

Windsor Archaeological Master Plan

Implementation Manual

October 2005



October 24, 2005 Version

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Introduction:

In the mid 1990s the Province downloaded to the City (the local approval authority under the Ontario Planning Act) responsibility for the administration of provincial interests in planning. This included identifying those planning applications for which archaeological investigations will be required prior to development occurring on the subject lands. To assist in this endeavour the City of Windsor commissioned Cultural Resource Management Group Ltd. (Bruce Stewart, Halifax, N.S.) to develop an Archaeological Master Plan (WAMP). The plan sets out the history of human settlement in the Windsor area, identifies known archaeological sites, and through a process called “archaeological potential modelling” gives us a map of areas of “high archaeological potential” in the City. While it sets out the policy framework for preserving archaeological resources, it does not articulate the procedures to be utilized by Administration in implementing the master plan, as these may evolve over time in response to best practice and changes in municipal/provincial organization. This companion document, which may be amended from time to time, sets out administrative procedures and roles/responsibilities relative to the implementation of the WAMP.

The WAMP was tabled at the Planning Advisory Committee in July 2005 and will be considered in October 2005. It is anticipated that Council will approve it in November 2005. It will then be the responsibility of the Administration to implement the policies of the Plan with the goal of preserving the community’s archaeological resources – on private and public land. The archaeological potential map (Appendix A) will become a “development constraint” schedule in the Official Plan and will be placed on the City’s EIS, land information system (AMANDA), and web site. An information pamphlet, “Protecting Windsor’s Archaeological Sites” has been prepared to inform the public of the new policies. (See Appendix B.)

The Procedural Manual will expand upon Section 5.3.2.1 of the Study. The goal is to give City staff direction on when to place an archaeological condition on a development – while still providing some flexibility. The procedures for municipal departments and utilities are also outlined.

A. Implementation Policies – Private Development

In keeping with the Official Plan policy statement 9.3.2.1.a, the City of Windsor assumes the responsibility of making archaeological potential determination and placing archaeological conditions on development applications.

The determination of which developments will be subject of an archaeological condition will be made by the staff of the Building & Development Department (255-6267), in consultation, when necessary, with the City's Heritage Planner (255-6543), the Manager of Planning Policy (255-6543) and the staff of the Ministry of Culture (519-675-6898). On the municipal level the Manager of Development Review will make the final decision. It should be noted however, that the proponent can ask the Ontario Ministry of Culture (OMC) staff for an expert second opinion. Ultimately, the proponent has the right, under the Ontario Planning Act, to appeal the City/OMC decision to the Ontario Municipal Board.

Developers should be made aware that the staff at the Ministry of Culture can be consulted directly prior to the formal submission of any kind of development project. The Ministry staff is prepared to review a parcel of land being contemplated for development, or even being considered for purchase in advance of development plans, to advise on the archaeological potential of the property in question. Indeed, proponents wanting a quick and uncomplicated review of their development application often will pre-consult with the Ministry staff and even address any archaeological concerns identified and obtain a sign-off letter from the Ministry of Culture, in **advance of submitting the application for municipal review or initiating the project**. Contact names/numbers as of August 2005 are:

Neal Ferris & John McDonald 519-675-6898 (phone), 519-675-7777 (fax), neal.ferris@mcl.gov.on.ca or john.macdonald@mcl.gov.on.ca

1. Types of Development Application to be Assessed

In accordance with the terms of Provincial Policy 2.6.2. of the Planning Act, the approval authority will review development proposals for which application has been made for one or more of the following types of planning approval:

- Official Plan amendment
- Plans of subdivision and condominium
- Zoning by-law amendments
- Site plan control
- Part lot control
- Severances, and minor variances which because of their scale, may in the opinion of the staff of the Building & Development Department and the OMC, have the potential to impact archaeological resources.

A generic brochure on “Protecting Windsor’s Archaeological Sites” (Appendix B) has been produced and should be made available to development proponents.

2. Location / Scale of Development Applications to be Assessed - Tests

An archaeological condition (requirement for a professional archaeological assessment) will be imposed on a project site as a condition of planning approval if it meets the following tests. A brief explanation of

what an archaeological assessment is from the Ministry of Culture is attached as Appendix C (Archaeology 101 – What is an archaeological assessment?).

- Test 1. The proposal is in a **High Potential Area** as identified on the archaeological potential map
- i. If not, there is a low potential and there no further archaeological requirements for the application
 - ii. If yes, proceed to test number 2

(Of note, during the initial phase of the implementation of the WAMP (fall 2005 - fall 2006) the Heritage Planner will be circulated on all applications that are located in area of high archaeological potential.)

- Test 2. The proposal will **Disturb Land** i.e. will lead to impacts on land, such as soil grading or ground disturbance
- iii. If not, there are not further archaeological concerns for this application
 - iv. If yes, proceed to text number 3

- Test 3. The proposal will **Disturb Land Not Presently Disturbed** i.e. the proposal will impact land that has never been excavated (woodlots, pasture, ploughed lands, virgin land, etc.)
- v. If the entire site has been disturbed (stripped of topsoil, excavated, quarried) there is a low potential and there are no further archaeological concerns for this application
 - vi. If all or some of the site is undisturbed, proceed to test number 4

- Test 4. The proposal will have **Significant Impact on Land** i.e. the proposal will lead to impact on the land generally greater than one residential building envelope (one building envelope is equivalent to the following: a main property foundation with minor outbuildings & infrastructure; i.e. garage or shed, septic tank, driveway, tile bed; well site). This standard intentionally allows the staff some flexibility in determining when an archaeological condition will be imposed. In *areas of special interest* (see below) an archaeological condition may be imposed for smaller developments.

- Test 5. Even if the proposed development will not impact a significant amount of land (Test 4 above), an archaeological condition may still be applied as a condition of approval if the development is located in a **special interest area**. These are areas of with the greatest archaeological potential in the City:

1. Within 100 metres of a registered or known archaeological site
2. Within 150 metres of a major waterway (Detroit River or Lake St. Clair); or
3. Within the historic districts of Sandwich or Windsor as identified on the Cultural Factors map of the WAMP especially those areas in the vicinity of the former Huron Village (Ambassador Bridge area) and the Ottawa Village (riverfront area east of downtown). Other factors to consider are whether the site is along an historic roadway (e.g. Talbot Road/Huron Church corridor).

Of note, whether an archaeological condition is placed on the development or not, all applicants should be made aware of the possibility that their property may contain archaeological resources. An information sheet (Appendix D) has been prepared setting out who to contact in the event bones or other artifacts are encountered during soil disturbances.

3. Procedures for Development Applications

Please see Appendix E for the Procedure Flow Chart.

3.1	<i>Pre-Consultation With Proponent (Building & Development)</i>	Prior to submitting a development application, the proponent is strongly encouraged to consult with the staff of the Building & Development Department to identify potential archaeological issues that may stem from the proposed development. It is at this pre-consultation that the City's staff would have the opportunity to waive any further archaeological consideration based on the tests described in Section 2 above.
3.2	<i>Review of Planning Application – Low Archaeological Potential (Building & Development)</i>	If, according to the tests described in Section 2, an archaeological assessment is <u>not</u> required for the proposed development, the proponent is notified accordingly (verbal is sufficient), and the decision is indicated on the appropriate application form. The proponent should be advised of the possibility of the chance discovery of archaeological deposits or human remains during excavation and provided with a copy of the "Contingency Plan for the Protection of Archaeological Resources in Urgent Situations." (See Appendix D.)
3.3	<i>Review of Planning Application - High Archaeological Potential (Building & Development)</i>	<p>Should the subject development meet the tests described in Section 2, written notification is forwarded to the proponent by the Building & Development Department indicating that an Archaeological Condition has been applied to the project. The decision is indicated on the appropriate application form.</p> <p>The notification would contain the standard wording of the City of Windsor Archaeological Condition (See Appendix F.) plus some additional explanation as to the rational behind the identification of archaeological potential based on a quick review of other information in the WAMP.</p> <p>The notification would also include current contact information for the Ontario Ministry of Culture's (OMC) Heritage Planner responsible for Plan Review in Southwestern Ontario.</p>
3.4	<i>Notification to Ontario Ministry of Culture (OMC) (Building & Development)</i>	When an Archaeological Condition is applied, a copy of the notification sent to the proponent will also be submitted by Building & Development Department staff to the OMC so that they can track the project. The information package sent to OMC should also include a copy of the notice and a plan of the subject property.
3.5	<i>Archaeological Assessment (Proponent & his/her Consultant)</i>	The proponent is required to retain the services of a licensed archaeologist to conduct a Stage 1 and 2 Archaeological Assessment of the entire subject property in accordance with OMC's Archaeological Assessment Technical Guidelines (1993). The staff of the Building & Development Department can assist by directing the proponent to the website of the Association of Professional Archaeologists of Ontario - www.apaontario.org
3.6	<i>OMC Review (OMC)</i>	<p>Upon completion of the assessment, the report is submitted to the OMC for the purposes of licensing and development approvals. The OMC's review of the consultant's report is twofold:</p> <ol style="list-style-type: none"> 1. the report must meet the licensing and technical standards prescribed by the Ministry; 2. the report must identify any archaeological resources

		encountered during the course of the assessment, ascribe a level of significance and recommend a course of resource management.
3.7	<i>Documentation Submitted to the City of Windsor</i> <i>(Proponent, Consultant)</i>	Upon completion of the assessment and submission of the assessment report to the OMC, the following documentation is to be submitted to the City of Windsor: 1. 1:10 000 scale Ontario Base Map clearly delineating the limits of the area under study and the location of any sites found as a result of that study. 2. A completed copy of an Archaeological Site Record form for each site found or further investigated as a result of that study. 3. Notice pertaining to the short and long term duration of artifact collection and documentation; and 4. A copy of all relevant reports.
3.8	<i>No Significant Archaeological Resources</i> <i>(OMC, Building & Development)</i>	If no significant archaeological resources are encountered during the course of the assessment, the OMC will confirm to the licensee that the work has met provincial standards. The OMC will also forward a copy of that notification to the City of Windsor's Building & Development Department. Upon receipt of OMC approvals the Building & Development Department will then remove the existing archaeological condition from the property and inform the proponent.
3.9	<i>Significant Archaeological Resources</i> <i>(OMC, Archaeological Consultant, Proponent, Building & Development)</i>	If significant archaeological resources are encountered during the course of the assessment, the OMC will review the findings and indicate concurrence with the recommendations of the consultant for further work (protection or excavation), provided Provincial standards have been met. Of note, during this stage the development proponent, the Archaeological Consultant, the staff at the Ministry of Culture and the City can assess the potential impact to an archaeological resource and the archaeological feature's potential contribution to an increased understanding of the past and arrive at rational decisions regarding integration of that feature into a development plan or the implementation of mitigative options.
3.10	<i>Final Clearance</i> <i>(OMC, Building & Development)</i>	Once the Consultant Archaeologist has completed the required mitigation measures, OMC will confirm to the licensee that the work has met Provincial standards. OMC will also forward a copy of that notification to the City of Windsor's Building & Development Department. Upon receipt of MOC approval the Building & Development Department staff will then remove the existing archaeological condition from the property and inform the proponent.
3.11	<i>Secure Filing of Archaeological Reports</i> <i>(Building & Development)</i>	The copy of the archaeological report for each development or infrastructure project will be kept in a secure file in the Building & Development Department. This information is confidential in nature and access to these files is restricted to the property owner and/or their agents, City staff with a bona fide reason to see the reports, and licensed archaeologists undertaking research. (The City has signed a confidentiality agreement with the province agreeing to keep the reports secure. Windsor's Community Museum is currently the "receiving institution" for archaeological collections - objects, field records, and reports.)
3.12	<i>Update WAMP Mapping &</i>	Staff in the Building & Development Department will notify the

	<p><i>Potential Schedule on the EIS</i></p> <p><i>(Building & Development, Planning, Technology Services)</i></p>	<p>Planning Technician of the Planning Department when an archaeological report has been received. The technician will work with the Technology Services staff to enter the relevant information on the appropriate layer of the WAMP study. The potential map shall be amended (Official Plan Schedule, AMANDA, EIS) to reflect assessed properties that no longer exhibit “high potential.”</p>
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B. Implementation Policies – Public Agencies

1. Departmental Responsibility

The WAMP states: *“Municipal developments and/or projects on public or City owned lands will also be reviewed for their potential to impact archaeological resources....Relative to municipal development and infrastructure projects, it shall be the responsibility of the municipal department with lead responsibility for the project (e.g. Public Works, Parks & Recreation) to consult with the Building & Development Department to determine whether the services of a professional archaeologist are required on the project.”*

During the initial phase of the implementation of the WAMP (fall 2005 – fall 2006), the Heritage Planner will be circulated on all capital works projects that impact virgin soil. He/she will assist the department of origin with the identification of those projects for which an archaeological assessment and/or monitoring will be required. After the initial phase, the Heritage Planner need not be circulated, but is available for consultation. If any technical questions arise, the personnel of the Archaeology/Heritage Planning Division of the Ministry of Culture, London Office will be consulted. Contacts there as of August 2005 are:

Neal Ferris & John MacDonald 519-675-6898; 519-675-7742 (phone), 519-675-7777 (fax),
neal.ferris@mcl.gov.on.ca or john.macdonald@mcl.gov.on.ca

It is important to raise the consciousness of front line workers and supervisors to the potential for encountering archaeological resources when disturbing the ground for even the smallest of projects. Supervisors should have the information in Appendix D (Contingency Plan for the Protection of Archaeological Resources in Urgent Situations) available at all times. The WAMP consultant will be conducting information sessions for city staff and development industry representatives during the fall of 2005.

2. Exempt Projects

A number of municipal and outside public agencies undertake infrastructure projects that disturb soil. However, there are types of projects that, because of their nature, will be exempt from archaeological assessments, provided these Environmental Assessment or other land use statutes are not otherwise triggered by the undertaking. They are as follows:

Public Works:

- Sidewalks – new or repair - Because excavation for sidewalks does not generally exceed twelve inches in depth – the potential for disturbing archaeological resources is low.
- Sewer repair in existing trenches - Utility trenching to repair sewers/water mains generally does not disturb a significant amount of virgin soil i.e. is confined to the original trenching corridor – so the potential for disturbing archaeological resources is low.
- Resurfacing/Rehabilitation of Road Surfaces – Because this process does not disturb virgin soil, these operations have low potential for disturbing archaeological resources.

Parks:

- Pathways – new or repair – If the excavation does not exceed twelve inches in depth – the potential for disturbing archaeological resources is low.
- Resurfacing/rehabilitation of parking lots - As this will not disturb virgin soil, these operations have low potential for disturbing archaeological resources.

Utilities (Enwin/Union Gas/Cogeco/Bell):

- Repair of underground utility lines - Trenching to repair existing utility lines generally does not disturb a significant amount of virgin soil i.e. is confined to the original trenching corridor – so the potential for disturbing archaeological resources is low. The exception would be when that line is known to have been placed through a known archaeological deposit.

3. Location / Scale of projects that will require assessment - Tests

The proponent department is responsible for determining whether the project will require an archaeological assessment or monitoring. The personnel of the Building & Development Department and the Heritage Planner are available to assist with the analysis.

Any good Environmental Assessment Report will include consideration of archaeological resources. If the project is subject of an environmental assessment analysis/report, staff is instructed to follow the recommendations of the EA report.

If the land disturbance is not part of an environmental assessment, Administration is to utilize the following **tests**:

- Test 1. Is the site of land disturbance **in an area of high archaeological potential** as defined on the Archaeological Potential map?
- No – No requirement
Yes – Proceed to the next test
- Test 2. Will the project **disturb land deeper than twelve inches**?
- No – No requirement
Yes – Proceed to the next test
- Test 3. Will the project **impact land that is presently undisturbed** (woodlots, pasture, ploughed lands, virgin soil, etc.)?
- If the entire site has been disturbed (stripped of top soil, excavated, quarried) there is a low potential and there are no further archaeological requirements
-If all or some of the site is undisturbed, proceed to the next text.
- Test 4. Will the project have a **significant impact on land**?
- If the project will have a significant impact on land – say greater than one residential building envelope – then an archaeological assessment should be undertaken

-If there will be minimal impact on land, and the subject project is not in a special interest area – then an archaeological assessment may not be needed.

Test 5. Is the development in an **area of special interest**? In areas of special interest along waterways, in the vicinity of known native settlements, etc. (see below) an archeological assessment may be necessary for any development project regardless of size.

Special Interest Areas:

1. Within 100 metres of a registered or known archaeological site
2. Within 150 metres of a major waterway (Detroit River or Lake St. Clair); or
3. Within the historic districts of Sandwich or Windsor as identified on the Cultural Factors map of the WAMP especially those areas in the vicinity of the former Huron Village (Ambassador Bridge area) and the Ottawa Village (riverfront area east of downtown). Other factors to consider are whether the site is along an historic roadway (e.g. Talbot Road/Huron Church corridor).

For **small projects** located in areas of high potential, especially those involving grading for parking lots or trenching for underground utilities, **monitoring** of the work by a licensed archaeologist may be a reasonable substitution for a full archaeological assessment. An archaeologist is on site during ground disturbance (grading, trenching). His/her task is to spot and document any significant deposits encountered during construction. If deposits are found, the archaeologist must be given sufficient opportunity to examine and record the deposit and its contextual setting. All portions of the deposit to be impacted by construction will need to be documented through removal. Deposits extending beyond impacted areas can be recorded and left sealed. This work must be conducted within appropriate on-site safety regulations.

Qualified archaeologists can be found on the web site of the Association of Professional Archaeologists of Ontario at www.apaontario.org.

Emergencies - It is acknowledged that on occasion public utilities are required to attend to emergency situations (water main breaks, etc.) where archaeological considerations are secondary to public safety. Front line staff should still be aware however of the possibility of encountering artifacts – and utilize the contingency plan outlined in Appendix D of this manual.

4. Budgeting for Archaeological Assessments / Monitoring

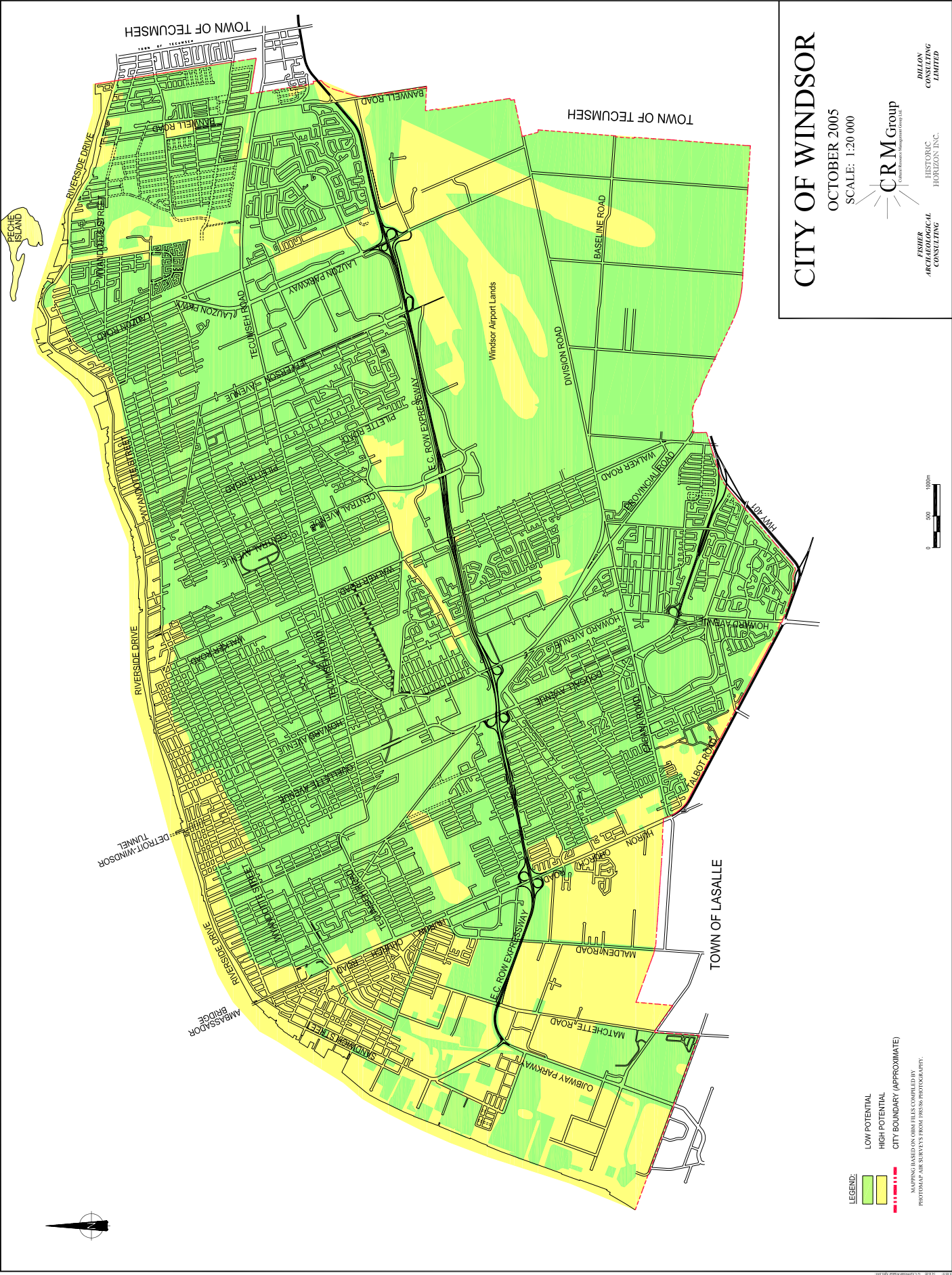
Undertaking archaeological assessments and monitoring construction sites for archaeological resources in areas of high archaeological potential will become a routine procedure in the near future. There is a cost associated with these activities however that needs to be budgeted for.

Once upcoming projects have been analyzed by departmental staff to identify those projects for which an archaeological assessment or monitoring will be required, potential costs should be estimated and included the budget for the project. Archaeologists bid on jobs just like other contractors and the exact time requirements or cost of potential archaeological assessments will vary depending on the scope of work and the availability of consultants. Likewise for monitoring.

Small reports with no Stage 3 (site mitigation) can cost \$1,500 or so, while studies for large parcels can cost many times that. A subdivision may cost \$10,000 to assess. Monitoring generally costs around \$50 per hour. It advantageous to get prices and undertake any needed archaeological assessments well in advance of the initiation of the project.

The Utility Coordinating Committee can serve as a venue for discussing projects that will require archaeological assessment prior to proceeding. There should be economies of scale in coordinating archaeological assessments for the next year's projects i.e. engage an archaeological consultant to undertake a number of assessments at the same time.

WINDSOR ARCHAEOLOGICAL MASTER PLAN: FIGURE 4 - ARCHAEOLOGICAL POTENTIAL



Generally your site would have to be an area of high potential as defined in the archaeological master plan, would entail soil grading or ground disturbance in an area that is presently undisturbed, and have impact on the land greater than the development of one residential building. Special requirements are in place for those areas of very high potential i.e. along waterways, in historic districts, and adjacent to known archaeological sites.

WHO DOES THE WORK?

An archaeological assessment can only be undertaken by firms or individuals holding valid archaeological consulting licenses. For a list of practicing archaeologists in Ontario please see the web site of the Association of Professional Archaeologists of Ontario at www.apaontaio.org.

HOW MUCH WILL IT COST?

Archaeologists bid on jobs like other consulting firms. Costs will depend on the size of the property and whether Stage 3 assessments are necessary.

HOW LONG WILL IT TAKE?

Most Archaeological assessments can be completed within weeks. However, some field survey methods (walking ploughed fields) can only be done at certain times of the year. For that reason, developers should consult with Planning Department staff early in the development approval process.

WILL IT HOLD UP THE DEVELOPMENT OF MY PROPERTY?

Once the Ministry of Culture has been satisfied that the site has been mitigated by either avoidance (retention or preservation of the resource) or documentation (excavation and recording of the resource) – there are no

further archaeological constraints on development. For that reason developers should fulfill their archaeological requirement as early as possible in the approval process.



WHO DO I CONTACT IF I HAVE MORE QUESTIONS?

If you have any questions about how your property in Windsor will be affected, please contact a staff planner at:

The Planning Department

Suite 404B

400 City Hall Square East

Windsor, ON N9A 7K6

Telephone: 519-255-6543

FAX: 519-255-6544

E-mail: planning@city.windsor.on.ca

For other inquiries please contact:

Regional Archaeologist – Southwestern Ontario Region

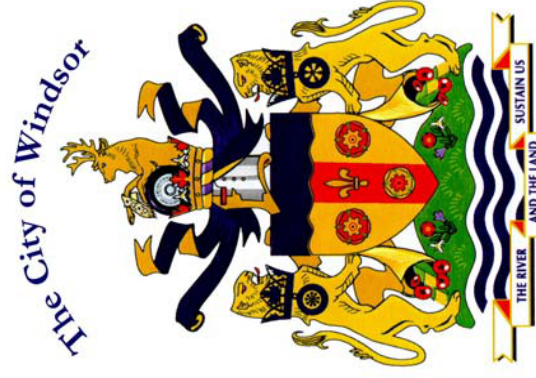
Cultural Programs Branch,

Ministry of Culture

55 Centre St., London, ON N6J 1T4

Telephone: 519-675-6898

FAX: 519-675-7777



PROTECTING WINDSOR'S ARCHAEOLOGICAL SITES

WHAT ARE ARCHAEOLOGICAL RESOURCES

Archaeological resources consist of both individual objects (artifacts), and cultural features (settlement patterns) created as a result of the past habitation and activities carried out by the people who occupied a specific place. Because of the passage of time, most archaeological resources are below the surface of the land or water.

WHY ARE THEY IMPORTANT?

Archaeological resources help us to understanding the history of a people or place. Windsor's archaeological heritage extends back some 10,000 years, and documents the rich and culturally diverse heritage of our Aboriginal communities, as well as the non-Aboriginal peoples who arrived and settled here in the past 300 years.

HOW DO WE KNOW WHERE THEY ARE LOCATED?

Since archaeological sites are below the ground, they are not readily visible, but we do know that sites were not left randomly: Geographic features influenced past peoples and where they decided to live – proximity to water courses/marshes and on high sandy ridges. To help us determine those areas of the city with the highest potential, the City of Windsor undertook an "Archaeological Master Plan." Areas of high archaeological potential are identified on a map that can be viewed at www.city.windsor.on.ca/ planning. This information is also available on the City's geographic information system. Please contact the City's Building & Development Department at 255-7910 for site-specific information.

WHAT AGENCIES HAVE RESPONSIBILITY FOR PRESERVING ARCHAEOLOGICAL RESOURCES?

While the Ontario Ministry of Culture is responsible for protecting archaeological resources throughout the province, in 1997 the responsibility for evaluating site-specific development applications for their potential for impacting archaeological resources was downloaded to the local approval authority i.e. the City.

HOW DOES THE CITY OF WINDSOR INTEGRATE THE PRESERVATION OF ARCHAEOLOGICAL RESOURCES IN TO THE DEVELOPMENT APPROVAL PROCESS?

If you make application for municipal approval for a plan of subdivision or condominium, an amendment to the zoning by-law, or a site plan control, severance, minor variance or part lot control approval, your proposal will be reviewed to see if it has the potential to impact archaeological resources. If it does, you will be required to hire a registered archaeologist to do an "archaeological assessment:" of your property as a condition of the planning approval.

DO ONLY PRIVATE DEVELOPERS HAVE TO DO ARCHAEOLOGICAL ASSESSMENTS?

No. They are also required of public bodies as well (City, utility companies, etc.). Archaeological assessments are an integral part of environmental assessment reports.

WHAT IS AN ARCHAEOLOGICAL ASSESSMENT?

An archaeological assessment is the survey of a parcel of land by a licensed archaeologist, for the purpose of locating all the archaeological resources present in the field. There are four basic components to the process:

- Stage 1 – Background Research – The archaeologist will determine if there is reason (high potential, undisturbed land) to proceed to stage 2.
- Stage 2 – Field Assessment – The archaeologist will conduct a surface survey of the development property by either walking a ploughed field, looking for artifacts, or by shovel testing undisturbed areas and screening fill to identify artifacts.
- Stage 3 – Site Assessment – If archaeological resources are discovered in stage 2, the archaeologist will undertake additional digging in stage 3.
- Documentation – The Assessment Report – The archaeologist will generate a report for the consideration of the Ministry of Culture who will confirm that the archaeologist has satisfied the provincial interest in this particular archaeological resource.

WILL I HAVE TO DO AN ARCHAEOLOGICAL ASSESSMENT ON MY PROPERTY?

The Archaeological Master Plan sets out policies for staff planners to use to determine which development application will require an archaeological assessment as a condition of approval.

ARCHAEOLOGY 101 - Information Page 7

WHAT IS AN...ARCHAEOLOGICAL ASSESSMENT?

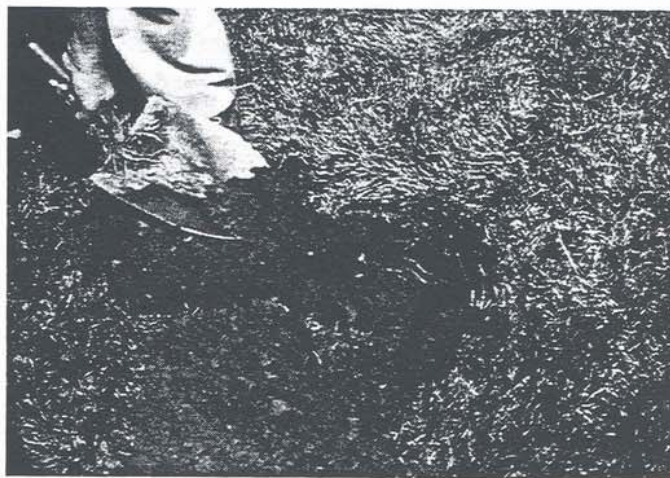
An archaeological assessment is the survey of a parcel of land by a licensed archaeologist, for the purpose of locating all the sites present in the field. Since these sites are not otherwise visible, a physical survey of the land is the only way to locate these heritage resources.

There are two ways to conduct a survey. On lands that are or recently were in agricultural use, the archaeologist walks ploughed and weathered fields at regular (5 or 10 metre) intervals. Sites are located by finding artifacts lying on the ploughed surface. If the property is overgrown, wooded, or just can't be ploughed, then survey will consist of hand excavating shovel-sized test pits at regular intervals, screening the soil to locate artifacts. Regardless of the method used, mapping the surface artifacts found, or the extent of artifact yielding test pits, can provide a quick and detailed means of defining site size, age, significance, etc.



Assessments of Ploughed Fields

A ploughed field, which has been allowed to weather over winter or by several rain storms, creates ideal survey conditions for identifying archaeological sites. This method is inexpensive, efficient and quick. A crew of four, for example, can complete the basic survey of a 20 acre sandy field, properly weathered, in less than a day - although that estimate can multiply by three, four or even five times if field conditions are not ideal, or if large and/or many sites are encountered.



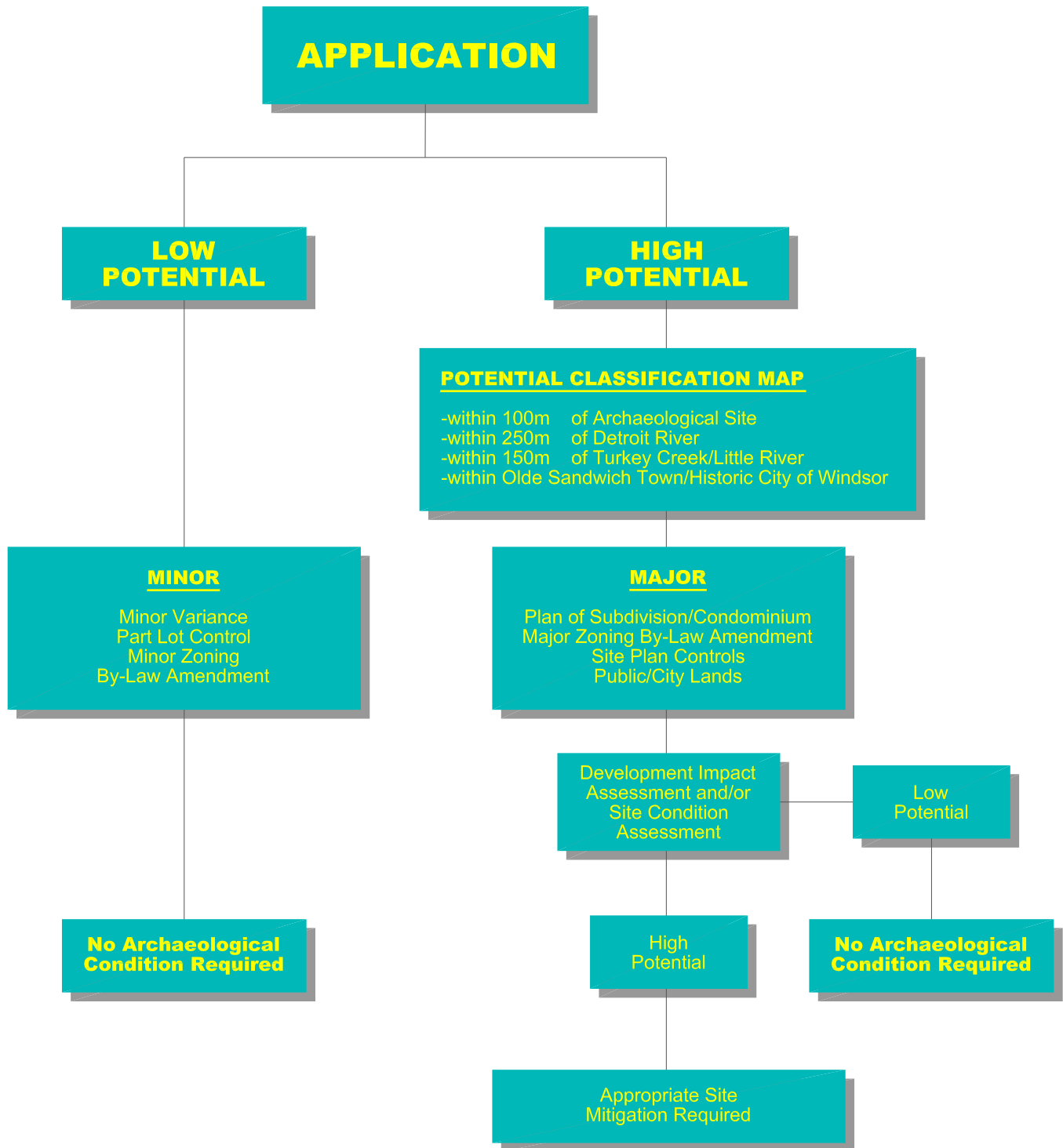
Assessments of Unploughed Lands

Test pit survey must be used in areas where lands can't be ploughed (woodlots and forests, overgrown agricultural fields, etc.). However, this is considered a less efficient means of finding sites because a test pit survey only provides a small-sized (approximately 30 x 30 cm) "window" every few metres within which to find a site. As well, because of the labour involved, surveying a 20 acre property (sandy soil or otherwise) by a crew of four can take 3 days or more.

Contingency Plan for the Protection of Archaeological Resources in Urgent Situations

What should you do if you find an object that is archaeologically interesting?
<p>If the object(s) found are not skeletal remains, please call:</p> <p>Mary Baruth, Heritage & Culture Development Advisor, (519) 255-5466 or Windsor's Community Museum, (519) 253-1812</p>

What should you do if skeletal remains are encountered?			
First Response	Upon encountering suspected human remains all work in the area must stop and the site must be secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. It is also advisable to contact the Heritage Operations Unit, the Ontario Ministry of Culture (OMC) or the Cemeteries Regulation Section, Ministry of Consumer and Commercial Relations (MCCR).		
	<ul style="list-style-type: none">Windsor Police ServiceEssex County CoronerOMC, Southwestern RegionMCCR, Toronto Office	<ul style="list-style-type: none">Dr. Jim GallNeal FerrisCora de la Cruz	<ul style="list-style-type: none">(519) 255-6700(519) 973-6211(519) 675-7742(519) 326-8404
	To ensure vital data are not destroyed, it is essential disturbance of the bones and other associated materials be kept to a minimum as the police and/or coroner need to obtain this information to make a determination concerning the remains. All artifacts found in the burial are to be considered grave goods and kept with skeletal remains.		
Protection of the Site	Once foul play has been ruled out, the Coroner will officially contact the Cemeteries Regulation Section of MCCR. MCCR will contact the landowner to advise him/her of their responsibility concerning the human remains. The landowner must preserve and protect the site even after the police are no longer involved, until such time as MCCR has drafted a disposition.		
Archaeological Investigation of the Burial Site	An archaeologist and/or physical anthropologist will need to conduct an investigation as to the nature and extent of the human skeletal remains. The landowner is responsible for the costs incurred during the course of this investigation. When the remains are of Aboriginal peoples, the landowner will need to address the concerns of the nearest First Nations community (Walpole Island –Local Contact, Bill Messenger, Can-Am Friendship Centre, 258-8954) in the process of determining what actions to take.		
Disposition of Bodies	The Ministry of Culture staff can assist in resolving burial site concerns between the many parties with an interest in the discovery (property owner, First Nations, Cemeteries Registrar of the Ministry of Consumer and Commercial Relations). The landowner will need to ensure the remains are removed and reinterred into an existing cemetery (or into a small area of green space on the development site), or that the location of the discovery is registered as a cemetery.		



CITY OF WINDSOR ARCHAEOLOGICAL CONDITION

The proponent shall carry out an archaeological assessment of the subject property and mitigate, through preservation or resource removal and documentation, adverse impacts to any significant archaeological resources found. No grading or other soil disturbances shall take place on the subject property prior to the approval authority and the Ontario Ministry of Culture confirming that all archaeological resource concerns have met licensing and resource conservation requirements.

All archaeological fieldwork undertaken to satisfy the conservation requirements tied to these activities must be conducted by a Consultant Archaeologist holding a valid archaeological license issued by the Ontario Ministry of Culture under the **Ontario Heritage Act**.

The proponent should note that the City of Windsor is interested in the centralization of all archaeological collections (objects and documentation) generated as a result of licensed archaeological initiatives undertaken within the City. To satisfy this condition of release, the proponent shall commit to the formal transfer of collections to a public institution located within the City of Windsor acceptable to the City and OMC.

In addition to the submission of standard documentation (Contract Information Form, archaeological assessment reports and Ministry Site Record Forms) to the OMC for the purpose of licensing and development approvals, the Consultant Archaeologist will submit the following documentation to the City of Windsor:

1. 1:10,000 scale Ontario Base Map clearly delineating the limits of the area under study and the location of any sites found as a result of that study;
2. A completed copy of an Archaeological Site Record form for each site found or further investigated as a result of that study;
3. Notice pertaining to the short and long term curation of artifact collections and documentation; and,
4. A copy of all relevant reports.