

Terms of Reference: Archaeological Assessments

Purpose:

The purpose of an Archaeological Assessment is to provide recommendations regarding the presence of archaeological resources and how the resources should be managed, in accordance with *Provincial Policy Statement*, the *Ontario Heritage Act* and the *Standards and Guidelines for Consulting Archaeologists*.

This Terms of Reference acknowledges the importance of archaeological resources and their associations with Indigenous Communities. It is also acknowledged that archaeological resources may be present under both land and water (i.e., marine archaeological resources).

Prepared By:

An Archaeological Assessment must be prepared by an archaeologist who is licensed under the authority of the *Ontario Heritage Act* by the Ministry of Citizenship and Multiculturalism.

When Required:

In Ontario, Archaeological Assessments are required under the authority of the *Provincial Policy Statement* (PPS). Section 4.6.2 of the *PPS* states that “Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the archaeological resources have been conserved.”

The Town of Caledon Archaeological Management Plan (2021) provides direction on areas of archaeological potential within the municipal boundary. An archaeological assessment is required for the following types of development applications if the property/ies is/are within an area of archaeological potential:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Plans of Subdivision/Condominium;
- Site Plan Control; and
- Consent and/or Minor Variance applications (as required).

Archaeological potential is commonly identified by the following:

- Presence of previously identified archaeological sites;
- Knowledge of archaeological sites which may be present within the area;
- Distance to potable or navigable water (both existing and extinct);



Terms of Reference: Archaeological Assessments

- Presence of cultural heritage resources, including early colonial settlements, built heritage resources, cultural heritage landscapes, and cemeteries;
- Presence of historic transportation routes;
- Presence of distinctive land formations;
- Elevated topography and soil type; and
- Presence of previous site disturbances.

Stages 1 – 4 Archaeological Assessment:

Archaeological Assessments include four distinct stages, as follows:

Stage 1: Background Study and Property Inspection

The purpose of a Stage 1 Archaeological Assessment is to determine the potential for archaeological resources and determine whether or not a Stage 2 AA is required. The Stage 1 Archaeological Assessment reviews geological, geographical and historical background information for the lands that are part of a development proposal. The results of the historical background and analysis of archaeological potential inform the development process. It is recommended that the Stage 1 Archaeological Assessment include engagement with Indigenous Communities.

Stage 2: Property Assessment

The purpose of a Stage 2 Archaeological Assessment is to test for the presence of archaeological resources. Stage 2 testing can include a) field walking, where fields have been ploughed and weathered as per the *Standards & Guidelines for Consulting Archaeologists*, and b) test pitting, where hand tools, shovels, and screens are placed at 5 metre intervals forming a grid-like pattern. Any finds are collected and documented. The Stage 2 Archaeological Assessment determines whether or not a Stage 3 Archaeological Assessment is required. Engagement with Indigenous Communities and monitoring of field work by representatives of Indigenous Communities is required during the Stage 2 Archaeological Assessment process.

Stage 3: Site Specific Assessment

The purpose of a Stage 3 Archaeological Assessment is to conduct a more in-depth investigation of archaeological finds made during a Stage 2 Archaeological Assessment. A Stage 3 Archaeological Assessment will determine the extent of any finds, whether or not the artifacts/sites warrant full excavation through a Stage 4 Archaeological Assessment. A Stage 3 may also recommend that avoidance and protection of the site is warranted. Engagement with Indigenous Communities or the monitoring of field work by representatives of Indigenous Communities is required during the Stage 3 Archaeological Assessment process.



Terms of Reference: Archaeological Assessments

Stage 4: Mitigation of Development Impacts

The purpose of a Stage 4 Archaeological Assessment is to either a) complete a full excavation of the site and provide a report on the findings and documentation of archaeological resources or b) provide a plan for the avoidance of archaeological resources and their protection over the long-term. Engagement with Indigenous Communities or the monitoring of field work by representatives of Indigenous Communities is required during the Stage 4 Archaeological Assessment process.

Compliance Review, Ministry of Citizenship and Multiculturalism

All Archaeological Assessments are submitted to the Ministry of Citizenship and Multiculturalism for review to ensure the licensed archaeologist has met the terms and conditions of their licensing, including the requirements for fieldwork and reporting. Once an assessment has been reviewed and found compliant, it will be entered into the Ontario Public Register of Archaeological Reports and a letter confirming its compliance will be provided to the archaeologist and the planning approval authority. This letter can be used by planning approval authorities to verify that the developer has addressed concerns related to archaeological resources on a property.

Commemoration & Interpretation

Currently, there is no government-led or funded system for the long-term stewardship and care of unearthed archaeological artifacts. These artifacts are retained and stored by the archaeologist who completed the assessment. The Town of Caledon welcomes other options for the conservation of artifacts, including their use as part of displays or showcased in museums. These options may require engagement with Indigenous Communities.

Indigenous Communities Engagement & Monitoring:

Engagement with Indigenous Communities during the Archaeological Assessment process is supported in the PPS, which provides the following:

4.6.5 Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources and cultural heritage landscapes.

The Town of Caledon encourages engagement with Indigenous Communities on planning matters, including archaeological assessments, and recognizes the contribution of Indigenous Communities' perspectives and traditional knowledge to land use planning decisions. The engagement of Indigenous Communities and the use of Indigenous Field Liaison Monitors through the archaeological assessment process is required.

Terms of Reference: Archaeological Assessments

Submission Requirements and Format:

An Archaeological Assessment must be submitted in digital format (PDF), including all appendices. The document must be AODA compliant.

Paper copies may also be required at the discretion of Town staff.