

Unit 3A - Reporting Archaeological Fieldwork: Overview

The Ontario Heritage Act requires a licensee to report on archaeological fieldwork done under the licence. In Ontario, the fieldwork reporting system has three components:

1. Project Information Form (PIF)

- Reports planned archaeological fieldwork activities and licensed archaeologists supervising fieldwork
- Filed before the project's archaeological fieldwork begins.

2. Project Report Package

- Reports project's fieldwork activities, results and recommendations for next steps
- The package consists of the project report and associated documents such as cover letter, maps and graphics
- Filed after the project's archaeological fieldwork is completed.

3. Site Forms

- Reports new archaeological resources and changes to known sites
- Includes Site Record Forms and Site Update Forms, also referred to as Borden Forms
- Information entered into the Ministry of Culture's Ontario Archaeological Sites Database
- Filed when archaeological sites are discovered or altered.

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.