

MONTHLY LIST OF ARCHAEOLOGICAL PROJECTS QUESTIONS AND ANSWERS

PROJECT INFORMATION FORMS

Q1. What is a Project Information Form (PIF)?

The Ministry of Tourism, Culture and Sport requires licensed archaeologists to submit a Project Information Form (PIF) to the ministry before beginning any stage of an archaeological assessment.

The PIF informs the ministry about the archaeological projects being planned in Ontario. The ministry uses this information to:

- ensure that the archaeologist's licence is in good standing when a new project is started
- establish a deadline for the report to be filed with the ministry, which documents the project and informs the public record.

Q2. What is the Project Information Form (PIF) list?

The PIF list is a set of information about archaeological projects across the province that were started in the previous month.

The information on the PIF list is taken from PIFs that licensed archaeologists submit to the ministry before an archaeological project is undertaken.

Q3. What information is on the Project Information Form (PIF) list?

Since 2017, the PIF list has included:

- name of the licensee
- his or her licence number
- project title
- stage of fieldwork (i.e., 1-4)
- fieldwork start date
- municipality where the project is taking place.

Q4. What new information is being added to future releases of the PIF list?

Beginning in August 2018, new information will be included on the PIF list, including:

- proponent's name
- additional location details, where available, such as:
 - lot and concession
 - latitude/longitude
 - UTM coordinates (grid-based mapping reference)
 - municipal/street address.

The above information does **not** include the exact location of the archaeological site. It only provides the general location of the project or study area. The Ministry restricts access to the exact location of archaeological sites in order to prevent unauthorized excavations and/or looting of artifacts.

Q5. When did the ministry start sharing this information?

The ministry began sharing information on archaeological projects in July 2017 with a number of Indigenous communities and municipalities who requested information about archaeological assessments being completed within their traditional territory or municipal boundaries.

Q6. Is any personal or confidential information being shared?

No. The Project Information Form list does not include personal information or any other information that would be prohibited from disclosing under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

FIPPA would require the ministry to disclose this information in response to an access request.

Q7. Who receives the Project Information Form (PIF) list?

The PIF list is shared only with Indigenous communities and municipalities who have requested it. The list is **not** shared with archaeological consulting companies, individual archaeologists, proponents or third parties.

Q8. Why is the Project Information Form list being shared by the ministry?

The list helps ensure that the interests of municipalities and Indigenous communities are considered in archaeological and land-use planning decisions across the province.

The ministry would be required to disclose this information in response to an access request under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

The information being provided does not include personal information or any other information that would be prohibited from disclosing under *FIPPA*.

ARCHAEOLOGICAL ASSESSMENTS

Q1. What is a licensee and a proponent?

A **licensee** is a person who holds an archaeological licence in Ontario.

A **proponent** is an entity that may consist of individuals, private corporations or government bodies that is undertaking a development project. The proponent is also the party that hires the consultant archaeologist to undertake archaeological assessments.

Q2. What are the stages of an archaeological assessment?

The practice of archaeology in Ontario is divided into four stages of assessment:

- **Stage one**
Evaluating the potential for archaeological sites to exist on a property through research, mapping and visiting the property.
- **Stage two**
Surveying the property to determine whether there are archaeological sites present.
- **Stage three**
Partially excavating an archaeological site to determine its size, shape and extent in order to evaluate its cultural heritage value or interest.
- **Stage four**

Full mitigation of an archeological site through avoidance and protection, excavation or a combination of both approaches.

Q3. Does a licensee have to engage with an Indigenous community during Stage one or two of an archaeological assessment, if requested to do so?

No. The Ontario government's *Standards and Guidelines for Consultant Archaeologists* requires the licensee to engage Indigenous communities at the end of Stage three and during Stage four.

However, as a best practice, licensees and proponents are strongly encouraged to engage with Indigenous communities earlier in the archaeological assessment process. Many archaeologists and proponents engage during earlier stages.