages

The test unit strategies in Table 3.1 may not be sufficient to accurately define the extent of large Woodland village sites, since there may often not be a close correspondence between the artifact scatter and the underlying settlement pattern surviving in the subsoil.

To help define the extent of a Woodland village, mechanical topsoil removal may be used as a method to excavate test trenches beyond the archaeological site limits established by surface artifact scatter and positive test units. (See section 4.2 *Approach 2: Excavation* for complete standards and guidelines for mechanical topsoil removal.)

## Standards

1. Mechanically remove topsoil from trenches of no more than 5 m in width with no more than 20 m intervals between trenches.
2. Do not excavate trenches where the site limits are defined by physical constraints (e.g., steep slopes, edge of waterway, low wet areas, modern cultural features such as roads).
3. Excavate trenches inwards towards the archaeological site from a minimum of 20 m outside the limit of the previously mapped extent of artifacts (as determined by surface artifact scatter or test unit artifact drop-offs).

## Guidelines

1. Based on the consultant archaeologist’s professional judgment that the information is required to inform Stage 3 recommendations, exposed cultural features may be excavated, provided that both of the following conditions are met:
  - a. All test units over the cultural features are first excavated to expose the complete plan of the features. This is not applicable to deeply buried deposits.
  - b. The cultural features are excavated to Stage 4 excavation standards (see section 4.2: Approach 2: Excavation).

## Standards

4. Excavate trenches until cultural features are identified or until the excavations reach the limits of the previously mapped extent of artifacts. If cultural features are identified, cease excavating in towards the archaeological site.
5. Trenches must be sterile for a minimum of 20 m outwards from the outermost cultural feature encountered or from the limits of the previously mapped extent of artifacts. This will establish the limits of the 20 m buffer area where that may be required for avoidance and protection.
6. If excavation of trenches uncovers a cultural feature, do not excavate into feature fill. Instead:
  - a. record the exposed plan of the feature
  - b. place geotextile fabric over the unit floor and backfill the unit

### *3.3.3 Assessment of sites in deeply buried conditions*

Where archaeological sites have been identified in deeply buried conditions, Stage 3 assessment of those sites should continue using the same methods and approaches as followed in Stage 2. (This may be one continuous process). The approach should reflect the Stage 3 objectives and incorporate any further information acquired during Stage 2 and that may have resulted from additional Stage 3 historical documentation.

## Standards

1. For properties where there is a combination of both deeply buried archaeological resources and archaeological resources present near the surface, and where it is viable to carry out test unit excavation, test unit excavation must be carried out prior to using more invasive methods (e.g., backhoe trenching).
2. Use heavy excavating machinery when deep subsurface excavation is necessary to assess a deeply buried archaeological site, to reach sterile subsoil or to excavate through materials (e.g., modern fill) where it is not viable to excavate by hand.

## Guidelines

## Standards

3. Excavate according to a strategy that balances systematic and focused test excavation across the site. The testing strategy should ensure that:
  - a. areas of artifact concentration are sampled
  - b. the full depth and extent of the archaeological site has been determined
  - c. stratigraphy is sufficiently well understood to inform the Stage 4 mitigation strategy
  - d. major parts or components of the archaeological site have been identified
4. If other strategies have not allowed for or are not viable for the purpose of making a conclusive assessment of a deeply buried archaeological site, monitor excavation and the removal of fill as follows:
  - a. Conduct on-site monitoring where and when work is proceeding. (On-site monitoring may not be required across the entire development site or at all times during construction.)
  - b. Prepare, in consultation with the proponent and contractors, a contingency plan outlining procedures, documentation, and time requirements in the event that any part of the archaeological site is exposed unexpectedly or in an unplanned manner.
  - c. Recover all diagnostic artifacts (those related to the archaeological site that is of cultural heritage value or interest, not those related to fill) exposed and removed from context during monitoring.
5. If any part of the archaeological site is sufficiently well exposed and documented to support a recommendation to proceed to Stage 4, construction and monitoring activities must cease in that location. Take appropriate steps to stabilize the exposed areas and to ensure avoidance until Stage 4 mitigation can be accomplished.

## Guidelines

### *3.4 Analysis: Determining whether an archaeological site requires mitigation of development impacts*

The information collected in Stage 3 is used to assess the cultural heritage value or interest of the archaeological site in order to determine whether Stage 4 mitigation of impacts is required, and as the basis for formulating Stage 4 strategies.

Archaeological sites with cultural heritage value or interest require Stage 4 mitigation of development impacts by avoidance and protection or excavation if they have not been completely excavated and documented by the end of Stage 3.

#### Standards

#### Guidelines

1. The following site types always require Stage 4 mitigation:
  - a. archaeological sites identified as sacred or as containing burials
  - b. rare (unique, unusual) archaeological sites
  - c. Paleo-Indian archaeological sites (shows the earliest human occupation of the province), regardless of size or artifact yield
  - d. large, dense lithic scatters (very high yields of artifacts per unit)
  - e. Woodland period archaeological sites
  - f. post-contact archaeological sites dating to before 1830
  - g. late 19th and 20th century archaeological sites where background research (from any stage) or archaeological features clearly document cultural heritage value or interest
  
2. Aboriginal communities must be engaged when assessing the cultural heritage value or interest of an Aboriginal archaeological site that is known to have or appears to have sacred or spiritual importance, or is associated with traditional land uses or geographic features of cultural heritage interest, or is the subject of Aboriginal oral histories. This will have been determined through background research in Stage 1, detailed documentary research on the land use and occupation history early in Stage 3, and/or analysis of artifacts and other information recovered through archaeological fieldwork

### 3.4.1 Site-specific criteria: Small or diffuse lithic scatters

Lithic scatters can range from small sites consisting of a few lithic flakes, with or without diagnostic artifacts, to large dense scatters of lithic debris and formal tools, and from single-component Archaic sites to multi-component Archaic and Woodland sites. Large, dense, lithic scatters automatically have high cultural heritage value or interest and require Stage 4. The cultural heritage value or interest of small or diffuse lithic scatters is more difficult to evaluate.

#### Standards

1. Small or diffuse lithic scatters possessing at least one of the following characteristics have cultural heritage value or interest and require Stage 4:
  - a. one or more test units yielding 10 or more artifacts
  - b. one or more test units yielding five to nine artifacts, including at least one diagnostic artifact
  - c. one or more Aboriginal ceramic sherds
  - d. one or more sub-surface cultural features

#### Guidelines

1. In sites that do not meet the above standards, Stage 4 mitigation of impacts is not required. However, Stage 4 may be recommended, based on professional judgment, if the site has at least one of the following characteristics:
  - a. one or more exotic or rare artifacts, indicating possible trade, spiritual/religious or ceremonial activity
  - b. location associated with unique or unusual landscape features
  - c. if the archaeological site meets the criteria for cultural heritage value or interest only marginally (e.g., a complete test unit strategy, as outlined in Table 3.1, resulted in only a few units that yielded 10 or more artifacts), the consultant archaeologist has two options:
    - i. move on to Stage 4.
    - ii. continue further Stage 3 test unit excavation. If further test unit excavation continues to confirm low counts, Stage 4 is not required but follow-up documentation must meet the requirements for complete documentation of comparable sites where Stage 4 is carried out.

### 3.4.2 Site-specific criteria: Domestic archaeological sites dating after 1830

In general, use the cultural heritage value or interest criteria in Table 3.2 to evaluate 19th century archaeological sites (commercial, industrial, institutional, religious and military) dating after 1830. The standards below apply to 19th century house and homestead archaeological sites, when neither the background documentation (from any stage) nor the archaeological features clearly indicate cultural heritage value or interest.

#### Standards

1. Sites with at least one of the following characteristics have cultural heritage value or interest and require Stage 4:
  - a. In southern Ontario: most (80% or more) of the time span of occupation of the archaeological site dates to before 1870
  - b. throughout Ontario (especially northern Ontario): the archaeological site is associated with the first generation of settlement of a pioneer or cultural group, even when the settlement was after 1870

#### Guidelines

### 3.4.3 Site-specific criteria: Other

Archaeological sites not addressed by the above general and site-specific criteria may still possess cultural heritage value or interest and require Stage 4 mitigation of development impacts.

#### Standards

1. Apply the general criteria and indicators outlined in Table 3.2, *Cultural heritage value or interest criteria*, to determine whether Stage 4 mitigation of impacts is recommended.

#### Guidelines

**Table 3.2 Indicators showing cultural heritage value or interest**

**Information value**

The archaeological site contributes to local, regional, provincial or national archaeological history.

Criteria	Indicators
<b>Cultural historical value</b>	<p>Information from the archaeological site advances our understanding of:</p> <ul style="list-style-type: none"> <li>• cultural history—locally, regionally, provincially or nationally</li> <li>• past human social organization at the family, household or community level</li> <li>• past material culture—manufacture, trade, use and disposal</li> </ul>
<b>Historical value</b>	<p>The archaeological site is associated with:</p> <ul style="list-style-type: none"> <li>• oral histories of a community, Aboriginal community, or specific group or family</li> <li>• early exploration, settlement, land use, or other aspect of Ontario’s history</li> <li>• the life or activities of a significant historical figure, group, organization, or institution</li> <li>• a significant historical event (cultural, economic, military, religious, social or political)</li> </ul>
<b>Scientific value</b>	<p>The archaeological site contains important evidence that contributes to:</p> <ul style="list-style-type: none"> <li>• paleo-environmental studies</li> <li>• testing of experimental archaeological techniques</li> </ul>
<b>Rarity or frequency</b>	<p>The archaeological site is:</p> <ul style="list-style-type: none"> <li>• unique—locally, regionally, provincially or nationally</li> <li>• useful for comparison with similar archaeological sites in other areas</li> <li>• a type that has not been studied, or has rarely been studied, and is therefore under-represented in archaeological research</li> </ul>

<b>Criteria</b>	<b>Indicators</b>
<b>Productivity</b>	<p>The archaeological site contains:</p> <ul style="list-style-type: none"> <li>• large quantities of artifacts, especially diagnostic artifacts</li> <li>• exotic or rare artifacts demonstrating trade or other exchange patterns</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• The archaeological site is well preserved and retains a large degree of original material.</li> </ul>
<b>Value to a community</b>	
The archaeological site has intrinsic value to a particular community, Aboriginal community or group.	
<b>Criteria</b>	<b>Indicators</b>
The archaeological site has traditional, social or religious value.	<p>The archaeological site:</p> <ul style="list-style-type: none"> <li>• contains human remains</li> <li>• is identified as a sacred site</li> <li>• is associated with a traditional recurring event in the community, Aboriginal community or group (e.g., an annual celebration)</li> <li>• is a known landmark</li> </ul>
<b>Value as a public resource</b>	
The archaeological site contributes to enhancing the public's understanding and appreciation of Ontario's past.	
<b>Criteria</b>	<b>Indicators</b>
The archaeological site has potential for public use for education, recreation or tourism.	<p>The archaeological site:</p> <ul style="list-style-type: none"> <li>• is or can be made accessible to tourists, local residents or school groups</li> <li>• is or can be incorporated into local education, recreation or tourism strategies and initiatives</li> </ul>



### 3.5 Formulation of Stage 4 strategies

Where the Stage 3 assessment results in a recommendation for Stage 4 mitigation of development impacts, the Stage 3 report will recommend strategies to be employed (avoidance and protection or excavation). Fieldwork requirements and alternatives are described in detail in the Stage 4 section. Standards and guidelines for making those recommendations are described in detail in the Stage 3 Project Reporting section.

The avoidance and protection of sites is always the preferred approach to the Stage 4 mitigation of impacts to archaeological sites. Where Stage 4 is recommended, the consultant archaeologist will need to review the viability of Stage 4 protection options with the client.

The following approaches can be used singly or in combination to reduce or eliminate impacts to archaeological sites:

- **Project redesign:** Changing the design, layout, extent, location or timing of the proposed project or planned construction within the project property. The redesign could include relocating or repositioning proposed buildings, roadways, lot sizes or layouts, or project facilities (e.g., construction staging areas or stockpiles).
- **Excluding the area of the archaeological site:** Redrawing the boundaries of the area proposed for development so as to exclude the area of the archaeological site from the final development application (e.g., a proposed quarry is reduced in scale, a proposed highway or pipeline is diverted from the protected area). In this way, the area of the archaeological site is no longer part of the proposed development. Exclusion is usually viable only before a development application has been submitted, and when the archaeology fieldwork has been completed in the pre-submission phase
- **Incorporating the area of the archaeological site:** Including that area in the final development plans, but without land alteration of any kind in the area containing the site (e.g., the site will be within an open space, woodland or parkland setting, restrictive setback, or protected environmentally sensitive area).

#### Standards

1. Aboriginal communities must be engaged when formulating Stage 4 mitigation strategies for the following types of Aboriginal archaeological sites:
  - a. rare Aboriginal archaeological sites
  - b. sites identified as sacred or known to contain human remains
  - c. Woodland Aboriginal sites
  - d. Aboriginal archaeological sites where topsoil stripping is being contemplated

#### Guidelines

1. When formulating Stage 4 mitigation strategies for Aboriginal archaeological sites of cultural heritage value or interest other than those identified in the standards above, the consultant archaeologist may choose to review the recommendations with the relevant, interested Aboriginal community or communities.
2. When considering mitigation strategies for deeply buried archaeological sites, to the degree that is possible based on available information, base those strategies on detailed three-dimensional mapping of the characteristics and locations of deposits within the project area.

## Standards

- e. undisturbed Aboriginal sites
  - f. sites previously identified as being of interest to an Aboriginal community
2. A Stage 3 report recommending excavation must include documentation that excavation was only chosen as the approach to mitigation of impacts after careful consideration had determined that avoidance and protection was not viable.
  3. When considering mitigation strategies for rare archaeological sites (e.g., archaeological sites in unusual locations such as wet, waterlogged or cobble beach soil conditions; archaeological sites that have unusual characteristics such as earthworks), excavation is not an acceptable strategy except in highly unusual circumstances (e.g., when site integrity will be threatened, even if the site is avoided).

## Related sections

- 2 Stage 2: Property Assessment
- 4.1 Approach 1: Avoidance and protection
- 4.2 Approach 2: Excavation
- 5 Using the Global Positioning System (GPS)
- 7.9 Project reports: Stage 3

## Guidelines

3. Using professional judgment, consult a geoarchaeologist, geomorphologist or soil expert as appropriate.



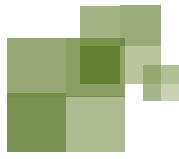


4

**Stage 4:**  
Mitigation of Development Impacts

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# Stage 4: Mitigation of Developmental Impacts

## Overview

### Objective

To address development impacts on an archaeological site with a level of cultural heritage value or interest that has been determined to require mitigation. There are two approaches for mitigation of development impacts:

- avoidance and protection
- excavation

Avoidance and protection preserves archaeological sites intact. It is the preferred option for the mitigation of impacts to archaeological sites. Avoidance and protection are most viable when the cultural heritage value or interest of the archaeological site is determined early in the planning stages of the development, when plans are most flexible.

## *4.1 Approach 1: Avoidance and protection*

### Overview

### Objective

Effective avoidance and protection strategies will include both avoidance measures (protecting the archaeological site from impacts during construction) and long-term protection measures (using legal, planning and administrative tools to protect the archaeological site and ensure that concerns for the archaeological site are addressed in any future land use changes).

If the archaeological site remains unaltered and is avoided during development, the archaeological concerns under land use planning and development processes may be considered addressed and development may proceed.

### Role of the consultant archaeologist

The consultant archaeologist plays both an active fieldwork role and an advisory role in Stage 4 avoidance and protection.

The following requirements must be met in the implementation of any avoidance and protection strategy.

#### Standards

1. The limits of the archaeological site must have been established through Stage 2 and Stage 3 assessments prior to the implementation of any avoidance and protection strategy. (Protection is not an alternative to completing Stages 2 and 3.)
2. The area to be protected and avoided must include the entire archaeological site and, in addition:
  - a. a 20 m buffer zone for Aboriginal village sites, or
  - b. a 10 m buffer zone for other sites, or
  - c. a reduced buffer zone where permanent physical constraints of a natural form (e.g., river edge, cliff edge) or cultural form (e.g., roads, buildings) are in existence within the width that would otherwise be required

#### Guidelines

#### *4.1.1 Avoidance*

#### Standards

1. If grading or other soil disturbing activities caused by the development project will extend to the edge of an area to be avoided, recommendations must be made to the proponent to take the following steps to ensure that the protected area is not altered:
  - a. Erect a temporary barrier around the area to be avoided.
  - b. Issue “no go” instructions to all on-site construction crews, engineers, architects or others involved in day-to-day decisions during construction.
  - c. Show the location of the area to be avoided on all contract drawings, when applicable. Include explicit instructions or labelling to avoid that area.

#### Guidelines

## Standards

2. During grading and other soil disturbing activities, inspect and monitor the area to be avoided to verify the effectiveness of avoidance strategies. If alteration of the archaeological site is observed at any time during construction, notify the ministry immediately.
3. After completion of the grading and other soil disturbing activities, inspect and report to the ministry on the effectiveness of the strategy in ensuring that the area to be avoided remains intact (see section 7.10 *Project reports: Stage 4 avoidance and protection*).

### *4.1.2 Alternative strategies for special conditions: Frozen ground access*

If access over the surface of a protected area is restricted to winter, when the ground is frozen and the access has minimal impact, then this is an effective option for temporary access roads or staging areas for construction or for linear corridor projects.

## Standards

1. Prior to allowing access by heavy machinery in winter (e.g., vehicle crossings, timber harvesting), the ground must be frozen to a depth of 10 cm or more.
2. In the field season following any activity, the proponent must engage a consultant archaeologist to monitor and assess impacts on the protected area.

## Guidelines

### *4.1.3 Alternative strategies for special conditions: Temporary avoidance prior to full excavation*

Temporary avoidance and protection measures involve delaying the excavation of the archaeological site until just before development (e.g., when the site is in a part of a proposed quarry where aggregate extraction will not begin for several years, or when it is in a plan of a subdivision to be developed in stages). This strategy does not afford the archaeological site long-term protection. However, it can ensure short-term protection while allowing development to proceed on the rest of the property.



## Standards

1. If temporary avoidance and protection is recommended, then there must be measures in place to ensure that the archaeological site will not be impacted in the short term, and a plan to carry out full excavation in the future. A written temporary avoidance and protection strategy, agreed to by the approval authority, along with a schedule for completing excavations, must be provided in the project report package.

## Guidelines

### *4.1.4 Long-term protection*

Regardless of the strategy used, without the implementation of long-term protection mechanisms, an archaeological site is not considered truly protected. The overall avoidance and protection strategy recommended to the development proponent must include mechanisms to ensure the effective implementation of long-term protection.

The most commonly used mechanisms are restrictive covenants on titles, zoning by-law amendments and transfer of ownership to a municipality or other public land-holding body.

## Standards

1. The mechanism recommended for long-term protection must set out how protection of the archaeological site is to be addressed as a prerequisite to any proposed removal of the archaeological restrictions on the land in the future. This includes defining the mandatory steps, such as ensuring that the archaeological site is either further protected on a long-term basis or is excavated by a licensed archaeologist.
2. The allowable uses for the protected area must not include any activities that might alter the archaeological site in any way, either temporarily or permanently. This includes even minor forms of soil disturbance such as tree removal, minor landscaping, utilities installation, etc.
3. If transfer of ownership is part of the avoidance and protection strategy, the proposed new owner must provide documentation (e.g., letter) confirming their awareness of their obligations for the archaeological site and their willingness and capacity to fulfil those obligations.

## Guidelines

#### *4.1.5 Alternative strategies for special conditions: Protecting deeply buried or sealed deposits*

In urban, brownfield, highway, and floodplain contexts, archaeological sites may have been buried and sealed under later fill and thus preserved. In these situations, the most effective protection strategy may be to re-establish the seal and prohibit future below-ground disturbances in the area.

This is not the same as artificial “capping” (placing fill on an exposed archaeological site that was not originally deeply buried). Capping is not acceptable as a protection strategy in any context. It can increase the risk of damage from compaction, accelerated artifact deterioration, and unintentional impacts during cap construction.

#### Standards

1. Protection of deeply buried sealed deposits is a viable option if the following conditions are met:
  - a. The sealed archaeological site, as found, is located under a minimum of 50 cm of fill.
  - b. A consultant archaeologist has determined and mapped the depth and extent of the sealed archaeological site.
  - c. A consultant archaeologist has recorded any existing exposed faces of the archaeological site, and the faces have been shored up to avoid collapse and then backfilled.
  - d. The proposed surface uses:
    - i. are similar to as-found surface conditions (e.g., road or parking lot, green space)
    - ii. do not require below-ground construction or excavation any closer than within 20 cm of the sealed archaeological site.
2. Increasing the grade of the as-found ground surface (i.e., adding to the fill already on top of the deeply buried archaeological resources) is acceptable if it will not impede future access to the archaeological site or threaten its preservation when that fill is removed in the future. Place geotextile fabric under the new fill to mark the former ground surface.

#### Guidelines

#### *4.1.6 Alternative strategies for special conditions: Partial long-term avoidance and protection*

Part of the archaeological site is excavated and documented, leaving the remainder intact and protected through incorporation strategies. This measure is acceptable only when a single, clearly defined portion of a site cannot be protected.

##### Standards—avoidance and protection

##### Guidelines

1. Planning must contemplate eventual ownership of the unexcavated protected area by a single, publicly accountable landowner (e.g., municipality, conservation authority, provincial agency).
2. Implement the avoidance strategy according to the applicable requirements found in section 4.1.1.
3. Except when dealing with very large and complex archaeological sites (e.g., sites extending over a city block or more and previously subject to alterations and fill), the unexcavated protected area must be continuous, and it is not acceptable to excavate scattered fragments of an archaeological site and leave the rest undocumented. However, site- and project-specific strategies for very large and complex archaeological sites may combine partial excavation and partial avoidance, as in the following examples:
  - a. excavation of footings for a structure at several locations across an archaeological site, provided that the unexcavated protected areas will remain accessible after construction (e.g., bridge footings)
  - b. excavation to accommodate installation of a pipeline through the archaeological site, provided that the excavation is wide enough to avoid future impacts to the unexcavated protected areas from installation and contingencies (e.g., emergency excavations to repair a pipeline break), and provided that remnant protected areas on both sides of the pipeline are not too small to be protected effectively

## Standards—excavation

1. Before beginning partial excavation, map and stake out the limits of planned impacts, based on the final project design specifications.
2. The excavated area must extend 5 m beyond the edge of the mapped impacts to ensure that there will be no incidental impacts to intact archaeological resources.
3. If a portion of an archaeological site that should have been avoided is accidentally exposed (e.g., topsoil stripping extends beyond the established limits of an area to be excavated), that portion must be completely excavated and documented. (Do not rebury the exposed portion without documenting it.)
4. Record any existing exposed faces within the archaeological site, shore them up to avoid collapse, and then backfill them.
5. Carry out the excavation and report on it according to the standards set out in 4.2 *Approach 2: Excavation* and 7.11 *Project reports: Stage 4 excavation*.

## Guidelines

### Related sections

- |      |   |
|------|---|
| 4.2  | Approach 2: Excavation                            |
| 7.8  | Project reports: Stage 2                          |
| 7.9  | Project reports: Stage 3                          |
| 7.10 | Project reports: Stage 4 avoidance and protection |
| 7.11 | Project reports: Stage 4 excavation               |

## 4.2 Approach 2: Excavation

### Overview

Protection in an intact state is always the preferred option for an archaeological site that has been determined to require Stage 4 mitigation of impacts. Excavation converts the archaeological site into data (excavation records, artifacts), resulting in loss of contextual information. Excavation should only be undertaken if avoidance and protection are not viable.

Although it may not be necessary to excavate the whole archaeological site, excavation strategies must focus on recovering as much data as possible rather than on sampling the site. Full documentation of archaeological sites in Stage 4 is necessary to ensure the conservation, protection, and preservation of the heritage of Ontario.

### Objectives

- To document the archaeological context, cultural features and artifacts for all parts of the archaeological site
- To document the removal of the archaeological site
- To preserve the information about the archaeological site for future study

### Excavation methods

This unit lays out general requirements for all excavations, as well as specific requirements for excavation by hand and excavation by mechanical top soil removal.

All archaeological sites for which Stage 4 excavation is carried out, whether single- or multi-component, must be excavated partly or completely by hand. Hand excavation is the preferred method for removing topsoil because topsoil stripping destroys any evidence of later site formation processes and leaves behind displaced artifacts.

### Addressing archaeological concerns through excavation

When the archaeological site no longer exists in the ground, archaeological concerns under land use planning and development processes can be considered addressed.

Unit yield and other indicators laid out in this section provide a guide to determining when the archaeological site can be considered fully documented and the excavation complete.

Collecting soil samples for analysis is also a part of complete Stage 4 documentation.

#### 4.2.1 General requirements for the excavation of archaeological sites

Through controlled removal and by recording the context, cultural features and artifacts, the cultural heritage value or interest of the archaeological site is documented and the information is preserved for future study. The following standards must be applied for all excavations.

## Standards

1. All archaeological sites for which Stage 4 excavation is carried out must be excavated by hand. Exceptions where machinery may be used are described under *Excavation by mechanical topsoil removal (topsoil stripping)* in section 4.2.3 and *Deeply buried or complex stratified archaeological sites* in section 4.2.8.
2. Before carrying out fieldwork, review all available relevant reports of previous fieldwork on the archaeological site or property.
3. Carry out excavation when weather and lighting conditions permit identification of subsurface cultural features and safe recovery of artifacts. Do not carry out excavation when weather and lighting conditions (e.g., snow cover, frozen ground, conditions of excessive rain or drought, heavy fog) may cause damage to artifacts or reduce the opportunity to identify and document any part of the archaeological site.
4. Using the Global Positioning System (GPS) according to the requirements set out in section 5, record the locations of a permanent datum that can be tied to a development map directly.
5. To determine the placement of excavation units, and for use in recording cultural features and artifact locations, establish a grid on the site based on a datum tied to permanent landmarks (e.g., Ontario Land Surveyor survey points) to at least the accuracy of transit and tape measurements. Placing excavation units in unmeasured, estimated locations is not acceptable.
6. Excavate by systematic levels (stratigraphic or standardized).
7. Excavate all cultural features by hand (by shovel or by trowel).
8. Unless otherwise specified in the site-specific requirements outlined below, retain all artifacts and any other recovered materials for review in the lab. After lab review, any discards must comply with standards and guidelines in section 6 *Artifact Documentation and Analysis*.

## Guidelines

1. Sampling may be used as a means to reduce the degree or intensity of the archaeological fieldwork while still accomplishing the objectives for Stage 4 excavation. Sampling strategies may vary by site and assemblage and may be determined based on professional judgment. Sampling may be acceptable, provided that the following conditions are met:
  - a. The sampling strategy was recommended in the Stage 3 project report and accepted by the ministry. Cite references and provide supporting information for the proposed strategy.
  - b. Sampling will be applied to sites or assemblages such that there will be no risk that the minimum levels of expected information will not be acquired. In general, this means that sampling should only be applied to large sites or sites where very large numbers of a class of artifact or feature are present (e.g., large quantities of lithic debitage).
  - c. Sampling must ensure representation from all meaningful contexts across a site (e.g., cultural features, individual spatial or functional areas such as within a longhouse or across a block of excavation units).

## Standards

9. Document all cultural features with photographs and drawings including plans and profiles of those cultural features. Include scales and north orientation in all documentation.
10. In the case of partial excavation of an archaeological site, when the remainder is to be left intact through incorporation strategies, record any exposed faces, shore up the faces to avoid collapse, and then backfill them.
11. Document all fieldwork in detail, including the following:
  - a. field notes, maps, and photographic records of all field methods, archaeological findings, and unusual or difficult situations encountered in the field
  - b. description of field conditions or unusual physical features affecting fieldwork strategy decisions or identification of artifacts or cultural features (e.g., heavy and wet soils, dense root mats, boulders, rubble)
  - c. logs of photographic documentation, maps and graphics

### *4.2.2 Excavation by hand*

All archaeological sites for which Stage 4 excavation is carried out, whether single- or multi-component, must be excavated partly or completely by hand. Hand excavation recovers more data than mechanical topsoil removal does. It is the preferred technique for documenting the full range of materials and formation processes at an archaeological site.

The following are general standards for all archaeological sites or parts of archaeological sites excavated by hand.

## Standards

1. Remove plough zone soil or topsoil by hand and screen the soil.
2. Excavate in one metre square units.

## Guidelines

1. Based on the consultant archaeologist's professional judgment, when the site type indicates that artifacts measuring less than 6 mm may be present (e.g., very small lithic flakes, seed beads) and should be recovered, some or all excavated soil may be screened through 3 mm mesh or water screened.
2. Very heavy soils may be water screened

## Standards

3. Excavation of the core of the site must include the following:
  - a. the main concentration of artifacts in the surface scatter
  - b. the concentration of positive test pits
  - c. the area around all high-yielding Stage 3 test units
4. Excavate units positioned diagonally from high-yielding excavation units (as defined by Table 4.1 *Determining the extent of excavations*).
5. Screen all excavated soil through mesh with an aperture of no greater than 6 mm. For confirmed single component Paleo-Indian and Early Archaic archaeological sites, for a sample of units (at least 20% of the total number of units in sandy soil and at least 10% of the total number of units in heavy soil), screen the entire contents of each unit through mesh with an aperture of no greater than 3 mm.
6. Excavate into the first 5 cm of subsoil, unless excavation uncovers a cultural feature.
7. If excavation uncovers cultural features:
  - a. Clean all exposed subsoil surfaces by shovel ("shovel shine") or trowel to aid in identifying any subsurface cultural features.
  - b. Document invisible (ghost) features through horizontal and vertical mapping of artifact concentrations extending into the subsoil (i.e., piece-plotting).
  - c. Extend excavation, regardless of yield, 2 m (i.e., two excavation units) beyond any cultural features uncovered.
  - d. Excavate a cultural feature only when it has been completely exposed (i.e., not in sections corresponding to excavation units).
  - e. If there is potential for or documentation of cultural features outside the core of the archaeological site, mechanically remove topsoil in those areas after completing the hand excavations within the core.



### 4.2.3 Excavation by mechanical topsoil removal (topsoil stripping)

The rationale for topsoil stripping is that the careful documentation of intact archaeological resources as described below offsets the loss of fragmentary information in the topsoil layer.

Because of the greater risk mechanical topsoil removal poses to the preservation of archaeological resources, this method must be used with caution, and only where indicated as appropriate in these Standards and Guidelines.

The following are general standards for all archaeological sites or parts of archaeological sites excavated by mechanical topsoil removal.

#### Standards

#### Guidelines

1. Mechanical topsoil removal may supplement hand excavation only if the archaeological site meets all of the following conditions:
  - a. The archaeological site has been subject to ploughing for many years.
  - b. The archaeological site has only one cultural stratum below topsoil.
  - c. The extent of the archaeological site is large.
  - d. The cultural affiliation of the archaeological site (Woodland or later) gives rise to a reasonable expectation that extensive sub-surface cultural features and settlement data may be present.
  - e. Stage 2 and Stage 3 assessments have documented a representative sample of ploughzone artifacts and their distribution.
2. To avoid damage to the underlying archaeological site, use heavy machinery that pulls soil away (e.g., excavator, backhoe with flat-edged bucket, grader with extendable arm). Machinery that pushes soil (e.g., bulldozer, belly scraper) is not an acceptable alternative. Pushing soil directly across the previously undisturbed and newly exposed subsoil surface of an archaeological site must be avoided as this has the potential to cause increased damage.

## Standards

3. Mechanical topsoil removal must stop at or above the topsoil/subsoil interface. Never use mechanical removal below the topsoil level. If soil conditions do not allow mechanical topsoil removal without intruding into subsoil (e.g., very wet or dry soil conditions), delay mechanical topsoil removal until conditions are appropriate or remove topsoil by hand.
4. Do not allow exposed subsoil surfaces to dry out such that cultural features cannot be identified. If there is a pause in the hand excavation, cover all mechanically stripped areas with tarpaulins and straw or soil.
5. Switch to hand excavation by shovel if it appears that mechanical topsoil removal may be affecting the integrity of cultural features or the recovery of surface artifacts. The following are indications that this is the case:
  - a. The archaeological site reveals few or no cultural features (e.g., in deeply plough-disturbed areas or as a result of site occupation activities).
  - b. Cultural features expected to contain artifacts (e.g., midden deposits in village sites) do not appear to contain many or any artifacts.
6. Clean all exposed subsoil surfaces by shovel ("shovel shine") or trowel following mechanical topsoil removal.

### *4.2.4 Site-specific requirements: Woodland archaeological sites*

When Woodland archaeological sites are found in plough-disturbed settings, it is usually possible to use a combination of hand excavation and mechanical topsoil removal.

## Standards

1. Hand excavate the following:
  - a. plough zone over middens identified in Stage 3, by units of one metre square

## Guidelines

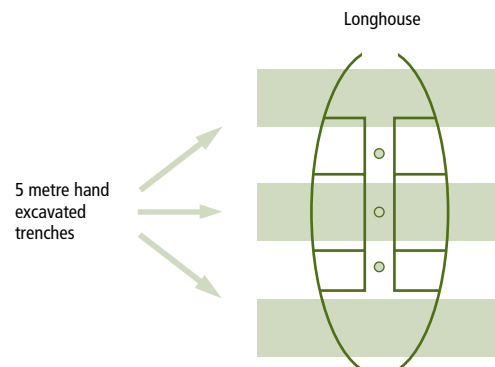
1. In contact-era Woodland village archaeological sites, very small diagnostic trade goods (such as trade beads) may be recovered by hand-excavating the plough zone and screening the soil through 3 mm mesh.

## Standards

- b. a sample of plough zone in areas away from middens, if no such sample was taken during Stage 3, by units of one metre square
  - c. cultural layers and paleosols, by strata or standardized levels
2. The remainder of the archaeological site may be excavated by mechanical topsoil removal.
  3. Using the grid established in Stage 3, record and map all exposed settlement pattern according to accepted practice (any combination of triangulation, square plans, total station).
  4. Retain all artifacts recovered by hand excavation and record their provenience by cultural feature (excavated half or quadrant, and internal strata), or by grid unit context if they were not recovered from a cultural feature.
  5. Excavate intact midden deposits and complex stratified features (e.g., semi-subterranean sweat lodge), by strata/lenses, and retain artifacts according to strata. Record multiple continuous profiles across these features (minimally, along maximum length and width).
  6. Section and record the depth and angle of a minimum of 10% of the post moulds from each defined structure (e.g., house wall, palisade).

## Guidelines

2. Based on professional judgment, increase the area of the archaeological site to be excavated by hand, as needed, to recover data documenting site formation processes and intra-site variability. Increased hand excavations may focus on:
  - a. house walls
  - b. non-habitation structures
  - c. palisade wall sections
  - d. open plazas
  - e. other areas identified as having a distinct function
3. Based on professional judgment, Stage 3 findings, and Stage 4 excavations, hand excavate a 5 m wide strip of units of one metre square across the centre and the ends of identified longhouses. Begin the strip at 1 m outside the house wall, excavate through the house, and end the strip at 1 m beyond the other side of the house (see figure below).



4. Based on professional judgment, the following categories of artifacts may be counted and discarded in the field instead of in the lab. These categories of artifacts must still be recorded following the standards and guidelines in section 6 *Artifact Documentation and Analysis*:
  - a. fire-cracked rock
  - b. undecorated ceramic micro-sherds (smaller than 2 cm in diameter) with one or both surfaces missing

#### *4.2.5 Site-specific requirements: Large lithic scatters*

##### Standards

1. When the extent of the archaeological site is more than 2,500 m<sup>2</sup>, centre locations of block excavations as follows:
  - a. at locations where Stage 3 assessment documented the highest concentrations of artifacts
  - b. at locations where Stage 3 assessment showed separate components or activity areas
  - c. at locations otherwise identified during excavation as warranting block excavation
2. Excavate units between block excavation areas using either evenly spaced individual units or a continuous row of units. Expand excavations in these areas when yield increases, or when artifact distribution patterns reveal individual activity or site formation processes or individual cultural features.

##### Guidelines

#### *4.2.6 Site-specific requirements: Large lithic quarry archaeological sites*

##### Standards

1. Carry out a detailed controlled surface pick-up to augment the Stage 3 controlled surface pick-up.
2. Focus excavation on mapped areas that exhibit reduction sequences, associated living patterns, or chronological events on the site.
3. Excavate locations of primary quarrying activities to record the active quarry face of the deposit.
4. Retain for counting and discarding in the lab all lithic debris from areas identified as single component or exhibit specific reduction sequence activities.

##### Guidelines

1. Based on professional judgment, lithic debris from all areas not covered in the standards listed above may be counted and discarded in the field.

#### 4.2.7 Site-specific requirements: 19th century domestic archaeological sites

When 19th century archaeological sites are found undisturbed, hand excavation is required (see the site-specific requirements for undisturbed sites outlined in section 4.2.9). In plough-disturbed settings, it is usually possible to use a combination of hand excavation and mechanical topsoil removal.

##### Standards

1. For archaeological sites that mostly date to before 1830, hand excavate the ploughzone in the core of the surface scatter and where Stage 3 unit yields are highest. Excavate the entire extent of all cultural features (e.g., cellars, privies) by hand.
2. At archaeological sites that mostly date to after 1830, hand excavate all midden areas and follow with mechanical topsoil removal on the remainder of the archaeological site. Clean the exposed subsoil surface by shovel ("shovel shine") or trowel.
3. Hand excavate a minimum of two opposing quadrants (e.g., northeast and southwest quadrants) in larger cellar features and record all exposed profiles.
4. Excavate large and complex structural features according to the requirements for complex stratified sites (see below).
5. Document architectural or structural remains (e.g., foundation footings, stone-lined wells, brick or stone paths or patios) with scale drawings and photographs. Where excavation requires the removal of architectural or structural remains, map and draw them and hand excavate any intact cultural layers beneath

##### Guidelines

1. Based on professional judgment, when conducting excavation of larger cellar features, the consultant archaeologist may excavate all four quadrants and may use mechanical means to remove heavy post-use fill above living strata.
2. When warranted for health and safety reasons, excavation and documentation of deep stone-lined wells may be limited to the following:
  - a. exposing and mapping the surface
  - b. documenting construction details by excavating one side and removing the well wall and any rubble or fill to a maximum depth of 2 m
3. Based on professional judgment, the following categories of artifacts may be counted and discarded in the field instead of in the lab as long as these artifacts are recorded according to the guidelines in section 6 *Artifact Documentation and Analysis*:
  - a. structural and building artifacts (bricks, plaster, mortar, concrete and asphalt)
  - b. fuel-related artifacts (clinker, coal, slag)

#### 4.2.8 Site-specific requirements: Deeply buried or complex stratified archaeological sites

Deeply buried or complex stratified archaeological sites are found in urban and brownfield settings and under silt deposits in river flats. They may also be found at the base of slopes (due to soil erosion), under wind-deposited sediments, or within ancient lake plains. The sealed nature of such sites means that additional contextual information may have been preserved. Specialized methods are required to recover information from these sites.

## Standards

1. Excavate by hand all natural strata or deposition episodes.
2. Use established recording methods designed for complex site documentation (e.g., Harris matrix or Parks Canada methods).
3. Record stratigraphic profiles for all exposed faces of the site deposit, including orientation (i.e., north/south/east/west) and horizontal and vertical scales.
4. Record cultural features encountered in strata profiles, and record recovered material according to its feature context.
5. If excavation by a contractor retained by the development proponent is the only practical means to reach the deeply buried archaeological site, the removal of fill must be monitored. In this case:
  - a. Prepare, in consultation with the proponent and contractor, a contingency plan outlining procedures, documentation, and time requirements in the event that archaeological sites are affected.
  - b. Recover all diagnostic artifacts exposed during monitoring.

## Guidelines

1. Excavation units may vary from the standard one square metre, as deemed appropriate to site and context (e.g., 2 m by 2 m, 6 m by 10 m).
2. Heavy machinery may be used as follows:
  - a. Culturally sterile natural overburden may be removed where the basic site stratigraphy has been confirmed and documented.
  - b. Historical cultural fill strata or deposition episodes may be removed where those strata do not comprise the components of interest as recommended by previous reporting.
  - c. Removal must stop at or above the level of cultural heritage value or interest. If soil conditions do not allow mechanical removal without intruding into the level of interest (e.g., unstable soil or fills, very wet or dry soil conditions), delay mechanical removal until conditions are appropriate.
3. As appropriate, consult with geoarchaeologists, geomorphologists or soil experts when developing excavation strategies.

### *4.2.9 Site-specific requirements: Undisturbed archaeological sites*

Because of their rarity and degree of integrity, every effort must be made to ensure the avoidance and protection of undisturbed archaeological sites. For Aboriginal archaeological sites, any recommendation to excavate must have been made in consideration of feedback from engagement with Aboriginal communities and a careful review of the viability of preservation options.

If the decision is made to proceed with excavation, apply the following standards and guidelines.

#### Standards

1. Excavate by hand, trowel and shovel only, in one metre square units.
2. When removing homogeneous strata, excavate in standardized levels (5 or 10 cm) until natural or cultural strata are evident. Then, excavate by those strata.
3. Excavate into subsoil at least 10 cm below the subsoil interface.
4. As artifact distribution is typically not uniform at such sites, excavate additional units at distances of 5 m and 10 m beyond low-yielding units to confirm drop-off of artifact yields. This is only necessary where it was not accomplished by the Stage 3 assessment.
5. Cultural features and post moulds are not always clearly evident in undisturbed archaeological sites. In areas where post moulds and features are expected but not evident, vertically profile the subsoil. Excavate by shovel through subsoil, by vertical thin sections of no more than 5 cm, to a depth of 10–15 cm below the unit floor.
6. Piece-plot the horizontal and vertical locations of all diagnostic artifacts and formal tools, as well as artifact patterns associated with activity areas, house or living floors, or artifact concentrations.

#### Guidelines

1. As appropriate, consult with geomorphologists and soil experts when developing excavation strategies.

#### *4.2.10 Site-specific requirements: Rare archaeological sites*

Protection is the preferred option for archaeological sites in unusual locations (e.g., wet, waterlogged or cobble beach soil conditions) and for sites that have unusual characteristics (e.g., earthworks).

Excavation is not acceptable, except in highly unusual circumstances (e.g., when site integrity will be threatened even if the site is avoided). A recommendation to excavate a rare Aboriginal archaeological site must take into consideration feedback from engagement with Aboriginal communities and a careful review of the viability of preservation options.

If the decision is made to proceed with excavation, apply the following standards and guidelines.

### Standards

1. Consult experts in such sites and review current methodologies when developing excavation strategies.
2. The excavation strategy must be consistent with the unusual and sensitive characteristics of the particular site and the expectations set out in the professional literature.

### Guidelines

1. As appropriate, consult with geomorphologists and soil experts when developing excavation strategies.
2. As appropriate, prepare a conservation plan in advance of excavation to ensure that rare and unstable artifacts are properly conserved.

## 4.3 *Determining the extent of excavations*

Unit yield is a measurable indicator of the outer extent of an archaeological site excavation. However, knowledge and interpretation of site use patterns is a necessary addition to this information. The area occupied by the inhabitants of an archaeological site extends beyond areas of waste disposal or functional activities such as tool manufacture. Interpretation of the archaeological site must also account for areas of low artifact counts, such as sleeping areas.

### Standards

1. Use Table 4.1, below, to determine when the archaeological site can be considered fully documented and the excavation complete.

### Guidelines

<b>Mechanical topsoil removal</b>		
<b>Type of archaeological site</b>	<b>Unit-yield indicators of extent of site</b>	<b>Other indicators</b>
<ul style="list-style-type: none"><li>• Large Woodland and post-contact sites</li><li>• Post-1830 domestic sites</li></ul>	Not applicable	All cultural features are uncovered and excavated. Excavation must extend a minimum of 10 m beyond uncovered cultural features.



## Excavation by hand

Type of archaeological site	Unit-yield indicators of extent of site	Other indicators
<ul style="list-style-type: none"> <li>• Small pre- and post-contact sites</li> <li>• Pre-1830 domestic sites</li> </ul>	<p>Excavation can not be considered to have been completed until there are yields of fewer than 10 artifacts from units at the edge of block excavation. Excavation must be continued if units include at least two of the following:</p> <ul style="list-style-type: none"> <li>• Formal tools or diagnostic artifacts</li> <li>• Fire-cracked rock, bone or burnt artifacts</li> </ul>	<p>Testing of site periphery indicates no further high-artifact-yielding units (as per the indicators for the extent of block excavation) in a 5 m buffer zone beyond the limit of block excavation.</p> <p>Excavations must extend a minimum of 2 m beyond uncovered cultural features.</p>
<ul style="list-style-type: none"> <li>• Sites located in a region where lithic scatters are typically low-yielding (e.g., north or east of the Niagara Escarpment)</li> <li>• Paleo-Indian and Early Archaic Sites</li> <li>• Undisturbed sites</li> </ul>	<p>Excavation can not be considered to have been completed until there are yields of fewer than 10 artifacts from units at the edge of block excavation. Excavation must be continued if units include at least two of the following:</p> <ul style="list-style-type: none"> <li>• Formal tools or diagnostic artifacts</li> <li>• Fire cracked rock, bone or burnt artifacts</li> </ul>	<p>Testing of site periphery indicates no further high-artifact-yielding units (as per the indicators for the extent of block excavation) in a 10 m buffer zone beyond the limit of block excavation.</p> <p>Excavations must extend a minimum of 2 m beyond uncovered cultural features.</p>
<ul style="list-style-type: none"> <li>• Large, dense lithic scatters where yields per unit are well over 100 artifacts</li> </ul>	<p>Unit yield drops to 10% of core yields (determined by averaging yields of the 10 highest-yield units in the core of the site. For example, if this average is 200 artifacts per unit, excavation can stop where units yield 20 artifacts per unit).</p>	<p>All centres of high artifact concentration have been excavated.</p> <p>It has been confirmed that areas of low concentration between these areas contain lower yields and are not discrete component, habitation, or activity areas.</p>
<ul style="list-style-type: none"> <li>• Lithic quarry sites</li> </ul>	<p>Not applicable</p>	<p>All discrete areas of possible reduction sequences, habitation, or temporally discrete events have been fully excavated and documented.</p>

Type of archaeological site	Unit-yield indicators of extent of site	Other indicators
<ul style="list-style-type: none"> <li>• Deeply buried sites</li> <li>• Complex stratified sites</li> </ul>	<p>Not applicable, given the stratified nature of such sites</p>	<p>All strata with cultural heritage value or interest have been fully documented and excavated.</p> <p>The limits of the area of development impacts have been documented and excavated.</p>

#### 4.4 Collecting soil samples for analysis

Complete Stage 4 documentation of archaeological sites includes analysis of soil samples in order to:

- document patterns of site use (e.g., use patterns from various areas within a site, such as middens or longhouses, or from separate components of a multi-component site)
- identify the range of floral and faunal remains in a site
- provide a sample of large or rich deposits or distinct concentrations of artifacts or floral or faunal remains
- identify rare specimens (e.g., parasites, wild rice)
- recover very small artifact classes (e.g., micro-debitage, trade beads)

##### Standards

1. Collect soil samples from cultural features using shovel and bucket. Do not collect soil samples by trowelling, as doing so destroys floral and faunal specimens.
2. The optimum number of litres to be collected for a soil sample can vary by cultural feature content, site type, and sampling procedure. Document sampling strategies and the basis for determining sample size, substantiated with sampling calculations and by citing the appropriate literature.

##### Guidelines

1. Based on professional judgment, larger quantities of cultural feature fill may be collected to recover larger samples of floral, faunal, parasite, and small artifact categories, or to speed up completion of field excavations (i.e., collecting all or most fill content for analysis out of the field rather than carrying out detailed hand excavations).
2. Additional soil samples may be collected to be preserved "dry" (without flotation) for future research or pollen analysis.
3. Based on professional judgment, collect optional samples from post-occupation fill.

## Standards

3. The following table provides site-specific soil sampling standards:

Type of Archaeological site	Minimum soil samples
Paleo-Indian and Archaic sites	Collect soil samples from all cultural features.
Aboriginal village sites	Collect soil samples from <ul style="list-style-type: none"> <li>• all ash pits and hearths</li> <li>• all cultural strata in middens, living floors, and semi-subterranean sweat lodges</li> <li>• 10% of all other cultural features in each longhouse and from the area outside each longhouse</li> </ul>
Aboriginal sites other than villages	Collect soil samples from <ul style="list-style-type: none"> <li>• all cultural features or strata rich in organic remains or containing diagnostic artifacts</li> <li>• 5% of all other cultural features</li> </ul>
Post-contact non-Aboriginal domestic sites	Collect soil samples from each root cellar quadrant or privy, by stratum.

4. When mapping and defining invisible or ghost cultural features by piece-plotting artifacts, collecting soil samples may conflict with the requirements for piece plotting. Collecting soil samples is not required if both of the following conditions are met:
- a. there is no evidence of organic material in the fill

## Standards

- b. the loss of piece-plotted data would reduce the ability to interpret the formation and function of the cultural feature

## Related sections

- 3 Stage 3: Site-specific Assessment
- 5 Using the Global Positioning System (GPS)
- 6 Artifact Documentation and Analysis
- 7.11 Project reports: Stage 4 excavation





# 5

## Using the Global Positioning System (GPS)

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# Using the Global Positioning System (GPS)

The Global Positioning System (GPS) is the standard method for recording and reporting on the locations of archaeological sites and reference points (e.g., site datum, centre of site).

## Standards

1. To ensure consistency, provide the following information when reporting locations of archaeological sites and reference points (in metric units):
  - a. archaeological site identifier: either the site registration number or, where no site registration number exists, the PIF number and a project-specific descriptor (e.g., Location 1)
  - b. GPS receiver model and type
  - c. Universal Transverse Mercator (UTM) grid zone (i.e., Ontario zones will be one of 15, 16, 17, or 18), along with the six-digit easting and seven-digit northing coordinates
  - d. recorded UTM coordinates
  - e. the datum used (e.g., North American Datum (NAD) 83)
  - f. method of correction, if used (e.g., Wide-Area Augmentation System (WAAS), Differential GPS (DGPS))
  
2. Coordinate readings must be taken by type of archaeological site as follows:
  - a. for small archaeological sites (less than 10 m by 10 m), one coordinate reading at the centre of the site
  - b. for archaeological sites larger than 10 m by 10 m, five readings: a coordinate at the site centre and four readings at the furthest site extents in each of the cardinal directions
  - c. document any conditions that affect or that could have affected the accuracy of readings (e.g., overcast skies, dense or wet foliage)

## Guidelines

1. The following information may be provided, as appropriate:
  - a. decimal degree coordinates
  - b. additional multiple edge readings for very large sites
  - c. the date of taking the coordinates (yyyy-mm-dd)
  - d. antenna height, i.e., the height of the top of the backpack or tripod (low-level vegetation may affect readings)
  - e. an indication of quality of data (e.g., Position Dilution of Precision (PDOP), Estimated Position Error (EPE))
  - f. other readings as deemed necessary to record fieldwork activities (e.g., extent of property surveyed, survey methodologies, interval spacing changes)





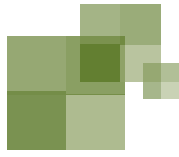


# 6

## Artifact Documentation and Analysis

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# Artifact Documentation and Analysis

## Objectives

Stage 2, 3, and 4 archaeological fieldwork reports must include documentation and analysis of artifacts and other archaeological materials found.

The intent of documentation and analysis in the land use planning and development context is to provide the following:

- a record of artifacts and other archaeological materials recovered from an archaeological site
- a basis for recommendations either that there are no further concerns for impacts to that archaeological site or that further work will be required to mitigate impacts
- enough basic information to help future researchers determine whether the site is relevant to their studies

## Standards

1. Cite the sources used when employing or referencing formal typologies established in the literature to describe category terms or type classifications.
2. In Stage 4 excavation projects, analyze only complete assemblages. Include all materials recovered from soil flotation when samples have been taken. Retain soil samples and recovered fractions as part of the collection until they have been processed and sorted.
3. Include in the project report, as a minimum, the standard analysis set out in Table 6.3 in the documentation of any Stage 4 excavation project. The analysis is to be based on the recovered assemblage from both the excavation and the processed flotation samples (light and heavy fractions) taken from feature contexts.

## Guidelines

## Standards

4. For unstable artifacts (individual or classes) with a high risk of deterioration and loss of interpretive integrity in storage, record their condition and document, as needed, any additional information that may be lost (e.g., analytically meaningful details that may be obscured or lost, measurements that may change).
5. For large assemblages of unstable artifact classes (e.g., nails), measure 100 specimens per meaningful context (i.e., a feature that is temporally discrete or associated with a specific structure or functional area) to provide necessary documentation to augment basic counts.
6. Include an artifact catalogue in the project report. In addition to the artifact catalogue, artifact documentation may be included as tables in the text of the report. Catalogues must be prepared as follows:
  - a. Each entry must have a catalogue number.
  - b. Each entry must identify the quantity of a class of artifacts at a specific spatial location within the site (e.g., test unit, test pit, surface collection, stratum, feature, block excavation unit).
  - c. Artifact classes must be separately catalogued to at least the level of analysis required by Tables 6.1, 6.2 and 6.3.
  - d. The catalogue must correspond to the packed collection (e.g., list artifacts by box).
7. Ensure that the project report includes the size of the packed collection (e.g., number and size of boxes) and long-term curation plans.

## Standards

8. Sampling is acceptable only when analyzing certain types of artifacts, under certain conditions. Table 6.1 provides standards (full count) and guidelines (including sampling guidelines) for Aboriginal artifacts. Table 6.2 provides the same for European and other non-Aboriginal manufactured artifacts

**Table 6.1 Aboriginal artifacts**

<b>Material/artifact type</b>	<b>Standards (required)</b>	<b>Guidelines (optional)</b>
<p><b>Stone: Lithic debitage</b> (unretouched flakes and shatter)</p> <p>The objective is to document lithic industry or activities represented, such as:</p> <ul style="list-style-type: none"> <li>• quarrying</li> <li>• initial reduction</li> <li>• tool manufacture</li> <li>• tool maintenance</li> <li>• domestic activities</li> </ul>	<ol style="list-style-type: none"> <li>1. Debitage categories must correspond to one of the following: <ul style="list-style-type: none"> <li>• Analytical terms established in the literature, citing the relevant source</li> <li>• The following descriptive categories: <ul style="list-style-type: none"> <li>• reduction sequence (e.g., primary, secondary, cortical removal)</li> <li>• tool thinning (e.g., biface or uniface maintenance or refinement)</li> <li>• channel flakes</li> <li>• fragments</li> <li>• shatter/block</li> </ul> </li> </ul> </li> <li>2. In addition, provide counts for each flake category by: <ul style="list-style-type: none"> <li>• excavation unit/feature context</li> <li>• raw material</li> <li>• number of specimens exhibiting heat alteration</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Detailed flake type identifications, such as: <ul style="list-style-type: none"> <li>• stages of reduction sequence</li> <li>• presence of cortex</li> <li>• tool edge retouch</li> <li>• flake measurements (length/width/thickness)</li> <li>• presence or absence of striking platforms and platform angle</li> <li>• weight and/or volume</li> <li>• colour</li> </ul> </li> <li>2. Sampling: <ul style="list-style-type: none"> <li>• Stage 4 excavation reports for all other site types may provide category descriptions for a sample of debitage. For the remainder of the assemblage, only counts by raw material per excavation unit/cultural feature and heat alteration are required.</li> </ul> </li> </ol>

Material/artifact type	Standards (required)	Guidelines (optional)
	<p>3. Complete debitage analysis is required for all Paleo-Indian and Early Archaic archaeological sites.</p>	<ul style="list-style-type: none"> <li>• Sampling may be used only for archaeological sites where the overall debitage assemblage is more than 1,000 specimens.</li> <li>• Sampling may not be used to reduce the minimum debitage analysis to less than 1,000 specimens described over all.</li> <li>• Sampling must ensure representation from all meaningful contexts across a site (e.g., cultural features, or individual spatial or functional areas, such as within a longhouse or across a block of excavation units).</li> <li>• Sampling strategies may vary by site and assemblage and may be determined based on professional judgment. In the report, cite references and provide supporting information for the strategy adopted.</li> </ul>
<p><b>Stone: Formal lithic artifact types</b></p> <p>Includes the following:</p> <ul style="list-style-type: none"> <li>• scrapers, perforators, knives, cache blades, formal bifaces and unifaces, points, drills, gouges</li> </ul>	<p>4. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>• excavation unit/feature context</li> <li>• material</li> <li>• sub-type (e.g., end or side scrapers, point types)</li> <li>• measurements (length/width/thickness)</li> </ul>	<ul style="list-style-type: none"> <li>• analysis of edge/hafting to determine function</li> <li>• description and measurements of tool edges</li> <li>• weight and volume</li> <li>• use-wear analysis</li> </ul>

Material/artifact type	Standards (required)	Guidelines (optional)
<p><b>Stone: Informal lithic artifact types</b></p> <p>Includes the following:</p> <ul style="list-style-type: none"> <li>cores, non-diagnostic bifaces and unifaces, informal tool preforms and rejects, and fragments</li> <li>improvised tools such as utilized flakes, wedges, flake burins or spurs</li> </ul>	<ul style="list-style-type: none"> <li>relevant measurements associated with hafting elements or other distinctive elements</li> <li>heat alterations</li> </ul> <p>5. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>excavation unit/feature context</li> <li>material</li> <li>heat alterations</li> </ul>	<ul style="list-style-type: none"> <li>sub-type identification (e.g., formal, bipolar, blade, core type, number of used edges)</li> <li>description and measurement of tool edges</li> <li>weight and/or volume</li> <li>use-wear analysis</li> </ul>
<p><b>Stone: Ground, pecked, polished or other stone objects</b></p> <p>Includes a range of ground stone artifacts:</p> <ul style="list-style-type: none"> <li>celts, adzes, axes</li> <li>mortars, metates, pestles, grinding stones, whetstones, hammer stones</li> <li>net sinkers</li> <li>slate or other stone pendants, beads, tubes, pipes, bannerstones, birdstones</li> <li>points, knives</li> </ul>	<p>6. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>excavation unit/feature context</li> <li>material.</li> </ul> <p>7. Provide:</p> <ul style="list-style-type: none"> <li>measurement (length/width/thickness for complete specimens)</li> <li>brief identification of specific types (e.g., trihedral axe, pop-eyed birdstone)</li> <li>a brief description if type is not recognizable</li> </ul>	<ul style="list-style-type: none"> <li>measurements (length/width/thickness) for incomplete specimens</li> <li>weight and/or volume</li> <li>description of use edges, bore holes</li> </ul>
<p><b>Stone: Fire-cracked rock</b></p>	<p>8. Frequencies by excavation unit/feature context</p>	<ul style="list-style-type: none"> <li>weight and/or volume of fire-cracked rock recovered per unit</li> </ul>



Material/artifact type	Standards (required)	Guidelines (optional)
Ceramics: Rim sherds	<p>9. Provide counts by:</p> <ul style="list-style-type: none"> <li>• excavation unit/feature context</li> <li>• decorative method or attributes</li> <li>• construction method (e.g., coil breaks, paddle-and-anvil)</li> <li>• "juvenile" vessel fragments</li> </ul> <p>10. For vessels and complete rims (interior, lip through to shoulder), record the following:</p> <ul style="list-style-type: none"> <li>• MacNeish/Wright Types or other established typologies, citing the relevant source</li> <li>• rim profiles</li> </ul>	<ul style="list-style-type: none"> <li>• identification of materials</li> <li>• measurements of rims</li> <li>• surface treatment</li> <li>• weight</li> <li>• mouth circumference</li> <li>• interior residue analysis</li> <li>• temper and construction</li> <li>• minimum vessel counts or estimated vessel equivalents, by contextual units (e.g., middens, houses), by attribute/type</li> </ul>
Ceramics: Neck through shoulder sherds	<p>11. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>• excavation unit/feature context</li> <li>• decorative method or attributes</li> <li>• construction method (e.g., coil breaks, paddle-and-anvil)</li> <li>• "juvenile" vessel fragments</li> </ul>	<ul style="list-style-type: none"> <li>• surface treatment</li> <li>• weight</li> <li>• temper and construction</li> </ul>
Ceramics: Body sherds	<p>12. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>• excavation unit/feature context</li> <li>• construction method (e.g., coil breaks, paddle-and-anvil)</li> </ul>	<ul style="list-style-type: none"> <li>• weight by unit total</li> <li>• temper description</li> <li>• interior treatment</li> </ul>

Material/artifact type	Standards (required)	Guidelines (optional)
<p><b>Ceramics: Pipes</b></p> <p>Includes the following:</p> <ul style="list-style-type: none"> <li>complete pipes</li> <li>bowl and stem fragments</li> </ul>	<ul style="list-style-type: none"> <li>surface treatment</li> <li>"juvenile" vessel fragments</li> <li>fragmentary sherds</li> </ul> <p>13. Provide counts of bowl and stem fragment frequencies by:</p> <ul style="list-style-type: none"> <li>excavation unit/feature context</li> <li>bowl form type</li> </ul> <p>14. Provide description of decoration on bowls and stems, including:</p> <ul style="list-style-type: none"> <li>stem profile shape</li> <li>measurements of complete specimens</li> </ul>	<ul style="list-style-type: none"> <li>measurements of fragments</li> <li>descriptions of boreholes</li> <li>bowl circumference</li> <li>residue analysis</li> </ul>
<p><b>Faunal and shell artifact types</b></p> <p>Includes artifacts made wholly or partly of bone, antler or other material of animal origin, such as:</p> <ul style="list-style-type: none"> <li>perforating tools</li> <li>hooks, harpoons</li> <li>beads, pendants, combs</li> </ul>	<p>15. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>excavation unit/feature context</li> <li>material</li> </ul> <p>16. Provide a description of use edges, bore holes.</p> <ul style="list-style-type: none"> <li>If type is not recognizable, provide a brief description.</li> <li>Provide measurements of complete specimens.</li> </ul>	<ul style="list-style-type: none"> <li>measurements of fragmentary specimens</li> <li>weight</li> <li>species identification</li> </ul>
<p><b>Indigenous metals</b></p>	<p>17. Provide counts of each type by:</p> <ul style="list-style-type: none"> <li>excavation unit/feature context</li> <li>material</li> <li>object (e.g., celt, adze, scrap)</li> </ul>	<ul style="list-style-type: none"> <li>use-wear analysis</li> </ul>

Material/artifact type	Standards (required)	Guidelines (optional)
	<ul style="list-style-type: none"> <li>• measurements (length/width/thickness)</li> <li>• weight</li> </ul>	

**Table 6.2 European and other non-Aboriginal manufactured artifacts**

Material/artifact type	Standards (required)	Guidelines (optional)
<p><b>Ceramics</b></p> <ul style="list-style-type: none"> <li>• Includes undecorated sherds, decorated sherds and rim sherds, but also includes complete or nearly complete objects</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide counts, by excavation context, by: <ul style="list-style-type: none"> <li>• type and colour (e.g., earthenware, stoneware, porcelain, pearlware, ironstone)</li> <li>• glaze type (e.g., salt-glazed, unglazed)</li> <li>• decorative technique and colours</li> <li>• function of object when known (e.g., cup, saucer, plate, bowl, inkwell, chamber pot, teapot)</li> </ul> </li> <li>2. Provide description of maker's marks or other manufacturer's information where evident, including: <ul style="list-style-type: none"> <li>• date ranges</li> <li>• heat-altered items</li> <li>• For both formal typologies and reference to date ranges, cite the relevant source</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• minimum vessel counts</li> <li>• measurements</li> <li>• vessel size or circumference</li> <li>• vessel profiles</li> </ul>

<b>Material/artifact type</b>	<b>Standards (required)</b>	<b>Guidelines (optional)</b>
<p><b>Glass</b></p> <ul style="list-style-type: none"> <li>Includes bottles, glassware, window glass, other household and personal objects (e.g., chimney glass, beads, buttons)</li> </ul>	<p>3. Provide counts, by excavation context, by:</p> <ul style="list-style-type: none"> <li>functional type (e.g., platter, bowl, medicine bottle, soda bottle)</li> <li>colour</li> <li>technique of manufacture</li> </ul> <p>4. Provide description of maker's marks or other manufacturer's information where evident, including:</p> <ul style="list-style-type: none"> <li>description of categories (e.g., military hardware; coins)</li> <li>date ranges</li> <li>heat-altered items</li> <li>For unidentified scrap and fragments, record counts by excavation context and by material</li> <li>For both formal typologies and references to date ranges, cite the relevant sources</li> </ul>	<ul style="list-style-type: none"> <li>minimum vessel counts</li> <li>measurements (for window glass, this may be measurement of total area)</li> <li>decorative patterns</li> <li>vessel profiles</li> </ul>
<p><b>All other inorganic, organic and composite artifacts</b></p> <ul style="list-style-type: none"> <li>Includes metals, stone, plaster, bone, shell, ivory, horn, rubber, wood, leather, textiles, paper, plastics and other synthetics</li> </ul>	<p>5. Provide counts, by excavation context, by:</p> <ul style="list-style-type: none"> <li>material (or materials if composite)</li> <li>technique of manufacture</li> <li>surface finish, decorative techniques where evident</li> <li>object type</li> <li>functional category</li> </ul>	<ul style="list-style-type: none"> <li>weight</li> <li>measurements</li> <li>decorative patterns</li> </ul>

Material/artifact type	Standards (required)	Guidelines (optional)
<p><b>Sampled classes of artifacts</b></p> <ul style="list-style-type: none"> <li>Includes architectural materials sampled in the field (e.g., brick, plaster, coal, slag, clinker)</li> </ul>	<p>6. Provide description of maker's marks or other manufacturer's information where evident, including:</p> <ul style="list-style-type: none"> <li>description of categories (e.g., military hardware; coins)</li> <li>date ranges</li> <li>heat-altered items</li> <li>For unidentified scrap and fragments, record counts by excavation context and by material</li> <li>For both formal typologies and references to date ranges, cite the relevant sources</li> </ul> <p>7. Description of retained material</p> <p>8. Count of retained material</p> <p>9. For material left in the field, provide descriptions by category of material/artifact type and estimates of quantities as appropriate</p>	

**Table 6.3 Specialist studies – Stage 4 excavation only**

Material type/description	Standards (required)	Guidelines (optional)
<p><b>Faunal remains</b></p>	<ol style="list-style-type: none"> <li>Provide counts, by excavation context, identified to the lowest identifiable taxon.</li> <li>Provide separate counts of all heat-altered specimens.</li> </ol>	<ul style="list-style-type: none"> <li>element identification</li> <li>bone modifications or cut marks</li> <li>species seasonality and range</li> </ul>

Material type/description	Standards (required)	Guidelines (optional)
		<ul style="list-style-type: none"> <li>• estimates of Minimum Number of Individuals (MNI) or Minimum Number of Elements (MNE)</li> </ul> <p>Sampling:</p> <ul style="list-style-type: none"> <li>• Except in the case of Paleo-Indian or Early Archaic sites, sampling may be used to reduce the scale of analysis of faunal assemblages of over 500 specimens. (For the remainder of the faunal material from these sampled contexts, only identification to class is required.)</li> <li>• Sampling may not be used to reduce the minimum to less than 500 specimens described over all.</li> <li>• Sampling must ensure representation from all meaningful contexts across a site (e.g., cultural features, or individual spatial or functional areas, such as within a longhouse or across a block of excavation units) and ensure representation of taxa.</li> <li>• Sampling strategies may vary by site and assemblage and may be determined based on professional judgment. In the report, cite references and provide supporting information for the strategy adopted.</li> </ul>

Material type/description	Standards (required)	Guidelines (optional)
Floral remains	<p>3. Provide counts by excavation context, identified to the lowest identifiable taxon.</p> <p>4. For carbonized wood, identify tree species for 10 specimens per excavation unit/feature context, when available</p>	<ul style="list-style-type: none"> <li>• The report must indicate how diversity and frequency have been sampled across classes and element sizes.</li> <li>• wood, plant and seed weights</li> <li>• species seasonality and range</li> <li>• Provide environmental reconstructions based on identified material.</li> <li>• Identify cultural uses for the plants identified</li> </ul> <p>Sampling:</p> <ul style="list-style-type: none"> <li>• For large floral assemblages of over 100 specimens, sampling may be used to reduce the scale of analysis (For the remainder of the floral material from these sampled contexts, only identification to class is required.)</li> <li>• Sampling may not be used to reduce the minimum to less than 100 specimens described over all.</li> <li>• Sampling must ensure representation from all meaningful contexts across a site (e.g., cultural features, individual spatial or functional areas such as within a longhouse or across a block of excavation units), and representation of taxa.</li> </ul>

Material type/description	Standards (required)	Guidelines (optional)
<p><b>Radiocarbon dates</b></p> <p>This is only required for Stage 4 excavations when</p> <ul style="list-style-type: none"> <li>material has been recovered in sufficient quantity to permit radiocarbon dating (e.g., organic, carbonized); and</li> <li>dating will be of value to site interpretation (i.e., at a pre-contact site)</li> </ul>	<ol style="list-style-type: none"> <li>Documentation through two dates from short-lived organic material</li> <li>Samples must be from well-documented, sealed deposits (e.g., cultural features, post moulds, middens), either recovered during excavations or by flotation</li> <li>If multiple radiocarbon samples are available for future additional dating, collect and preserve these samples to avoid contamination and keep them with the site collections.</li> </ol>	<ul style="list-style-type: none"> <li>Sampling strategies may vary by site and assemblage and may be determined based on professional judgment. In the report, cite references and provide supporting information for the strategy adopted.</li> <li>The report must state how diversity and frequency were sampled.</li> <li>A single date may suffice for Late Woodland sites, based on professional judgment.</li> <li>Provide a suite of dates, if circumstances and site characteristics allow for this.</li> </ul>
<p><b>Other studies</b></p>		<ul style="list-style-type: none"> <li>other specialist studies, based on professional judgment</li> <li>reports regarding conservation of unstable artifacts, as appropriate</li> </ul>







# 7

## Reporting Archaeological Fieldwork

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# Reporting Archaeological Fieldwork

## Overview

The *Ontario Heritage Act* requires licensees to report on archaeological fieldwork done under their licence. The fieldwork reporting system has three components:

### Project Information Form (PIF): section 7.1

- provides information about a planned archaeological fieldwork project and the names of licensed archaeologists supervising fieldwork
- filed before the archaeological fieldwork begins

### Project report package: section 7.3

- reports fieldwork activities and results and the consultant archaeologist's recommendations for next steps
- includes the project report and associated documents such as a cover letter and supplementary documentation
- filed after the archaeological fieldwork is completed

### Site form: section 7.12

- reports new archaeological sites and changes to known archaeological sites
- includes Archaeological Site Record forms and Archaeological Site Update forms (also referred to as Borden forms)
- filed when new archaeological sites are identified or a previously reported archaeological site is altered
- information is entered into the Ontario Archaeological Sites Database of the Ministry of Tourism and Culture

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## What the *Ontario Heritage Act* says about reporting

Section 65 sets out reporting requirements for licensees and others:

### Reports

When so required by the Minister, a licensee shall file with the Minister a report, containing full details of work done under the licence and such other information as the Minister may require.

### Report of archaeological sites

When so required by the Minister, a person, organization or corporation shall prepare and file with the Minister particulars of all property of archaeological or historical significance in Ontario, known to such person, organization or corporation.

### Form and manner

A report and particulars shall be filed with the Minister in such form and manner as the Minister may require.

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## 7.1 *Project Information Form (PIF)*

The Project Information Form (PIF) is submitted by the individual licensed archaeologist prior to the commencement of archaeological fieldwork projects. Please refer to the administrative bulletin entitled, *Project Information Forms (PIFs) and the Archaeological Report Review Process* for further information on PIFs.

### Standards

### Guidelines

1. A PIF must be filed with the ministry for each archaeological fieldwork project, and the PIF number must be received by the licensee before beginning the fieldwork.
2. The PIF must be signed and filed by the licensed archaeologist who is responsible for the archaeological fieldwork and for filing the project report.
3. A licensee taking over responsibility for an ongoing project, either during a stage or between stages, must file a new PIF for the remainder of the project.
4. The PIF number must be used in all correspondence and reports relating to the project.

## Standards

5. Amendments cannot be made to a PIF once the PIF number is issued.
6. The PIF expires on the report filing deadline for the project. For further information on report filing deadlines, please refer to the administrative bulletin *Project Information Forms (PIFs) and the Archaeological Report Review Process*.
7. If no fieldwork is undertaken (e.g., the project is cancelled or delayed), the licensee must notify the ministry in writing (letter or e-mail) prior to the report filing deadline, or the ministry will consider the report to be overdue.

## 7.2 Filing project reports

Filing reports by the report filing deadline in the specified form and manner set by the Minister of Tourism and Culture is a term and condition of an archaeological licence. Please refer to the administrative bulletin *Project Information Forms (PIFs) and the Archaeological Report Review Process* for further details on the ministry's report review process.

### Standards

1. Reports must be filed by the report filing deadlines specified by the ministry.
2. A report must be filed for each PIF number assigned.
3. The final project report must be filed in the form and manner as specified by the ministry in section 7.5. The report must be filed as part of a project report package that includes the required attachments and supplementary documentation as outlined in sections 7.4 and 7.6.
4. The project report package must be complete, including all required elements specified in sections 7.4, 7.5 and 7.6.

### Guidelines

## 7.3 *Project report package*

### Overview

Project report packages consist of the following:

- cover letter: see section 7.4
- project report: see section 7.5
- supplementary documentation: see section 7.6

Sections 7.4, 7.5 and 7.6 provide standards and guidelines for all project report packages.

Additional standards and guidelines set out in sections 7.7, 7.8, 7.9, 7.10, and 7.11 apply to project reports at specific stages.

#### *7.3.1 Cover letter*

The requirements for the cover letter are the same for all reports. The purpose of the cover letter is to provide a summary of the report package, including a list of supplementary documentation provided. It also contains confidential information the reviewer may need to assess the report (e.g., archaeological site locations).

#### *7.3.2 Project reports*

The project report is a summary of the archaeological fieldwork carried out. It includes the following:

- background research
- description of archaeological fieldwork
- fieldwork decision-making
- community engagement, including engagement with Aboriginal communities
- artifact analysis and documentation
- assessment of potential impacts
- conclusions and recommendations

The project report serves a number of purposes:

- The report supplements the detailed field notes that, together with the artifacts and background research, form the complete archaeological record. When the report is entered in the Ontario Public Register of Archaeological Reports, it provides a point of public access to the field records and artifacts held by the licensee or a public institution.
- Under land use planning and development legislation, the report serves to document, for the approval authority, that the proponent has addressed the provincial interest in archaeology for the development project.

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## What the *Ontario Heritage Act* (sec. 65.1) says about the Ontario Public Register of Archaeological Reports

### Provincial register

The Minister shall establish and maintain a register of the reports [filed by licensees].

### Excluding information from register

The Minister may exclude from a record that is entered in the register information relating to the location of an archaeological site.

### Inspection

The register shall be available for inspection by any person at a location, in a format and at the times determined by the Minister.

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### 7.3.3 Confidential information

The Ministry of Tourism and Culture does not screen the project report for information that might be considered confidential or sensitive, such as personal information as defined in the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 (FIPPA), before entering it in the Ontario Public Register of Archaeological Reports. These Standards and Guidelines set out some provisions for protecting confidential information, but it is the licensee's responsibility to ensure that the report does not contain confidential information.

As a condition of the licence, the licensee must also ensure that no project report filed with the Minister in accordance with s. 65(1) of the *Ontario Heritage Act*, R.S.O. 1990, c 0.18 infringes or induces infringement upon any third-party intellectual property right, including copyright.



When Aboriginal communities have been engaged in the course of the fieldwork process, the licensee must ensure that any confidential information gathered from them is either excluded from the report or reported separately (in the cover letter or in supplementary documentation).

Confidential information, however acquired, must be restricted to the cover letter or filed as supplementary documentation. This material is not entered in the register. However, as this material will be retained by the Ministry of Tourism and Culture, it may be subject to provisions under FIPPA that provide a right of access to certain information records in the custody or control of the ministry.

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**The *Freedom of Information and Protection of Privacy Act* defines personal information as follows:**

- information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual
- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved
- any identifying number, symbol or other particular assigned to the individual
- the address, telephone number, fingerprints or blood type of the individual
- the personal opinions or views of the individual except where they relate to another individual
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- the views or opinions of another individual about the individual
- the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual

Personal information does not include information about an individual who has been dead for more than thirty years, or any information about the name, title, contact information, or designation of an individual that identifies the individual in a business, professional or official capacity.

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### *7.3.4 Supplementary documentation*

For the purposes of review, the ministry may require supplementary documentation to verify that fieldwork was conducted according to these standards and guidelines. Supplementary documentation is not entered in the Ontario Public Register of Archaeological Reports. Therefore, it must be filed in a format that allows it to be separated from the report (e.g., in a separate binding, in a sleeve within the report binding).

Specific supplementary documentation requirements for each stage are set out in the Standards and Guidelines in the section on reporting for each stage (7.7, 7.8, 7.9, 7.10, and 7.11). In addition, the project report package must include the documentation described in section 7.6, if applicable.

## ***7.4 Project report package: Cover letter***

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### **Development project designation number**

This is the project file number assigned by the approval authority or proponent. It may be:

- **Subdivision T-number**
  - **Official Plan or Zone Change number**
  - **Consent, Severance or Site Plan number (B #, C#, SP #)**
  - **MTO Work Project Number; MNR Aggregate or Forestry Name and Number; Ontario Power Authority's Registration or Project Number**
  - **Other project designation assigned to the development by the approval authority or proponent**
- 

#### **Standards**

#### **Guidelines**

The cover letter must include the following information:

1. Licensee information (must be the licensee named on the PIF):
  - a. name
  - b. licence number
  - c. contact information (address, telephone, fax, e-mail)

## Standards

- d. company name
  - e. signature of the licensee
2. Project information:
- a. PIF number(s)
  - b. archaeological fieldwork stage(s)
  - c. development name (e.g., "Pleasant View Estates," "Phase 2 Quarry Pit Expansion")
  - d. property location information including, where applicable, upper tier municipality, lower tier municipality, historic county, geographic township, lot and concession (optional: street address, registered plan number, tax roll number)
3. Proponent information:
- a. company name
  - b. name of designated contact for the project
  - c. contact information (address, telephone, fax, e-mail)
  - d. development project designation number assigned by the proponent, if applicable (see box)
4. Approval authority information:
- a. name of approval authority
  - b. contact information (address, telephone, fax, e-mail)
  - c. name of designated contact managing the development approval, if available
  - d. regulatory process under which the development is or will be proceeding (e.g., *Planning Act*, Municipal Class Environmental Assessment, *Aggregates Act*, Renewable Energy Approvals Regulation (O. Reg. 359/09))
  - e. development project designation number assigned by the approval authority, if applicable (see box)

## Standards

5. Reporting information:
  - a. date the report was filed (day, month and year)
  - b. a standard statement from the licensee as follows, "I the undersigned hereby declare that, to the best of my knowledge, the information in this report and submitted in support of this report is complete and accurate in every way, and I am aware of the penalties against providing false information under section 69 of the *Ontario Heritage Act*."
  - c. type of report (i.e., original, revised, preliminary)
  - d. for a Stage 4 preliminary excavation report: notification of any final reporting outstanding, and a commitment to file the final report within normal reporting timelines or a request for extension under special conditions
  - e. list, by Borden number, of all site record and site update forms filed for the project
  - f. PIF numbers for other projects undertaken for this development, if applicable (e.g., earlier or concurrent stages of work)

## 7.5 Project report package: Project report

Table 7.1 points to where the general requirements for sections of a project report are located in these Standards and Guidelines, and shows a suggested structure for reports. Types of project reports for which the requirements will result in a variance from this suggested structure are as follows:

- Stage 4 avoidance and protection reports: see section 7.10
- Stage 4 preliminary excavation reports: see section 7.11.7

### Standards

1. All project reports must contain the sections listed in the first column of Table 7.1.
2. Measurements cited in project reports must be in metric units.

### Guidelines

1. The order of the sections may vary from that listed in Table 7.1, provided that the report contains all the required sections.

**Table 7.1 Project report format and content**

<b>Content</b>	<b>All Stages</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4 Excavation</b>
Project report cover page	7.5.1				
Executive summary	7.5.2				
Table of contents	7.5.3				
Project personnel	7.5.4				
Project context (including development, historical and archaeological context)	7.5.5 7.5.6 7.5.7 7.5.8	7.7.1			
Field methods		7.7.2	7.8.1	7.9.1	7.11.1
Record of finds			7.8.2	7.9.2	7.11.2
Analysis and conclusions		7.7.3	7.8.3	7.9.3	7.11.3
Recommendations		7.7.4	7.8.4 7.8.5	7.9.4 7.9.5	7.11.4
Advice on compliance with legislation	7.5.9				
Bibliography and sources	7.5.10				
Images	7.5.11	7.7.5	7.8.6	7.9.6	7.11.5
Maps	7.5.12	7.7.6	7.8.7	7.9.7	7.11.6

### *7.5.1 Project report cover page*

#### Standards

1. The project report cover page must include the following:
  - a. licensee information (must be the licensee named on the PIF):
    - i. name
    - ii. licence number
    - iii. company name
  - b. project information:
    - i. PIF number(s)
    - ii. archaeological fieldwork stage(s)
    - iii. development name (e.g., "Pleasant View Estates," "Phase 2 Quarry Pit Expansion")
    - iv. development project designation number
    - v. property location information including, where applicable, upper tier municipality, lower tier municipality, historic county, geographic township, lot and concession (optional: street address, registered plan number, tax roll number)
  - c. date the report was filed (day, month and year)
  - d. type of report (i.e., original, revised, preliminary)

#### Guidelines

### *7.5.2 Executive summary*

The executive summary is intended to help non-archaeologists, such as proponents, approval authorities and members of the public, quickly and clearly understand the results of the archaeological fieldwork.

#### Standards

1. Provide a brief (no more than two pages) plain language summary of the key activities, findings, conclusions and recommendations.
2. Do not include confidential, sensitive or personal information that cannot be made public (e.g., detailed site location, third-party information).

#### Guidelines

### 7.5.3 *Table of contents*

#### Standards

1. Provide page references for sections and subsections, as appropriate.

#### Guidelines

### 7.5.4 *Project personnel*

The purposes of providing information on project personnel are to confirm compliance with the terms and conditions of the licence and to assign appropriate credit to the individuals involved. It is the responsibility of the licensee to obtain consent to publish the names of project personnel in the report.

#### Standards

1. List all licensed, unlicensed, and specialist personnel who were involved in the archaeological fieldwork on the project and in producing the report. Provide the following information for each individual:
  - a. name
  - b. licence number (if applicable)
  - c. position or role

#### Guidelines

### 7.5.5 *Project context*

This section of the report provides the context for the archaeological fieldwork and covers three areas: development context, historical context, and archaeological context.

### 7.5.6 *Project context: Development context*

#### Standards

1. Briefly describe the development project, the related legislation and condition or directive triggering the archaeological fieldwork, and when the archaeological fieldwork occurred in the development process (e.g., pre-submission, pre-purchase).
2. Provide any additional development-related information that may be relevant to understanding the choice of fieldwork strategy or the recommendations (e.g., municipal master plan, forest management area).

#### Guidelines

### Standards

3. Provide statements confirming that the landowner or landowner's representative (e.g., planner, engineer, lawyer) gave permission for the licensee to access the property to conduct all required archaeological fieldwork activities, including the recovery of artifacts, and state any limits placed on access (e.g., time limits, refusal of access to portions of property).

#### *7.5.7 Project context: Historical context*

### Standards

1. Describe the past and present land use and the settlement history, and any other relevant historical information gathered through the Stage 1 background study and Stage 3 historical documentation of post-contact archaeological sites.
2. In documenting the rationale for the choice of fieldwork strategy or for the recommendations you are making, include references to all other report(s) containing relevant background information (title, author and PIF number).

### Guidelines

#### *7.5.8 Project context: Archaeological context*

### Standards

1. Provide a summary of registered or known archaeological sites within a minimum one km distance from the project limits.
2. Briefly describe the condition of the property as found, including current land use(s), field conditions, soils or surficial geology, and topography.
3. Provide the dates of archaeological fieldwork.

### Guidelines



## Standards

4. Provide descriptions of previous archaeological fieldwork carried out within the limits of, or immediately adjacent to the project area, as documented by all available reports that include archaeological fieldwork carried out on the lands to be impacted by this project, or where reports document archaeological sites immediately adjacent (i.e., within 50 m) to those lands.
5. If previous findings and recommendations are relevant to the current stage of work, provide the following:
  - a. a brief summary of previous findings and recommendations
  - b. documentation of any differences in the current work from the previously recommended work
  - c. rationale for the differences from the previously recommended work
6. Describe any unusual physical features that may have affected fieldwork strategy decisions or the identification of artifacts or cultural features (e.g., heavy and wet soils, dense root mats, boulders, rubble).
7. Provide any additional archaeological information that may be relevant to understanding choice of fieldwork techniques or the recommendations.

### *7.5.9 Advice on compliance with legislation*

#### Standards

1. Advice on compliance with legislation is not part of the archaeological record. However, for the benefit of the proponent and approval authority in the land use planning and development process, the report must include the following standard statements:
  - a. This report is submitted to the Minister of Tourism and Culture as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act*, R.S.O. 1990, c.18. The report is reviewed to ensure that it

#### Guidelines

## Standards

complies with the standards and guidelines that are issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a development proposal have been addressed to the satisfaction of the Ministry of Tourism and Culture, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed development.

- b. It is an offence under Sections 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.
- c. Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48 (1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.
- d. The *Cemeteries Act*, R.S.O. 1990 c. C.4 and the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Consumer Services.

## Standards

2. Reports recommending further archaeological fieldwork or protection for one or more archaeological sites must include the following standard statement: "Archaeological sites recommended for further archaeological fieldwork or protection remain subject to Section 48 (1) of the *Ontario Heritage Act* and may not be altered, or have artifacts removed from them, except by a person holding an archaeological licence."

### 7.5.10 *Bibliography and sources*

#### Standards

1. Provide a complete list of all documentary sources cited, both written and oral, using standard bibliography format. Include all sources used as the basis for describing artifact categories or in support of sampling strategies.

#### Guidelines

### 7.5.11 *Images*

#### Standards

1. Images must be colour photographs, digital images or technical drawings. There must be no loss of focus or clarity for critical information. All written material must be clearly legible and it must be possible to distinguish artifact characteristics.
2. Whenever artifacts are recovered from an archaeological site, provide images documenting a representative sample of all categories of diagnostic artifact or formal tools including the following:
  - a. representation from all components (periods of occupation) present on the archaeological site
  - b. any artifact critical to dating or to assigning cultural affiliation
  - c. full representation of 19th century decorated ceramic types, when present
  - d. any unusual artifacts

#### Guidelines

### 7.5.12 Maps

There are specific mapping requirements for project reports for each stage. (Table 7.1 points to the sections in these Standards and Guidelines, relevant to each stage.) For all reports:

#### Standards

1. Provide a regional map of the general location of the property at a scale no smaller than 1:50,000 and no larger than 1:25,000 (i.e., the scale of the map cannot be 1:51,000 or more, or 1:24,000 or less).
2. Provide clear copies of detailed development plans or maps of the project property. The following types of maps meet this requirement:
  - a. a copy of the map accompanying the formal or proposed development application
  - b. a concept or design map of the property reflecting post-development changes
  - c. a property perimeter map
  - d. when none of the above types of plans or maps is available, provide the map, aerial photograph or other graphic representing the highest-quality image available for the property (hand-drawn sketch maps are not acceptable)
3. For archaeological fieldwork or reporting undertaken before development plans are in place (e.g., pre-application submission, assessment prior to purchase), include a map showing the property limit, accompanied by a copy of the proponent's instructions defining the limits of the property.
4. Maps must relate existing land features and planned development changes to archaeological field data. Ensure that the scale and level of map detail allows for clear documentation of:
  - a. current land conditions (e.g., topography, water, vegetation cover, built structures)

#### Guidelines

1. For large-scale linear corridors or forestry properties in northern Ontario, segment maps keyed to a small-scale (e.g., 1:100,000) map are acceptable.

## Standards

- b. planned development features affecting assessment decisions or recommendations (e.g., lots, servicing, roads, extraction areas, highway right-of-ways and staging areas)
  - c. features and characteristics of the property that support the analysis, conclusions, and recommendations in the report
5. For all photographs taken in the field, provide locations and orientation arrows on the appropriate mapping.

## 7.6 Project report package: Supplementary documentation

### 7.6.1 Detailed site location information

#### Standards

1. Any information that pinpoints the location of an archaeological site (e.g., detailed Stage 2 findings map, table of GPS coordinates for site locations) must not be included in the project report and should only be provided in the supplementary documentation. This allows the Ministry of Tourism and Culture to exclude it from the Ontario Public Register of Archaeological Reports, if necessary.

#### Guidelines

1. Maps providing general location information on properties or sites, or documenting fieldwork methods (e.g., site-specific survey or excavation maps), may be included in the body of the report.

### 7.6.2 Aboriginal engagement

When background research or archaeological fieldwork includes engagement with Aboriginal communities, the project report should include only the critical information arising from Aboriginal engagement that affected fieldwork decisions, documentation, recommendations or the licensee's ability to comply with the conditions of the licence (e.g., with regard to the care of collections).

Further details and description of the process of engagement and copies of any documentation arising from the process of engagement should be included in the supplementary documentation. The draft bulletin on *Engaging Aboriginal Communities in Archaeology* provides additional guidance in reporting on Aboriginal engagement.

## Standards

1. Documentation of the engagement process must outline and give reasons for:
  - a. who was engaged and why
  - b. how they were engaged
  - c. when they were engaged
  - d. strategies used to incorporate input into the field work
  - e. the process for reporting results of engagement to the community
  
2. Any information the Aboriginal community identifies as private or sensitive (e.g., information related to burials, secret or sacred sites, personal information) is not to be included in the project report. Sensitive information must be provided separately with other supplementary documentation.

## Related sections

- |     |  |
|-----|--|
| 7.3 | Project report package (Overview)      |
| 7.4 | Project report package: Cover letter   |
| 7.5 | Project report package: Project report |

## Guidelines

1. The documentation of the engagement arising from the specific project may be augmented by documentation of broader engagement undertaken with an Aboriginal community in relation to classes of projects or types of sites (e.g., an Aboriginal community may have previously expressed no interest in engaging regarding a particular type of archaeological site such as Archaic lithic scatters).

## 7.7 *Project reports: Stage 1*

The Stage 1 project report documents the background study and any optional property inspection, and identifies areas of archaeological potential within the project area.

Refer to sections 7.3, 7.4, 7.5 and 7.6 for the general requirements of project reports and project report packages.

### 7.7.1 *Background*

#### Standards

1. Describe the results of the research conducted for the background study and document the information sources used. It must be demonstrated that the standards for background research were met, as stated in section 1.

#### Guidelines

### 7.7.2 *Property inspection*

#### Standards

1. If an optional property inspection was carried out, describe how the standards for property inspection were met, as stated in section 1.

#### Guidelines

### 7.7.3 *Analysis and conclusions*

#### Standards

1. Identify and describe areas of archaeological potential within the project area.
2. Identify and describe areas that have been subject to extensive and deep land alterations. Describe the nature of alterations (e.g., development or other activity) that have severely damaged the integrity of archaeological resources and have removed archaeological potential.

#### Guidelines

#### 7.7.4 Recommendations

##### Standards

1. Make recommendations regarding the potential for the property, as follows:
  - a. If some or all of the property has archaeological potential, identify areas recommended for further assessment (Stage 2) and areas not recommended for further assessment. Any exemptions from further assessment must be consistent with the archaeological fieldwork standards and guidelines.
  - b. If no part of the property has archaeological potential, recommend that the property does not require further archaeological assessment.
2. Recommend appropriate Stage 2 assessment strategies (see section 2: Stage 2: Property Assessment for more information).

##### Guidelines

#### 7.7.5 Images

##### Standards

1. Provide images to document features indicating archaeological potential, to support the analysis, conclusions, and recommendations, and to assist in understanding the maps.

##### Guidelines

#### 7.7.6 Map

##### Standards

1. Provide mapping that meets the requirements specified in section 7.5.12.
2. Where lower quality mapping is the only available source of information, provide the following:
  - a. a statement regarding the lack of availability of any higher quality mapping (e.g., thorough search done, personal knowledge of area)

##### Guidelines



## Standards

- b. the degree to which the lower quality mapping may affect any evaluation of potential (e.g., certain features will not be shown or will not be shown accurately)
  - c. any measures that were taken to compensate for the poor quality of the mapping (e.g., more conservative evaluations of potential, property inspection)
3. Separately map each area recommended for Stage 2 assessment versus areas not recommended for Stage 2 assessment.
  4. Separately map each class or category of no or low potential, i.e., map all wet areas as a category separately from all steep areas separately from all disturbed areas, etc.

## Related sections

- 1 Stage 1: Background Study and Optional Property Inspection
- 2 Stage 2: Property Assessment
- 7.5 Project report package: Project report
- 7.6 Project report package: Supplementary documentation

## 7.8 Project reports: Stage 2

Stage 2 archaeological fieldwork and the archaeological sites that were identified within the project area are documented through a Stage 2 project report. The Stage 2 report should reference earlier Stage 1 reporting as appropriate.

### 7.8.1 Field methods

#### Standards

1. If the entire project area was not surveyed, document any exemptions (see section 2) , as follows:
  - a. For physical features of no or low archaeological potential, provide mapping showing the limits of those areas along with clear colour photographs or digital images.
  - b. For disturbed areas, provide mapping showing the limits of those areas along with clear colour photographs or digital images.
  - c. If parts of the project area were determined to be of no or low potential in a Stage 1 report, reference that report and map the limits of those low potential areas on the Stage 2 report mapping.
  - d. For Ministry of Natural Resources forestry projects, reference the relevant forest plan and mapped impacts to confirm the basis for survey limitations.
  - e. For areas formally prohibited from alteration that were not documented as exempt from survey on the basis of having no or low archaeological potential, provide documentation as follows:
    - i. a map depicting the exact limits of the area
    - ii. documentation describing how the limit of the area was determined during the survey and confirming that the area included enough overlap to ensure that all adjacent impacted lands were surveyed

#### Guidelines

## Standards

- iii. a copy of the formal condition, zoning bylaw or easement agreement confirming prohibition of alteration
- iv. a copy of a statement from the approval authority that it has implemented or is about to implement the constraint (in writing, by letter or e-mail, submitted as part of the supplementary documentation)
- v. a copy of confirmation from the proponent regarding the manner in which "no-go" instructions to construction crews will be implemented (in writing, by letter or e-mail, submitted as part of the supplementary documentation)
- f. For areas that are excluded from the development application because they are being transferred to a public land-holding body, where those areas were not documented as exempt from survey on the basis of having no or low archaeological potential, provide documentation as follows:
  - i. a map depicting the exact limits of the area
  - ii. documentation describing how the limit of the area was determined during the survey and confirming that the area included enough overlap to ensure that all adjacent impacted lands were surveyed
  - iii. a copy of confirmation from the proponent regarding the manner in which "no-go" instructions to construction crews will be implemented (in writing, by letter or e-mail, submitted as part of the supplementary documentation)

## Standards

- iv. a statement from the public body (in writing, by letter or e-mail, submitted as part of the supplementary documentation) confirming that they are aware that no archaeological assessment has been undertaken for the lands being transferred
2. As relevant, provide detailed and explicit descriptions:
  - a. of how each standard was addressed for property survey generally
  - b. of how each standard was addressed for pedestrian survey and test pit survey
  - c. to address any differences in approach for areas possessing different conditions
  - d. of how each standard was addressed where alternative methods acceptable through guidelines or special conditions were used
3. Provide estimates of the percentage of each of the following:
  - a. the property surveyed, by coverage (e.g., pedestrian survey, test pit survey) and survey interval
  - b. the property not surveyed because there were areas of no or low archaeological potential
  - c. the property where standard survey intervals could not be maintained due to pockets of exposed bedrock or other physical constraints

### *7.8.2 Record of finds*

Document all finds according to the following standards. Do not document non-archaeological cultural heritage features (e.g., built heritage, cultural heritage landscapes) unless those features are part of or relevant to the archaeological record

## Standards

1. For all archaeological resources and sites that are identified in Stage 2, provide the following:
  - a. a general description of the types of artifacts and features that were identified
  - b. a general description of the area within which artifacts and features were identified, including the spatial extent of the area and any relative variations in artifact density
  - c. a catalogue and description of all artifacts retained (See section 6 *Artifact Documentation and Analysis* for requirements regarding artifact analysis and description.)
  - d. a description of the artifacts and features left in the field (nature of material, frequency, other notable traits)
2. Provide an inventory of the documentary record generated in the field (e.g., photographs, maps, field notes).
3. Submit information detailing exact site locations on the property separately from the project report, as specified in section 7.6. Information on exact site locations includes the following:
  - a. table of GPS readings for locations of all archaeological sites
  - b. maps showing detailed site location information

### *7.8.3 Analysis and conclusions*

## Standards

1. Summarize all findings from the Stage 2 survey, or state that no archaeological sites were identified.
2. For each archaeological site, provide the following analysis and conclusions:
  - a. a preliminary determination, to the degree possible, of the age and cultural affiliation of any archaeological sites identified

## Guidelines

## Guidelines

## Standards

- b. a comparison against the criteria in 2 Stage 2: *Property Assessment* to determine whether further assessment is required
- c. a preliminary determination regarding whether any archaeological sites identified in Stage 2 show evidence of a high level of cultural heritage value or interest and will thus require Stage 4 mitigation

### 7.8.4 Recommendations: General

At the end of Stage 2, the recommended next step for each archaeological site with cultural heritage value or interest is Stage 3 site-specific assessment. The recommendations in the Stage 2 project report address the subsequent work.

## Standards

1. For each archaeological site, provide a statement of the following:
  - a. Borden number or other identifying number
  - b. whether or not it is of further cultural heritage value or interest
  - c. where it is of further cultural heritage value or interest, appropriate Stage 3 assessment strategies (see section 3 Stage 3: *Site-Specific Assessment*)
2. Make recommendations only regarding archaeological matters. Recommendations regarding built heritage or cultural heritage landscapes should not be included.
3. If the Stage 2 survey did not identify any archaeological sites requiring further assessment or mitigation of impacts, recommend that no further archaeological assessment of the property be required.

## Guidelines

### 7.8.5 Recommendations: Partial clearance

The project report may contain a recommendation for partial clearance stating that there are no further concerns for impacts to archaeological sites for a part or parts of a project area. This recommendation may be made even though further Stage 3 archaeological assessment is required for archaeological sites within other parts of the project area. A partial clearance is intended to accommodate the need for a development to be able to proceed while outstanding concerns for alterations to archaeological sites continue to be addressed.

A recommendation for partial clearance is made in reference to processes under land use planning and development legislation, not processes regulated by the *Ontario Heritage Act*. The Ministry of Tourism and Culture does not approve land use planning and development processes.

#### Standards

1. A recommendation for partial clearance may only be made if all of the following conditions are met:
  - a. Stage 2 archaeological fieldwork has been completed within the entire project limits. (Archaeological sites are present that still require Stage 3, and possibly Stage 4, archaeological fieldwork.)
  - b. The recommendation forms part of a final report on the Stage 2 work.
  - c. The recommendation includes a request for the ministry to provide a letter confirming that there are no further concerns with regard to alterations to archaeological sites for some specified part of the project area.
  - d. The Stage 2 report includes recommendations for further archaeological fieldwork for all sites that meet the criteria requiring Stage 3 archaeological assessment.
  - e. The following documentation is included in the project report package:
    - i. development map showing the location and extent of all archaeological sites for which Stage 3 archaeological assessment is recommended, including a 20 m protective buffer zone for each site, and a 50 m monitoring zone for each site

#### Guidelines

## Standards

- ii. detailed avoidance strategy, and written confirmation from the proponent regarding the proponent's commitment to implementing the strategy and confirmation that ground alterations (e.g., servicing, landscaping) will avoid archaeological sites with outstanding concerns and their protective buffer areas
- iii. construction monitoring schedule, and written confirmation from the proponent that a licensed consultant archaeologist will monitor construction in areas within the 50 m monitoring buffer zone, and that the consultant archaeologist is empowered to stop construction if there is a concern for impact to an archaeological site
- iv. timeline for completing remaining archaeological fieldwork

### *7.8.6 Images*

#### Standards

1. Provide images documenting examples of the following conditions within the project area:
  - a. current land conditions. Provide a representative sample of parts of the project area that will confirm that the conditions allowed the standards for pedestrian survey and test pit survey to be met
  - b. unusual physical features that may have affected the ability to survey the project area

#### Guidelines



### 7.8.7 Maps

#### Standards

1. In addition to the general requirements for mapping specified in section 7.5.12, provide mapping that depicts the following:
  - a. all areas surveyed, by survey method and interval
  - b. all areas not surveyed, by type (e.g., areas of no or low archaeological potential, areas with development constraints)
  - c. locations of archaeological sites recommended for further assessment or mitigation, showing the limits of buffer zones when appropriate
  - d. find locations (isolated findspot locations, extent of surface scatter, locations and extent of positive test pits)

#### Guidelines

#### Related sections

- |     |   |
|-----|---|
| 2   | Stage 2: Property Assessment                        |
| 3   | Stage 3: Site-specific Assessment                   |
| 4   | Stage 4: Mitigation of Development Impacts          |
| 6   | Artifact Documentation and Analysis                 |
| 7.5 | Project report package: project report              |
| 7.6 | Project report package: Supplementary documentation |

## 7.9 Project reports: Stage 3

All archaeological sites give us information about the past and reflect the human history of Ontario, but some are determined to have greater cultural heritage value or interest than others. The Stage 3 project report documents the additional archaeological fieldwork, research and engagement that was carried out as a result of recommendations made at the completion of Stage 2. The Stage 3 assessment report will result in recommendations as to whether an archaeological site requires Stage 4 mitigation of impacts or a recommendation that there are no further concerns for impacts to that site.

The Stage 3 results and recommendations for each archaeological site may be reported separately or the Stage 3 for several sites within the subject property may be documented in one report.

### 7.9.1 Field methods

#### Standards

1. Confirm that the fieldwork was conducted according to the archaeological fieldwork standards and guidelines, including those related to weather and lighting conditions.
2. Provide detailed and explicit descriptions of how each standard was addressed where alternative methods acceptable through guidelines or special conditions were used.
3. Provide the GPS coordinates of the datum location, GPS readings locating a central fixed point, and, if applicable, any other relevant information that will aid in re-locating the datum. This information must be provided in the supplementary documentation, not in the main body of the report.
4. For controlled surface pick-up (CSP), provide the following:
  - a. description of the CSP methods and confirmation that the methods met the standards and guidelines for archaeological fieldwork
  - b. rationale for artifact collection

#### Guidelines

## Standards

5. For test unit excavations, provide the following:
  - a. description of the test unit excavation methods and confirmation that the methods met the standards and guidelines for archaeological fieldwork
  - b. description of the test unit grid (location and number of test units), rationale for the grid strategy, and confirmation that the strategy met the standards and guidelines for archaeological fieldwork
  - c. description of the general depth of the plough zone and variations in the depth over the area excavated

### *7.9.2 Record of finds*

#### Standards

1. Describe features uncovered in the excavations, including plan and any information that is visible without excavation of feature fill and contents.
2. Describe artifact distributions and frequencies on the surface and in test units, including reference to distinct activity areas or artifact patterning and to single-component areas.
3. Provide a catalogue and description of all artifacts collected from the surface and from test units. (See section 6: *Artifact Documentation and Analysis* for requirements regarding artifact analysis and description.)
4. Provide observations of unusual or unexpected findings.
5. Provide an inventory of the documentary record generated in the field (e.g., photographs, maps, field notes).

#### Guidelines

### 7.9.3 Analysis and conclusions

#### Standards

1. Provide a determination of the age and cultural affiliations of each archaeological site for which Stage 3 assessment was carried out.
2. Discuss the correlation between the archaeological findings and historical documentation. The historical documentation may include the findings of previous reports (e.g., Stage 1 report, research reports about the property).
3. Compare analysis and conclusions for each archaeological site with current archaeological knowledge for this type of site. If analysis, conclusions and recommendations are different from the broader archaeological knowledge for a type of site, outline the basis for this differing interpretation.
4. Provide an evaluation of the level of cultural heritage value or interest for each archaeological site for which Stage 3 was carried out.

#### Guidelines

### 7.9.4 Recommendations for Stage 4

#### Standards

1. If it is concluded that an archaeological site has further cultural heritage value or interest, make recommendations on appropriate Stage 4 mitigation strategies (see section 4 Stage 4: *Mitigation of Development Impacts*), as follows:
  - a. Recommendations must be informed by input from Aboriginal communities for the types of Aboriginal archaeological sites specified in 3.5 *Formulation of Stage 4 strategies*.
  - b. Recommendations must be detailed enough to give a clear and accurate understanding of the actions required.
  - c. If reporting on more than one archaeological site in one report, make recommendations for each site individually.

#### Guidelines

## Standards

2. For archaeological sites that have further cultural heritage value or interest that requires Stage 4 mitigation of impacts, the preferred approach is avoidance and protection. The report must include a summary of the advice provided to the proponent regarding protection and avoidance, including the results of engagement with Aboriginal and other communities
  - a. If it is determined that avoidance and protection is the preferred approach, provide that recommendation, including the details of the proposed approach including appropriate avoidance and long-term protection strategies. For details, see section 4.1 *Approach 1: Avoidance and Protection*.
  - b. If it is determined that avoidance and protection is not viable, provide the basis for that determination.
3. If it is determined that excavation is the preferred approach to Stage 4 mitigation of impacts, the recommendation must include a detailed strategy for excavation and documentation, based on 4.2 *Approach 2: Excavation*.
4. If it is determined that long-term protection is the preferred approach to Stage 4 mitigation of impacts, the recommendation must include a detailed description of the preferred protection mechanism. For details, see section 4.1.4 *Long-term protection*.
5. If it is determined that the site has no further cultural heritage value or interest at the conclusion of Stage 3, recommend that Stage 4 mitigation of impacts is not required for the site.

### *7.9.5 Recommendations for special conditions: Partial clearance*

#### Standards

1. When making a recommendation for partial clearance at the conclusion of Stage 3, the following requirements must be met:
  - a. Buffer zones around Aboriginal Woodland village sites must be a minimum of 20 m.
  - b. Buffer zones around all other archaeological sites must be a minimum of 10 m.
  - c. For all other matters, apply the requirements stated for Stage 2 partial clearance and for Stage 4 avoidance.

#### Guidelines

### *7.9.6 Images*

#### Standards

1. Provide images documenting the following:
  - a. field conditions for each instance of CSP or of test unit excavation. Provide additional documentation if instances of CSP or test unit excavations are carried out at widely separated time intervals (i.e., multiple weeks apart or enough time has elapsed to result in changed field conditions). Provide a minimum of two images for each instance of CSP or test excavation.
  - b. all stratigraphy and cultural features
  - c. unusual physical features

#### Guidelines

## 7.9.7 Maps

### Standards

1. In addition to the general requirements for mapping specified in section 7.5.12, provide mapping at a scale that is appropriate to clearly document the following:
  - a. location of the fixed datum
  - b. locations and extent of all archaeological sites subject to Stage 3 site-specific assessment
  - c. locations and extent of archaeological sites recommended for Stage 4
  
2. When a more detailed scale is needed to clearly show Stage 3 results, provide additional maps at a larger scale to document the following:
  - a. the limits and extent of the archaeological site defined by Stage 2 findings (e.g., surface scatter, extent of positive test pits)
  - b. locations of artifacts identified during the CSP
  - c. the locations of test unit excavations and cultural features
  - d. all artifacts in counts of yields. Where relevant and applicable to the analysis of the archaeological site, provide mapping of the distribution of different classes of artifacts and ensure that mapping provides separate counts for each per stratum. (Do not combine counts of artifact yields from multiple strata.)
  
3. File information detailing exact site locations on the property separately, as specified in section 7.6 *Project report package: Supplementary documentation*.

### Guidelines

### *7.9.8 Supplementary documentation*

#### Standards

1. When an archaeological site is evaluated as having a Stage 4 level of cultural heritage value or interest primarily because of community interest or possible status as a public resource, include supporting documentation (e.g., copies of correspondence).
2. Provide documentation of community engagement, regarding recommendations for Stage 4 mitigation strategies. Include the following (as appropriate):
  - a. engagement with Aboriginal communities
  - b. review with the proponent of the viability of avoidance strategies

#### Guidelines

### *7.9.9 Documentation supporting a recommendation for avoidance and protection*

#### Standards

1. If the approval authority and proponent support the recommendation for protection and avoidance, file the following with the project report, as appropriate:
  - a. documentation confirming support of the strategy (e.g., letter from the approval authority, copy of the draft or final formal long-term protection provision)
  - b. documentation from the proponent confirming measures to ensure avoidance during construction
  - c. a schedule for inspection and monitoring during and after construction
  - d. clear colour photographs or digital images documenting the processes of covering exposed features, shoring up exposed profiles, and re-sealing deeply buried deposits, as appropriate; at a minimum, images from before, during and after each process, each from two locations or views
  - e. a large-scale section of the development plan that clearly shows the following:

#### Guidelines



## Standards

- i. the location of the archaeological site recommended for protection
- ii. the protective buffer around the site
- iii. the limits of the area that will be subject to long-term protection (e.g., lots, blocks, etc., that will be protected)

## Related sections

- |     |   |
|-----|---|
| 3   | Stage 3: Site-specific Assessment                   |
| 4   | Stage 4: Mitigation of Development Impacts          |
| 4.1 | Approach 2: Avoidance and protection                |
| 4.2 | Approach 2: Excavation                              |
| 6   | Artifact Documentation and Analysis                 |
| 7.5 | Project report package: Project report              |
| 7.6 | Project report package: Supplementary documentation |
| 7.8 | Project reports: Stage 2                            |

## ***7.10 Project reports: Stage 4 avoidance and protection***

Reports on inspection and monitoring of avoided and protected archaeological sites during grading and other soil disturbing activities and reports on the success of protection and avoidance strategies are intended to briefly document activities carried out to mitigate land use development activities that might place an archaeological site at risk.

These reports are filed when the report is confirming that land use development activities did not impact or alter avoided and protected archaeological sites.

If avoided and protected archaeological sites are impacted or altered, or if previously unidentified archaeological sites are encountered during monitoring, the appropriate assessment and mitigation stages must be completed and reported following the standards and guidelines for those stages.

### ***7.10.1 Report content***

#### **Standards**

1. Reports on these activities must include the following:
  - a. reference to and brief summaries of previous archaeological fieldwork reports recommending protection and avoidance and/or monitoring
  - b. description of the fieldwork and/or monitoring carried out, including the following:
    - i. dates of fieldwork
    - ii. location of fieldwork
    - iii. field conditions
    - iv. the construction, grading or other development activities monitored
    - v. equipment used to remove soil or fill
    - vi. observations of subsurface cultural features, stratigraphy and soil composition
    - vii. confirmation that construction, grading or other development activities did not alter or impact any protected areas of archaeological sites
2. If development activities cause new archaeological sites, features or artifacts to be identified, or any archaeological site to be altered or impacted:

#### **Guidelines**

## Standards

- a. Describe the archaeological sites, features or artifacts identified.
- b. Describe the immediate steps taken to mitigate impacts.
- c. Provide recommendations for any further Stage 3 assessment or Stage 4 mitigation actions that may be necessary.

### 7.10.2 Images

#### Standards

1. Provide a minimum of two images documenting inspection and monitoring activity.

#### Guidelines

### 7.10.3 Maps

#### Standards

1. In addition to the general requirements for mapping specified in section 7.5.12, provide mapping at a scale that is appropriate to clearly document the following:
  - a. location and extent of protected and avoided and or monitored areas
  - b. location of any unidentified archaeological sites, artifacts or features not documented through previous archaeological fieldwork

#### Guidelines

## Related sections

- |     |   |
|-----|---|
| 3   | Stage 3: Site-specific Assessment                   |
| 4.1 | Approach 1: Avoidance and protection                |
| 7.5 | Project report package: Project report              |
| 7.6 | Project report package: Supplementary documentation |
| 7.8 | Project reports: Stage 2                            |
| 7.9 | Project reports: Stage 3                            |

## ***7.11 Project reports: Stage 4 excavation***

When an archaeological site is removed through excavation, the report on the excavation becomes an important document in the archaeological record of Ontario.

Each site subject to Stage 4 excavation requires a separate report. In certain circumstances, consultant archaeologists may also file a preliminary excavation report.

### *7.11.1 Field methods*

#### **Standards**

1. Summarize the archaeological fieldwork carried out, including the following:
  - a. Confirm that the fieldwork was conducted according to the archaeological fieldwork standards and guidelines, including those related to weather and lighting conditions.
  - b. Provide GPS coordinates of the datum location and a description of the site grid. This information must be provided in the supplementary documentation, not in the main body of the report.
  - c. Describe the decisions made in the field regarding the determination of the placement of excavations and the extent of excavations.
  - d. Where appropriate, describe methods used to remove topsoil or fill, including the machinery used (if applicable), and the monitoring of topsoil or fill removal.
  - e. For partial excavations, describe the methods used to shore up the exposed edges of any intact deposits before backfilling.
  - f. Describe the methods used to record and map the following:
    - i. settlement patterns, artifact contexts and stratigraphy
    - ii. cultural feature plans and profiles
    - iii. deeply buried or previously undisturbed sites

#### **Guidelines**

### 7.11.2 *Record of finds*

#### Standards

1. Describe each cultural feature, in text or table format, including the following information:
  - a. plan and profile
  - b. measurements
  - c. soil composition and stratigraphy
  - d. number of flotation samples taken, by context
  - e. for invisible or ghost cultural features, plotting of finds and the estimated shape and depth of the original feature
2. For sites where artifact concentrations or specific classes of artifacts were piece-plotted, describe the extent and distribution.
3. Describe settlement and site function patterns (e.g., structures, walls, tool production areas, food preparation areas).
4. Provide a catalogue and description of all artifacts collected. Include records of cross mends on diagnostic artifact fragments. (See section 6 Artifact Documentation and Analysis for requirements regarding artifact analysis and description.)
5. Provide an inventory of the documentary record generated in the field (e.g., photographs, maps, field notes).

#### Guidelines

### 7.11.3 *Analysis and conclusions*

The Stage 4 report must contain enough data analysis to provide a basic record of the archaeological site for the provincial register of reports. The following standards set out the minimum requirements.

#### Standards

1. Provide analysis and conclusions regarding the cultural history of the archaeological site, including the following:

#### Guidelines

### Standards

1. Provide analysis and conclusions regarding the cultural history of the archaeological site, including the following:
  - a. cultural affiliation
  - b. dates or age
  - c. place in the context of the archaeological history of Ontario
  
2. Provide analysis and conclusions regarding the development and use history of the archaeological site, including the following:
  - a. site type
  - b. depositional events
  - c. settlement and structural organization
  - d. functional areas
  - e. evidence of ceremonial or ritual use
  - f. evidence of group or individual expression
  
3. For historical archaeological sites, provide historical documentation from previous Stages, as available.

### Guidelines

#### *7.11.4 Recommendations*

### Standards

1. When an archaeological site has been fully excavated and documented to the extent required under these Standards and Guidelines, state in the recommendations that the site has no further cultural heritage value or interest.

### Guidelines

### 7.11.5 Images

#### Standards

1. Provide plans and profiles of all cultural feature types that contribute to the analysis of the archaeological site.
2. For sites with complex stratigraphy, provide a map of stratigraphic profiles depicting all important depositional events or operations.
3. Provide clear colour photographs or digital images documenting the following:
  - a. field conditions at the times of excavation, minimum of two images from different directions
  - b. representative samples of cultural features or stratigraphy, minimum of five images
  - c. unusual physical features affecting fieldwork strategy decisions or the identification of artifacts or cultural features (e.g., heavy and wet soils, dense root mats, boulders, rubble), minimum of two images per type of feature

#### Guidelines

### 7.11.6 Maps

#### Standards

1. Provide detailed, clear copies of the development plans or maps of the project property, or a large scale section, showing the location of the Stage 4 site area. These maps should meet the general requirements for mapping found in section 7.5.12, and should relate existing land features and planned development changes to archaeological field work. The scale must be appropriate to clearly document the following:
  - a. locations of areas subject to temporary or permanent protection and avoidance
  - b. the extent of Stage 4 excavations and periphery testing, showing this work in relation to the following (as applicable):

#### Guidelines

## Standards

- i. locations of Stage 2 positive test pits
  - ii. locations of artifacts found in Stage 3 controlled surface pick-up
  - iii. locations of Stage 3 test unit excavations
  - c. the extent of topsoil or fill removed
  - d. details of Stage 4 unit excavations, with notation of artifact yields per unit
  - e. all artifacts in counts of yields. Where relevant and applicable to the analysis of the archaeological site, provide separate mapping of the distribution of different classes of artifacts and ensure that mapping provides separate counts for each stratum. (Do not combine counts of artifact yields from multiple strata.)
  - f. all settlement patterns and cultural features documented
2. For sites with complex data, the information may be presented on multiple maps, of the same scale and referenced to the same datum.

### *7.11.7 Preliminary excavation reports*

A preliminary excavation report is intended to accommodate the need for a development to be able to proceed when all archaeological fieldwork for an archaeological site is complete and while the full project report is being prepared. Upon review of a satisfactory preliminary excavation report, the ministry can issue a letter stating that there are no further concerns related to an archaeological site. However, the full report must be filed by the filing deadline and accepted by the ministry in order to satisfy *Ontario Heritage Act* licensing requirements. Given that a preliminary excavation report does not provide the complete record of the archaeological site, the following standards apply.

## Standards

1. A preliminary excavation report may be filed if all of the following conditions are met:
  - a. the area of the archaeological site is large (a block excavation of over 50 one-metre-square units, or an equivalent area)

## Guidelines



## Standards

- b. Stage 2 and 3 reports have been filed with the ministry and accepted into the provincial register of reports
- c. the archaeological site has been completely removed by excavation
- d. all archaeological fieldwork complied with the Standards and Guidelines and addressed the recommendations in the Stage 2 and 3 reports

### *7.11.8 Preliminary excavation report contents*

## Standards

## Guidelines

1. Provide the following sections of a complete report package in the normally required format:
  - a. project report cover page
  - b. executive summary
  - c. project personnel
  - d. project background
  - e. recommendations
2. Provide partial information for the following sections of a complete report package in the normally required format:
  - a. brief summary of archaeological fieldwork and findings
  - b. images of artifacts as required by section 7.5.11
3. Provide detailed, clear copies of the development plan or maps of the project property, or a large scale section, showing the location of the Stage 4 site area. These maps should relate existing land features and planned development changes to archaeological fieldwork. The scale must be appropriate to clearly document the following:

## Standards

- a. location of the fixed datum
- b. the extent of Stage 4 excavations and periphery testing showing this work in relation to the following (as applicable):
  - i. locations of Stage 2 positive test pits
  - ii. locations of artifacts found in Stage 3 controlled surface pick-up
  - iii. locations of Stage 3 test unit excavations
- c. the extent of topsoil removed
- d. details of Stage 4 unit excavations, with notation of artifact yields per unit
- e. all settlement patterns documented

## Related sections

- |     |   |
|-----|---|
| 3   | Stage 3: Site-specific Assessment                   |
| 4.2 | Approach 2: Excavation                              |
| 6   | Artifact Documentation and Analysis                 |
| 7.5 | Project report package: Project reports             |
| 7.6 | Project report package: Supplementary documentation |
| 7.9 | Project reports: Stage 3                            |

## 7.12 *Site forms*

Site forms are used to provide basic documentation from licensees for newly discovered archaeological sites (using site record forms) and to document further archaeological fieldwork at later dates (using site update forms). These forms are also known as Borden forms.

The Ministry of Tourism and Culture enters the information in the Ontario Archaeological Sites Database, an inventory of the documented archaeological record in Ontario. Information in the database is available on request to licensees, and to other groups or individuals subject to a data-sharing agreement with the Ministry of Tourism and Culture.

### Standards

1. File a separate site record form for each newly identified archaeological site that meets at least one of the criteria stated below in terms of numbers of artifacts or presence of features:
  - a. three or more pre-19th century artifacts found within a 10 m radius
  - b. ten or more 19th century artifacts found within a 10 m radius
  - c. a single pre-19th century diagnostic artifact or archaeological feature (e.g., petroglyph)
  - d. post-19th century archaeological resources warranting documentation, as determined by the licensee
2. Site forms are not accepted in any of the following situations:
  - a. the characteristics of a location do not meet any of the criteria stated in Standard 1
  - b. the information about the archaeological site was not acquired through archaeological fieldwork carried out by a licensed archaeologist
  - c. no artifact or other physical evidence was documented
  - d. information is based only on documentary research or informant reporting

### Guidelines

### Standards

3. File a separate site update form subsequent to each separate instance of archaeological fieldwork at an archaeological site. (Only one site update form would be required for one archaeological assessment project).
4. The site form must be filed by the report filing deadline specified by the ministry. Please refer to the associated bulletin on archaeological sites for further details.

### Related sections

- 7.4 Project report package: Cover letter

# Glossary

The following definitions pertain to these Standard and Guidelines and may differ from dictionary definitions of the words. Italicised words are defined in this glossary.

## **Aboriginal communities**

Used inclusively in this document to refer to First Nation communities (also known as “bands” under the *Indian Act*), Métis communities, and communities of other Aboriginal peoples who identify themselves as a community, such as those living in urban centres or those belonging to an indigenous Nation or tribe that encompasses more than one community (e.g., the Pottawatomi, Mississauga, Mohawk).

## **agency land holdings**

Land owned by an agency of the Ontario government, such as the Ontario Realty Corporation or the Ontario Heritage Trust.

## **approval authority**

In the land use and development context, this includes any public body (e.g., municipality, conservation authority, provincial agency, ministry) that has the authority to regulate and approve development projects that fall under its mandate and jurisdiction (e.g., *Planning Act*, *Environmental Assessment Act*, *Aggregate Resources Act*).

## **archaeological assessment**

For a defined project area or property, a survey undertaken by a licensed archaeologist within those areas determined to have *archaeological potential* in order to identify *archaeological sites*, followed by evaluation of their *cultural heritage* value or interest, and determination of their characteristics. Based on this information, recommendations are made regarding the need for mitigation of impacts and the appropriate means for mitigating those impacts.

## **archaeological management plan**

A document that provides an inventory of *archaeological sites*, develops a municipality or region-specific mechanism for determining *archaeological potential*, and maps *archaeological potential* for the municipality. It will also state the municipality’s policies and processes for the management of *archaeological resources*. It may also include a summary of the municipality’s cultural history, means for promoting and educating the community about archaeological conservation, local strategies for storing and curating archaeological materials, and other issues related to conservation of *archaeological resources* within the community.

**archaeological potential**

The likelihood that the *property* contains *archaeological resources*.

**archaeological resources**

In the context of the Standards and Guidelines, objects, materials and physical features identified by licensed archaeologists during a Stage 2 archaeological assessment as possibly possessing *cultural heritage value or interest*. Analysis using the criteria set out in the Standards and Guidelines determines whether those objects, materials and physical features meet the definition of an archaeological site under the *Ontario Heritage Act* and whether Stage 3 archaeological assessment is required. In various planning and development contexts, the term may refer to any or all of *archaeological potential, artifacts and archaeological sites*.

**archaeological site**

Defined in Ontario regulation as “any property that contains an *artifact* or any other physical evidence of past human use or activity that is of cultural heritage value or interest”.

**archaeological survey**

The process followed in order to make initial identifications of *archaeological sites*. This may consist of pedestrian survey of ploughed fields, test pitting, the use of mechanical equipment in specific deeply buried or urbanized situations, or remote sensing. Survey is a part of the overall *archaeological assessment* process.

**artifact**

Defined in Ontario regulation as “any object, material or substance that is made, modified, used, deposited or affected by human action and is of *cultural heritage* value or interest”.

**available and relevant information**

Any information or source of information that a licensed archaeologist should normally and reasonably be aware of in terms of its availability for a given area of the Province and that is demonstrably of use in analysis and interpretation for a given project.

**avocational archaeologist**

A person who carries out archaeological studies and fieldwork for no pay. In Ontario, this person requires an Avocational licence issued by the Ministry of Tourism and Culture to carry out fieldwork.

**avoidance**

The process by which alterations to an *archaeological site* are prevented during the short-term time period during which development activities are undertaken.

**brownfield**

A property within an urbanized area that has previously been intensively developed.

**Canadian Shield (also known as Precambrian Shield)**

The part of Canada underlain by ancient, granitic, pre-Cambrian rock that has been largely unaffected by later geological episodes.

**chisel plough**

A plough equipped with narrow, double-ended shovels, or chisel points, mounted on long shanks. These points rip through the soil and stir it but do not invert and pulverize it to the same degree as the moldboard and disk ploughs. The chisel plough is often used to loosen hard, dry soils prior to using regular ploughs.

**construction monitoring**

An archaeological consultant's task of observing the excavation of fill at a construction site to see if *archaeological resources* are exposed.

**consultant archaeologist**

Defined in Ontario regulation as “an archaeologist who enters into an agreement with a client to carry out or supervise archaeological fieldwork on behalf of the client, produce reports for or on behalf of the client and provide technical advice to the client”. In Ontario, these people also are required to hold a valid professional archaeological licence issued by the Ministry of Tourism and Culture.

**cultural feature**

The physical remains of human alteration at a given location that cannot be removed intact and are not portable in the way that *artifacts* can be removed and are portable. Typically, a cultural feature must be documented in the field, although samples can be taken. Examples include post molds, pits, living floors, middens, earthworks, and various historic structural remains and ruins.

**cultural heritage value or interest**

For the purposes of the *Ontario Heritage Act* and its regulations, *archaeological resources* that possess cultural heritage value or interest are protected as *archaeological sites* under Section 48 of the act. Where analysis of documented *artifacts* and physical features at a given location meets the criteria stated in the Standards and Guidelines, that location is protected as an *archaeological site* and further archaeological assessment may be required.

**diagnostic artifact**

An artifact that indicates by its markings, design or material the time period it was made, the cultural group that made it, or other data that can identify its original context.

**faunal analysis**

The scientific analysis of the remains of animals found at an archaeological site.

**forest management unit**

An area of Crown forest designated under section 7 of the *Crown Forest Sustainability Act*, 1994.

**formal tool**

Most often a stone *artifact* with a form or design that indicates the reason it was made, like a stone spearpoint or hide scraper. Contrasted with an informal tool, like a chert flake used for cutting.

**geophysical survey**

Surface-based physical sensing techniques used for archaeological imaging or mapping of subsurface artifacts and features.

**grid**

A two-dimensional series of regularly spaced locations across an *archaeological site* or other area, often at either one-, five- or ten-metre intervals.

**guideline**

In this document, an optional instruction or good practice. Readers can carry out the stated activity if they want to or if circumstances indicate the practice is an acceptable alternative to the *standard*. Generally uses the word “may”.



**in writing**

By letter or e-mail. All ministry surface and e-mail addresses can be found through the telephone directory link from the main government web page, [www.infogo.gov.on.ca](http://www.infogo.gov.on.ca). E-mail addresses mostly follow the `Firstname.Lastname@ontario.ca` format.

**licensee**

A person holding an archaeological licence.

**lithic scatter**

A loose or tight concentration of stone flakes and tools resulting from the manufacture and sometimes the use of one or more stone tools.

**midden**

An area of an *archaeological site* that has a concentration of artifacts and other remains that are usually interpreted as being the result of intentional discard focused at that location. Can include organic matter, stone tools, pottery, paint cans, building debris or anything discarded by the original inhabitants.

**non-specialist**

An individual who does not have training or experience in a particular set of methods of fieldwork or analysis. For example, an archaeologist who did not have expertise in faunal analysis would be a non-specialist for that type of analysis. An archaeologist who did not have training in *geophysical survey* would be a non-specialist for that method.

**Ontario Public Register of Archaeological Reports**

The collection of reports on licensed archaeological fieldwork in Ontario, as prescribed by Section 65 of the *Ontario Heritage Act*.

**piece-plotting**

The process of recording the precise three-dimensional location of each *artifact* as found within an *archaeological site*, or a part of an *archaeological site*. For example, one might piece-plot each *artifact* within a given pit feature.

**post-contact period**

The time period following the date Europeans made first contact with North American Aboriginal peoples. In Southern Ontario, roughly after 1650; in Northern Ontario, at later dates depending on the time at which European explorers first arrived in a region.

**pre-contact period**

The time period before the date Europeans made first contact with North American Aboriginal peoples. In southern Ontario, roughly before 1650; in northern Ontario, at later dates depending on the time at which European explorers first entered into an area.

**professional archaeologist**

In Ontario, a person holding a professional licence. Often someone carrying out archaeology as a *consultant* or an academic. Significantly, the licence allows the holder to completely excavate *archaeological sites*.

**project area**

The lands to be impacted by the project, e.g.: the area of a development application under the *Planning Act*; the area to be licensed under the *Aggregate Resources Act*; the area subject to physical alteration as a result of the activities associated with the project. This may comprise one or several *properties*, and these properties may or may not be adjoining. However, all the properties must be part of one project that is being undertaken by one *proponent*.

**Project Information Form (PIF)**

The form archaeological licence-holders must submit to the Ministry of Tourism and Culture upon deciding to carry out fieldwork. See section 7.1 Project Information Form. (Formerly called a CIF, or Contract Information Form.)

**property**

A piece of land with a defined boundary and an owner. See *project area*.

**property survey**

See *archaeological survey*.

**proponent**

An entity, consisting of individuals, private corporations or government bodies, that is undertaking a development project.

**protection**

Measures put in place to ensure that alterations to an *archaeological site* will be prevented over the long-term period following the completion of a development project.

**stakeholder**

Anyone with an interest in the *property* or *archaeological site* in question.

**standard**

In this document, a mandatory instruction or practice that the reader is required to carry out if they are doing the stated activity. Uses the words “must” or “should”.

**stratigraphy**

The layers of artifacts and other remains that are laid down at a location in the past and then later seen during excavation of an *archaeological site*.

**survey transect**

A line of shovel test pits or a walking path across a cultivated field along which archaeological survey is carried out.

**survey**

*See archaeological survey.*

**test pit**

A usually round hole about the diameter of a standard shovel blade dug to subsoil at regular intervals along a *survey transect*. The excavated soil is sifted through 6 mm mesh to look for artifacts.

**test unit**

A square hole, 1 m by 1 m in its horizontal dimensions and of variable depth, excavated according to certain standards. Test units are excavated to obtain further information about an *archaeological site* subsequent to its discovery.

