

**Ministry of Tourism,  
Culture and Sport**

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**Ministère du Tourisme,  
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**MEMORANDUM TO:** Licensed Archaeologists

**FROM:** Archaeology Program Unit

**DATE:** December 21, 2018

**SUBJECT: MTCS and Archaeology Program Updates and Reminders**

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Dear Archaeological Licensee,

Further to the December 7 memo regarding staffing changes in the Archaeology Program Unit, I would like to share some additional updates about the program and the ministry, as well as some reminders.

**New Minister and Deputy Minister for Tourism, Culture and Sport**

On November 5, 2018, the premier announced changes to cabinet that included the appointment of the **Honourable Michael Tibollo**, MPP for Vaughan-Woodbridge, as the new Minister of Tourism, Culture and Sport. **Nancy Matthews** is the Deputy Minister of Tourism, Culture and Sport (appointed June 29, 2018).

**Archaeological collections**

We have released a Collections Deposit Fact Sheet that describes the process to follow when depositing an archaeological artifact or collection of artifacts in a public institution. It answers frequently asked questions about deposits (sometimes referred to as 'transfers') and provides useful tips and contact information.

We have also released a new form for you to use when requesting the Minister's direction to deposit a collection with a public institution. This form streamlines the process for depositing artifacts. Both the fact sheet and the form are attached and can be found in the "Collections" section in PastPort's Resource Centre.

## **Safekeeping of archaeological collections**

The safekeeping of artifacts collected and records generated during your fieldwork is a condition of your licence. This includes keeping collections safe and secure while a project is underway, be it on site, in transit, or in an office or laboratory. This is also true of any human remains that may be excavated during burial site investigations. If artifacts, records of fieldwork, or human remains in your care are damaged, destroyed, lost or stolen, report the issue to the Archaeology Program Unit immediately by emailing [archaeology@ontario.ca](mailto:archaeology@ontario.ca) or calling 416-212-8886. We will provide direction on what next steps to take.

## **Winter fieldwork**

As winter is upon us, this is a reminder that archaeological fieldwork should only be carried out when weather and lighting conditions permit good visibility of your archaeological study area. Fieldwork should not be carried out when conditions (e.g. snow cover, frozen ground) may reduce the ability to observe features of archaeological potential, identify and document archaeological resources or recover artifacts. For standards related to weather and lighting conditions please see the 2011 *Standards and Guidelines for Consultant Archaeologists* (Section 1.2 Standard 2; Section 2.1 Standard 3; Section 3.2 Standard 2; Section 4.2.1 Standard 3).

While we are currently experiencing unusually warm weather across Ontario, in anticipation of winter conditions we ask that you provide a winter strategy along with any Project Information Forms (PIFs) that you submit from now through to spring. This strategy should briefly outline how you intend to mitigate winter conditions if encountered while carrying out fieldwork. Reports documenting Stage 1 property inspection, Stage 2 pedestrian survey or Stage 3 controlled surface pick-up on properties with snow cover will not be entered into the Register. Please submit your winter strategy, along with the project title, to [archaeology@ontario.ca](mailto:archaeology@ontario.ca) for an ARO to review. The strategy will be reviewed before a PIF number is issued for the project.

For reports documenting Stage 2 test-pitting, if there is more than minimal snow cover, the property must have been previously visited and inspected under conditions that allowed for the full viewing of features of archaeological potential. Further, test pitting may only proceed when soil is not frozen or wet, allowing the soil to screen properly. It must be possible to properly inspect the profiles of all test pits. Finally, weather and lighting conditions must be thoroughly documented by photographs. Photographs must also be provided that demonstrate soil conditions throughout the project area, and the text of the report must provide a detailed discussion and confirmation of conditions.

For more information on winter fieldwork please see the bulletin *Winter Archaeology*. It is attached and can be found in PastPort's Resource Centre. If you have questions about winter fieldwork, please email [archaeology@ontario.ca](mailto:archaeology@ontario.ca) or call 416-212-8886.

## **Listing field directors in your archaeological report**

On a provincial level, the past few field seasons have been characterized by large, long-term projects (for example, pipelines or roadwork over large areas that impact multiple archaeological sites). This has resulted in an increase in reports on work that is segmented, spans long periods of time and documents work at multiple archaeological sites. Often in cases like these, multiple field directors are listed in a single report. If you are filing a report that lists more than one field director, please list the specific dates each individual was directing fieldwork. Providing this information allows us to better evaluate licence applications, ensures that if there are issues with fieldwork it is clear which licensee had the delegated authority on dates in question, and allows us to provide faster report screening service.

## **Archaeological site data searches**

We continue to strive to provide you with the best site data and the fastest report review service possible. Licensee's use of the self-serve "Site Data Search" feature in PastPort's PIF module for retrieving sites data contributes to this. However, this feature should not be used in certain instances. If your study area is large (e.g., a linear corridor greater than 1 km in length), complicated, segmented, or if it consists of multiple study areas, please check the box labelled 'I need help with my Site Data Request' on the Site Data Search page to contact our Data Coordinator, Robert von Bitter. This will ensure that you obtain the best data possible and help to ensure a faster report review.

## **Ministry website – broken links**

We are aware that there are a number of broken links on the archaeology pages of the ministry's public website. We are working diligently to address this issue and ensure that all links to documents on the website are up to date. We will email you once the issue is resolved.

Wishing you safe and happy holidays!



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