



# The Association of Professional Archaeologists Newsletter

2014-02

FALL EDITION

Web Page: [www.apaontario.ca](http://www.apaontario.ca)

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## Your Executive

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- Treasurer, Cathy Crinnion
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- Newsletter, Tom Arnold

## President's Message

Once again the change of season is upon us as we head out of a mediocre summer at best, into what many of us hope will be a glorious autumn and perhaps not so severe winter. We hope that you have had a chance to hear about and see some of the newly found evidence of the Franklin expedition. There is considerable media attention and reporting and here is but one such example of the coverage <http://www.canadiangeographic.ca/franklin-expedition/> which can be found on-line. We hope that you will join us in congratulating our Parks Canada colleagues on their outstanding work in marine archaeology, and endurance of field conditions that many of us have not had cause to experience.

APA has continued to work on a variety of initiatives for our members with a successful session at the Canadian Archaeological Association conference in London this past May, and providing a variety of resource listings on our website. Thanks to everyone who made these initiatives possible, especially our Past President Scarlett Janusas and those who worked on the organizing committee. Our quarterly meetings with Ministry of Tourism, Culture and Sport staff are ongoing with discussions usually taking place in January, April, July and October. We encourage members to review minutes of these meetings posted on the APA website in the members only section and to submit broad policy issues and concerns to us. We also sponsored First Nations Liaison Training this summer and offer our congratulations to the graduates, and thanks to our First Nations Liaison Director Laurie Jackson for his co-ordination efforts.

Our current committees also seek input and participation from members, so if you have an interest in First Nations or Publications or wish to contribute in any way to APA activities please contact us. At the moment we are in preparation for our upcoming AGM to be held on Saturday November 29<sup>th</sup> in the Hamilton area, so stay tuned for details on workshops and location. We hope to see you all there. And as always, if you have any questions, issues or concerns that we can assist you with, do let us know.

**Sue Bazely**  
APA President

## Aboriginal Liaison Committee

### 2014 First Nation Liaison Training

With principal funding from the APA and contributions from Amick Consulting and Scugog First Nation, an intensive First Nation student training program was carried out in August of 2014. Ph.D. Candidate Jeff Dillane served as field instructor on a small Palaeo-Indian site near Peterborough. First Nation students included William August Swinson and Luke Swinson of Curve Lake First Nation and Alvin Irons from Curve Lake First Nation. We are also thankful to Dan Worby for all his time as a site volunteer. Field equipment was provided by Northeastern Archaeological Associates. The goal of this training session was to meet a scarcity of available Williams Treaty liaisons for archaeological projects carried out by Ontario archaeologists. Project results, apart from field and collections training, included discovery of rare Early Palaeo-Indian artifacts made of both Collingwood and Onondaga chert. The site appears to date to either the Gainey or Parkhill phase. Stage 4 work at this site in 2015 should enlarge our picture of Palaeo-Indian occupation in the Kawartha Lakes region.



2014 APA First Nation Liaison Trainees Alvin Irons, August Swinson, Luke Swinson, volunteer Dan Worby and Instructor Jeff Dillane

Note: Contributions from APA members are always welcome for this program and are acknowledged to the Chief and Council of the First Nations involved. Receipts are available from APA.

**Laurie Jackson**  
**Director, Aboriginal Liaison**

## Publications Committee

The APA website has added an “APA Publications” tab which directs members to a section containing non-peer reviewed articles and papers. Authors are encouraged to submit their manuscript to the APA for online publication. Suitable manuscripts may include unpublished conference papers, Cultural Resource Management Reports or articles of interest to the archaeological community at large. Our first publication, entitled *Looking at the Material Culture of Nineteenth Century Logging Camps: An Algonquin Park Perspective* (APA Occasional Papers in Archaeology No. 1, 2014) has been well received. We look forward to publishing additional works in the coming months.

**Douglas Yahn**  
**Publications Committee**

## Innovations and Process

As field work and reporting continues into the fall and winter months, I am looking to hear from our membership regarding new and innovative field practices and approaches to the business of archaeology in Ontario that may have been encountered or utilized this year to date. The best information on innovation comes from those in the discipline. Please share your thoughts on the APA Facebook page.

[www.facebook.com/APAOntario?fref=ts](http://www.facebook.com/APAOntario?fref=ts)

**Douglas Yahn**  
**Innovations and Process Committee**

## Investigations

Did you know...

The APA has a Director of Investigations? We are here to provide an impartial opinion on an issue that you are currently experiencing with MTCS that may potentially have an impact on your license. As the Director of Investigations for the APA and a member of the executive I have signed a confidentiality agreement so that all information is held in confidence. If you have a question or concern, please contact me through the APA website.

**Carl Parslow**  
**Director of Investigations**

## Historic Tidbits

### Excerpt from the 1887 Annual Archaeological Report of Ontario

Annual Report of the Canadian Institute, Session 1886 – 87, Being Part of Appendix to the Report of the Minister of Education, Ontario; Printed by Warwick & Sons, Toronto, 1888. Page 57

**Andrew F. Hunter**

“According to the Jesuits, there were in the year 1639 thirty-two inhabited villages of the Hurons in the small territory between Lake Simcoe and Georgian Bay. There is no reason to doubt the accuracy of the Jesuits’ statement, but we have located the sites of upwards of one hundred Huron villages all within that area. All these, however, were not occupied at the same time, as the remains show. Some had evidently been abandoned before the arrival of the French, because all research has failed to reveal any traces of French intercourse; while other sites yield abundant evidence of the presence of French traders. The Hurons were incessantly harassed by hostile tribes, and were compelled to shift their habitations from time to time. Their filthy domestic habits also rendered it impossible for them to remain long in one place. They were thus obliged to lead a half nomadic life, although they were quite stationary when compared with Chippewas, Ottawas, and the other existing tribes. And hence it came that only a few

of the villages, whose remains are still traceable, were occupied at the time of the Jesuit census.

The sites of nearly all these villages are marked by artificial depressions and elevations on the surface of the ground, ashes and *debris* at some distance below the surface, stone implements, fragments of pottery in great abundance, besides many other relics. Articles of early French manufacture are often found. These villages were of various sizes, ranging from two or three lodges to extensive hamlets. The largest site known to us is in the northern part of the township of Oro; it covers an area of more than fifteen acres. Many of them were palisaded; but nearly all traces of fortification have been obliterated, owing to the great length of time that had elapsed since they were deserted. In one instance – a village site in the township of Flos – we observed the remains of stone fortification and mound-building without any collateral traces of French intercourse. A large ossuary near it contained no articles of French manufacture when it was excavated in 1882. All the Huron villages were situated on elevated ground where the soil is light, but close to a supply of fresh water; and in many cases we have been able to locate a chain of villages along a particular trail, whose direction depended on the physical features of the region.”

## Business Tips

### Contracts by Scarlett Janusas

In speaking with associates, I am still puzzled why anyone would proceed with an archaeological project – no matter how small or big, without benefit of a contract. The Association of Professional Archaeologists hosted a contract workshop years ago where free advice was offered by a professional lawyer. At our most recent session that we hosted at the Canadian Archaeological Association, another lawyer also addressed the need for contracts, and offered advice to archaeologists. These two events were well received by participants.

For smaller projects, we are the ones generally requiring a contract. For larger projects, I have found

that the proponent tends to want us to sign a contract. Do read over the contract! If necessary, engage a lawyer to review the contract, especially if the project involves large sums of money. There are clauses that are not acceptable to our business.

For example – some proponents want total non-disclosure of information. This would effectively prevent archaeological consultants from filing reports. Education of the proponent is necessary here – we have no control over the report once the MTCS has the report in their hands, and it is accepted into the Public Registry. Cross out the statements requiring non-disclosure and counter with a statement about provincial regulations.

Yes, you are allowed to cross out parts of the contract that you do not agree with. Look at the payment portion of the contract. Some proponents agree to pay you most of the money up front, but then you may have to wait 6 months following a letter from MTCS before you receive the remainder of your money. You don't have to do this. You can counter with – once the MTCS receives the report through PastPort....

**Contracts are negotiable.** You have a right to a contract that works for you, and a contract that protects you.

I highly recommend everyone look at the Ministry of Consumer Affairs website:  
<http://www.ontario.ca/consumers/your-rights-when-signing-or-cancelling-contract>.

#### Your rights when signing or cancelling a contract

Under the Consumer Protection Act (CPA), most agreements for a product or service that cost more than \$50 must be in writing. See what should be included in a contract and how you

I have pulled some basic information from the website as a general guide.

Under the Consumer Protection Act (CPA), you must get a written contract for transactions that cost more than \$50 if:

- you hire a business or individual, like a consultant for archaeological services.

The contract must contain all the details of the purchase/service and any credit terms agreed to.

Always remember to read and understand the terms and conditions before signing.



While contracts are different depending on their purpose, under the Consumer Protection Act, all contracts share some common details to ensure rights are protected.

A contract must clearly show the terms of the agreement with the business/proponent.

All fees and charges must be what they say they are.

Is there a “cooling-off” period in the contract? This must be clearly outlined and details of cancellation declared in the contract.

If you are only providing an estimate in the contract, the final price cannot be more than 10% above the estimate – unless, the proponent agrees to a new price and signs a change to the contract.

The contract must show all financing charges and the annual interest rate for any financing or interest charges applied to the invoice. It must explain how any extra charged would be calculated if the client fails to make payments. For example, annual interest



rate of 24.33%/annum, to be charged at 2% per month, compounded monthly.

If there are changes to the contract (for example, more archaeological features than anticipated), a written notice must include:

- all the proposed changes to the contract
- the date on which the change, renewal or extension becomes effective
- how the client must respond to the notice (mail, email, fax, etc.)
- what happens if the client fails to respond (e.g. cessation of all activities).

Without this written notice, any changes to the contract become null and void.

Sadly, gone are the days of the handshake. Protect yourself, protect your business – use contracts.



## Data Storage & Documentation

By Scarlett Janusas

The basic components that are required on all documentation are: date, location, description. These need to be accompanied with every photograph, daily log, field drawing, etc. For Stage 3 and 4 projects, the grid system can be used to correlate all of the information.

When using the GPS, no matter how accurate the readings; start with a reference point, usually something permanently fixed in the landscape. From there, a permanent datum or temporary datum's can be recorded, and tied into the grid system. Stage 2 assessments should also start with a reference point.

Establish a standard method of reporting. While some things may appear redundant, it is the mechanism by which accurate records are made, and these can be easily checked after the field work is completed for purposes of analysis, interpretation and report preparation.

Even though everyone is going digital these days – there is NOTHING wrong with hand-written (legible, of course) notes on properly organized forms. In fact, some clients, depending on the job, may require this format as a permanent record. In digital recording, remember that human interface will always be required for quality control, to ensure things are not transcribed incorrectly, etc.

A good starting place is to have a series of well - organized forms. Daily record forms can be used to record the date, location, project, Stage of the project, team members working on the project (track hours), drivers, assigned safety personnel, etc. Photograph logs should provide more than just direction and photograph number. There should be a description of the photograph. The best way of thinking about this is – if you were handed someone's field notes, etc. from 10 years ago, would you be able to make any sense of them? The more detail the better. Archaeology is, after all, about the details. As consultants we may not need the detail for the production of the basic consulting report – but, the detail should be there for others who come along later and conduct in-depth interpretation and analysis of the site.

Standardize your forms – so that no matter who is drawing – they use the same symbols, the same wording. This makes interpretation of the notes, and field drawings so much easier. My firm ran a very large and long project, and one method we used to cut down on human error was supervisor sign off on all field notes and drawings. A crew member would finish the drawing and then take it to the supervisor. The supervisor would check it to make sure the date, square number, feature number, scale were correct. They would go to the square/feature and check to ensure that the drawing was in fact correct. This did

not take long – another minute or two at most. The supervisor would then initial the drawing or field notes.

When you do go digital, don't forget the wonderful tool that is available on word programs. Spell check – and yes, even grammar check. Use them! I am always surprised at how many people fail to do this basic check.

Avoid using the basement to store your archives. Basements are notorious for being wet, damp, prone to mildew – and both paper and digital materials will be damaged. Use archive CD's. They are slightly more expensive, but are able to store the data much better. When using digital storage, you need to have a schedule for data refreshment and migration. That is, even digital records need to be maintained. Most of us started with floppy disks, then moved to CDs and DVDs, and now there is the Cloud, etc. for data storage. When technology changes, it is important to transfer digital files to a new format. How many of us can access the information stored on our floppy's?

Yes, this all sounds like a lot more work. Being keepers of knowledge, however, comes with responsibility. Sharing of information is one of the key facets to doing archaeology. Make sure that your data survives, so that knowledge can be transferred to others in the future.



## Field Tips

### Calculating Percentage Slope

by Tom Arnold

The Standards and Guidelines notes that during Stage 2 field assessments areas of steep slope do not need to be accessed (Government of Ontario 2011:28) (Section 2.1. Standard 2 a iii) a steep slope is defined as anything over 20%. This is a quick note on how to calculate this

percentage but does not cover the use of modern GPS equipment. If your unit does this then consult your manual.

The formula for this calculation is relatively simple: it is  $(rise / run) \times 100 = \%Slope$ . Figure 1 shows this graphically. The only stipulation is that the units be the same for both the rise and the run measurements (e.g., metres, feet).

Thus if the rise is 75 cm and the run is 125 cm, which means that over 125 cm the ground rises (or falls) 75 cm, then the  $\%Slope = 60\%$  ( $(75/125) \times 100 = 60$ ).

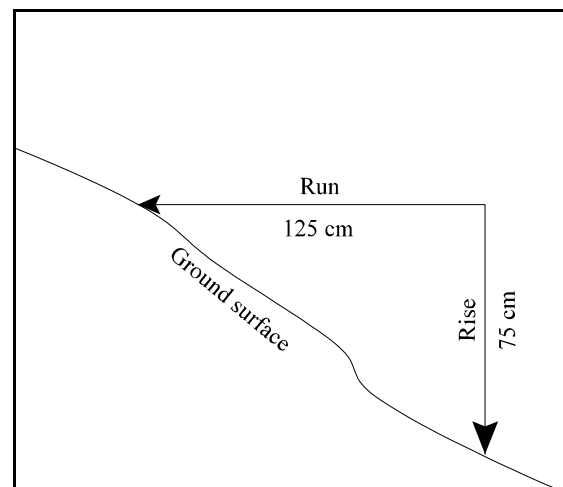


Figure 1. Determining % Slope

For accuracy it is important that the 'run' measurement be level and the 'rise' measurement be perpendicular to the run. Ensuring the accuracy of both may be difficult while conducting Stage 2 work in the field. It would require both a line level (and presumably a string to attach it to) and a plumb bob to ensure perpendicular measurement, as well as at least one or two other people to help hold tapes etc.

An alternative would be the use of a old piece of survey gear known as a hand level (Figure 2). It is described as a hollow tube with a lens at each end, a spirit bubble and cross hairs. The spirit bubble is on the outside of tube and is reflected inside by mirrors.

Using it involves “Sighting through one end, one sees the bubble of the spirit level reflected in a mirror and can raise and lower the angle of sight until it is level.” (Fladmark 1978:24).



Figure 2. Hand Level

Thus if you are standing on a slope using the hand level and looking up slope you would start your ‘run measurement’ at the point on the slope where the hand level indicates the ground is the same level as your eye. Measuring out from that point a set distance, say between 1 to 2 m, and then down to the ground gives you the ‘run’ and ‘rise’ of your slope. Again this may require at least one other person to preform these measurements accurately (Figure 3).

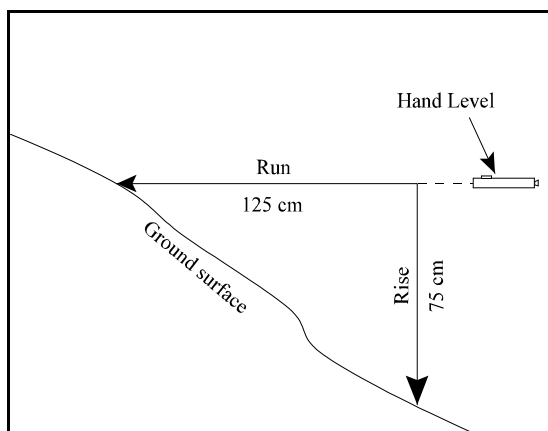


Figure 3. Using Surveyor’s Hand Level

It is also possible to determine the % of Slope if you know the degree of slope using trigonometry. Getting the degree of slope can be done using a simple hand held compass. Since different brands and models have different features I will not try to explain it. If you are not familiar with using a compass to determine degree of slope most reputable brands will have an instruction manual or cards. Look for a section titled ‘Clinometer’ or ‘Avalanche Scale’ and follow those instruction to get your degree of slope.

Once you have your degree of slope you will need a calculator or calculator app on you phone to determine the tangent. Enter your degree press the tangent button and then multiply by 100 to get your % Slope (Wikipedia 2014; CalcuNation 2014). Table 1 shows the relationship between degrees of slope and % of slope around the critical 20% mark. It indicates that the critical point falls between 11° and 12° of slope.

Degrees	Tangent	% of Slope
10	0.17632698	17.63
11	0.194380309	19.43
12	0.212556561	21.25
13	0.230868191	23.09

There are also online calculators such as this one [www.calcunation.com/calculators/general%20math/geometry/degrees-to-percent.php](http://www.calcunation.com/calculators/general%20math/geometry/degrees-to-percent.php) that will help you calculate % of slope (CalcuNation 2014).

**References**

CalcuNation  
 2014 CalcuNation website, Angle Degrees to Percent Slope Calculator. <http://www.calcunation.com/calculators/%20generalmath/geometry/degrees-to-percent.php> accessed August 21, 2014.

Fladmark, Knut  
 1978 *A Guide to Basic Archaeological Field Procedures*. Department of Archaeology, Simon Fraser University, Burnaby, BC.

Government of Ontario  
 2011 *Standards and Guidelines for Consulting Archaeologists*. Ministry of Tourism and Culture.

Wikipedia  
 2014 Wikipedia, Slope.  
<http://en.wikipedia.org/wiki/Slope> accessed August  
 21, 2014.

## APA is Looking for Volunteers



Don't want to make the big commitment and be on the executive, but still want to make a contribution?

The APA now has a number of committees – if you are interested in volunteering – please email Sue Bazely at [sue@bazely.ca](mailto:sue@bazely.ca)

## MTCS News

The matter of proponents hiring an archaeologist without an active/valid archaeological license is starting to be a problem for not only the proponents, but consultants picking up the projects and the Ministry of Tourism, Culture and Sport. If a consultant does not have an active license (revisions not submitted, non-compliant, etc.), they lack the ability to take out a PIF (project information form).

Individuals then take on work for which they can never receive a report review – as they are non-compliant. Consultants taking over the work have no idea of what was done, if artifacts or sites were found, or the level of completion.

Ideally, the MTCS should be posting a list of whose licenses are active or not. Obviously, this can be a very temporary situation for consultants (example, a revision required for a report), but in other more serious cases, there are dire consequences for all involved.

In the interim, the MTCS is preparing to post a list of all archaeological licenses, A, R and P on the web site. This does not indicate whether the license holder is in good

standing or not. A caveat to proponents will most probably accompany this list – asking clients to make sure their archaeologist has the ability to fulfill the project in its entirety – from submission of a PIF request, receipt of a PIF number, archive and field work, report, and acceptance of the report into the Public Registry.

As APA members, we are bound by a code of ethics. We expect that APA members will not take on projects when their license is either temporarily or permanently suspended.

### [APA Annual General Meeting](#)

Saturday November 29th, 2014 in Hamilton at Whitehern Museum & Archives, 9:00 AM - 4:15 PM.

<http://whitehern.ca/whitehern.php>

**\$25 for members and \$35 for non-members**

### [Tentative Meeting Details \(Subject to Change\)](#)

1. Tablet capable of doing Photogrammetry presentation - Shark Marine Technologies Inc.
2. Health & Safety Plans (Jeff Muir & Carla Parslow)
3. MTCS presentation and Q & A
4. Annual General Meeting
5. Future of the APA - discussion



## Upcoming Conferences

Ontario Archaeological Symposium  
October 24 - 16, 2014

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ENTRE BOUCLIER ET BASSES-TERRES

Council of Northeastern Historical Archaeology

### *Annual Conference & Meeting*

#### **CNEHA 2014 meeting**

November 6-9, Ocean Place Hotel and Resort, Long Branch,  
New Jersey.

CNEHA's 2014 annual meeting will be held at the Ocean Place Hotel and Resort in historic Long Branch, New Jersey. The conference theme, in keeping with the 350th anniversary of New Jersey, is *Innovation, Diversity, and Liberty*. Individual papers and sessions on this theme or others relating to historical archaeology are welcome.

Society for Historical Archaeology

## **SEATTLE 2015** **PERIPHERIES AND BOUNDARIES**

6-11 January, 2015

Society for American Archaeology

**San Francisco,  
California**  
**April 15-19, 2015**

Online Abstract Submissions  
System Now Available!

2015 Call for Submissions

Exhibiting Opportunity

Exhibitor Directory

### Archaeology In Photos



Crew shot from the early 80s, only 3 are still in archaeology.