

LAND-BASED ARCHAEOLOGICAL LICENSING

A Bulletin for Archaeologists in Ontario

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Contents

1	Overview	4
2	Archaeological licensing in Ontario	5
2.1	Licence terms and conditions	5
2.1.1	Licence terms	5
2.1.2	Additional licence terms and conditions	6
2.1.3	Appealing the applied terms and conditions	6
2.2	List of archaeologists licensed in Ontario	6
3	Classes of licences	8
3.1	Types of fieldwork activities permitted under each class of licence	8
3.2	Licence eligibility criteria	9
3.3	Avocational licence	10
3.3.1	Eligibility criteria for an avocational licence	10
3.3.2	Ministry’s evaluation of applicant’s knowledge and experience	10
3.3.3	Mentoring agreement	11
3.4	Applied research licence	12
3.4.1	Eligibility requirements for an applied research licence	12
3.4.2	Evaluation of applicant’s knowledge and experience	13
3.5	Professional licence	15
3.5.1	Eligibility requirements for a professional licence	16
3.5.2	Evaluation of applicant’s knowledge and experience	16
3.6	Supporting references	19
3.7	Labour mobility	20
4	New licence application	22
4.1	Where to find the application	22
4.2	How to prepare the application package	22
4.3	Changing to a different class of licence	23
4.4	Processing of licence applications	23
4.5	Licensing decisions by the ministry	23
5	Licence renewal	25
5.1	When to renew a licence	25
5.2	Deemed to continue	25
5.3	Licence renewal process	25
6	Licence compliance	27

6.1	Licence compliance monitoring	27
6.2	Licence reviews	27
6.2.1	Report submission tracking	28
6.2.2	Report review	28
6.2.3	Inspections	29
6.3	Licence compliance actions	29
6.4	Notification of suspension, revocation or refusal to renew	30
6.4.1	Licence suspensions	30
6.4.2	Licence revocation	31
6.4.3	Refusal to renew	31
6.4.4	Re-applying for a new licence after revocation or refusal to renew	31
6.5	Hearings before the Conservation Review Board	31
6.5.1	How to arrange a hearing.....	31
6.5.2	Final decision by the minister.....	32
6.5.3	How to withdraw a request for a hearing.....	32
7	Transferring fieldwork and reporting responsibilities to another licensee	33
7.1	When to transfer responsibility.....	33
7.1.1	Transferring the responsibility for projects where fieldwork has not started	33
7.1.2	Transferring the responsibility for projects where fieldwork is complete	33
7.1.3	Revisions to reports that have been filed.....	34
7.2	How to arrange the transfer of responsibility for a project.....	34
7.2.1	Assuming responsibility for deceased or incapacitated licensees.....	35
7.3	Unfinished fieldwork	35
8	Cancelling a licence.....	36
9	Transferring artifacts and records of archaeological fieldwork	37
9.1	Depositing a collection.....	37
10	Glossary.....	38

1 Overview

This bulletin provides information about land-based archaeological licensing in the province of Ontario. The information in this bulletin will be helpful to both archaeologists licensed by the ministry (licensees) and those applying for a licence. An understanding of the ministry's archaeological licensing program will improve the protection, preservation and conservation of archaeological sites and promote accountability by the ministry and licensees.

The bulletin will help you to understand:

- the role of the ministry in land-based archaeological licensing;
- the obligations associated with holding a licence;
- the eligibility requirements for each class of licence;
- instructions on how to apply for, renew and cancel a licence; and,
- instructions on how to transfer licence obligations to another licence holder.

This bulletin is for informational purposes only. It is not intended as legal advice. Readers should refer to the [*Ontario Heritage Act*](#) and regulations for authoritative text.

If you are planning underwater fieldwork you will need a marine licence for the project.

For information about marine licensing please email us at archaeology@ontario.ca.

2 Archaeological licensing in Ontario

The [Ontario Heritage Act](#) (Act) requires all individuals who carry out archaeological fieldwork in Ontario, or who alter an archaeological site, to hold an archaeological licence issued by the Minister pursuant to Part VI of the Act.

The ministry considers an archaeological licence effective only when:

- your licence has not expired or is deemed to continue
- your licence has not been revoked or suspended

Land-based licences issued by the ministry are provided in the form of a licence certificate and a wallet-sized licence card that the holder may carry as proof of licence. These are available to be printed by you, the licensee, through your licence account in Ontario's PastPortal (PastPort). PastPort is the ministry's secure online archaeology licensing portal. All licensed archaeologists must use PastPort.

Licences are issued to individuals. Each licence issued has a unique number specific to the individual licence holder. Your licence number has a letter first, indicating the licence class (P for professional, R for applied research and A for avocational) followed by a number. Licensing related obligations are not transferable to other individuals, except in special circumstances, on a case by case basis, and as authorized by the ministry ([Section 7](#)).

2.1 Licence terms and conditions

Every archaeological licence issued by the ministry is subject to the standard [Terms and Conditions for Archaeological Licences](#), which are subject to amendment, and any additional terms and conditions that the Minister may direct pursuant to s. 48(4)(d) of the Act. Your licence issued by the ministry is conditional upon your compliance with the terms and conditions of the licence.

It is critical for you to understand the terms and conditions applied to your licence. As a licensee, you are responsible for all matters relating to your licence including the obligation to fulfill all of the terms and conditions that apply. If you fail to meet any of the terms and conditions of your licence, your licence may be suspended, revoked, or refused to be renewed ([Section 6.4](#)).

2.1.1 Licence terms

Your archaeological licence is effective only for a specified period of time after which your licence will expire and must be renewed if you want to continue to be authorized to carry out archaeological fieldwork in Ontario ([Section 5](#)). The date of your licence expiry appears on both the licence certificate and licence card. Typically a licence term may range between 1 – 3 years.

You can apply for renewal as early as 90 days before your licence will expire ([Section 5.3](#)). If you apply for a renewal before the end of the term of your licence it will be deemed to continue until a decision regarding renewal has been made by the ministry.

New licence terms

All new licences are issued for a 1 year term. You will receive three 1 year licence terms before being eligible for longer licence duration. A 1 year term will ensure that new licensees receive appropriate oversight during their initial licence years. Using graduated licensing will help the ministry provide new licensees with an opportunity to develop a demonstrated track record.

Renewed licence terms

When your licence is eligible for renewal, the ministry may change the term of your renewed licence to allow for better oversight of compliance performance. Your licence expiry date, as stated on the licence, will indicate your renewed licence term.

2.1.2 Additional licence terms and conditions

The minister may apply additional terms and conditions to your licence to ensure better protection of Ontario's archaeological resources. These can include:

- meetings with the ministry to discuss fieldwork;
- ensuring all reporting has met applicable ministry standards;
- limiting the number of projects that you can be responsible for;
- not permitting the delegation of any fieldwork to a field director;
- any other terms and conditions as directed by the minister

If you do not meet the terms and conditions of your licence, your licence may be suspended, revoked or not renewed ([Section 6.4](#)).

2.1.3 Appealing the applied terms and conditions

The Act has no provision for you to appeal the terms and conditions applied to your licence. For situations where you are entitled to request a hearing by the Conservation Review Board, please see [Section 6.5](#).

2.2 List of archaeologists licensed in Ontario

If you are a current licence holder, your name will appear on a list of all archaeologists licensed in Ontario on our website. This list is updated regularly. Your name and licence class will be listed, but you also have the ability to add your business contact information. You can edit this information in your Profile section in PastPort.

The collection, use and disclosure of personal information by the Ministry are governed by the [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. F.31 (FIPPA). Under FIPPA subsection 2(3), personal information does not include the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity.

3 Classes of licences

The Act's [Ontario Regulation 8/06](#) (O Reg. 8/06) sets out the scope and requirements for the three classes of land-based archaeological licence. Each class of licence has its own set of limitations on the types of archaeological fieldwork activities that are permitted under that class ([Section 3.1](#)).

The three classes of land-based licence are:

- avocational licence ([Section 3.3](#))
- applied research licence ([Section 3.4](#))
- professional licence ([Section 3.5](#))

You can hold only one class of land-based licence at a time. You can apply for a new class of licence if you have the necessary qualifications.

You do not need a licence to work on archaeological fieldwork projects under the supervision of a licensee who holds a valid professional or applied research licence (e.g., as a field crew member). However, you might wish to hold an avocational licence to help you gain more fieldwork experience. By holding a licence, you may conduct archaeological research projects, and work with a mentor to gain fieldwork and laboratory experience that may assist you if you wish to continue archaeological fieldwork in Ontario.

If you hold a licence for archaeological fieldwork in another Canadian jurisdiction, you may be eligible to apply for a licence under Section 48(8.2) of the Act. See [Section 3.7](#) for more information on if this applies to you.

3.1 Types of fieldwork activities permitted under each class of licence

Subject to any terms or conditions applied to your licence, your licence allows you to carry out the following fieldwork activities, depending on your class of licence:

Avocational licence:

- monitor, survey, and explore archaeological sites; and
- recover artifacts.

Applied research licence:

- monitor, survey, explore and assess archaeological sites;
- recover artifacts; and,
- act as a field director.

If you are an applied research or avocational licensee you are ineligible to act as consultant archaeologist as defined by [O.Reg. 8/06](#).

Professional licence:

- carry out all aspects of archaeological fieldwork, including monitoring, survey, exploration, assessment, excavation and all stages (Stages 1-4) of archaeological assessment;
- recover artifacts;
- carry out or supervise archaeological fieldwork as a consultant archaeologist; and,
- act as a field director.

A professional licence is required by any individual who wishes to act as a consultant archaeologist.

3.2 Licence eligibility criteria

In order to be considered for an archaeological licence, you must demonstrate to the ministry that you are competent to conduct archaeological fieldwork in a responsible manner. Applicants must do so by providing enough information in their licence application to allow the ministry to assess the nature, quality, duration and currency of their knowledge of archaeological theory and practice and their practical experience in archaeological field and laboratory work.

Pursuant to section 48(1) of the Act, the Minister may issue an archaeological licence for a prescribed class of licence to an applicant if that applicant proves, to the satisfaction of the Minister, that:

- the applicant is competent to conduct archaeological fieldwork in a responsible manner according to the Act and regulations;
- past conduct of the applicant does afford reasonable belief that the archaeological fieldwork will be carried out in accordance with the Act and regulations;
- the activities proposed are consistent with the conservation, protection and preservation Ontario's heritage; and,
- the applicant meets the eligibility criteria and other requirements for the class of licence as may be prescribed.

Each of these classes of licence is described in detail in the following sections of the bulletin. For each class of licence the following information is provided:

- the eligibility criteria - including practical knowledge and experience of archaeological theory and practice; and,
- the criteria used by the ministry when evaluating an application for the class of licence.

3.3 Avocational licence

Avocational licences are suitable for anyone who would like to survey and explore archaeological sites for personal interest or act as a field crew member working under a licensee who holds either a professional or applied research licence. You must take out a Project Information Form (PIF) before carrying out any fieldwork under your avocational licence and submit a report to the ministry on the activities conducted.

3.3.1 Eligibility criteria for an avocational licence

New applicants for an avocational licence must enter into an agreement with a mentor. A mentor is a professional or applied research archaeological licensee, or someone who has education and experience, as determined by the ministry, to be equivalent to those of a professional or applied research licence holder ([Section 3.4](#) and [3.5](#)).

In addition, applicants must provide at least one reference from an archaeologist who has direct knowledge of their fieldwork experience ([Section 3.6](#)). The referee and mentor may be the same person.

There is no minimum requirement for previous experience in archaeological fieldwork to apply for an avocational licence.

3.3.2 Ministry's evaluation of applicant's knowledge and experience

While there is no minimum requirement for previous archaeological experience for this licence class, you will be at an advantage if you have a basic awareness of archaeological theory and methodology. In order to determine whether or not an applicant for an avocational licence is competent to conduct archaeological fieldwork in a responsible manner and eligible for an avocational licence, the ministry will consider the following when reviewing their application:

- Whether the applicant has knowledge of archaeological fieldwork acquired through:
 - educational experiences;
 - participation in archaeological fieldwork in Ontario under the supervision of a licensed professional or applied research archaeologist; and/or,
 - participation in archaeological fieldwork in a jurisdiction other than Ontario in accordance with the laws of that jurisdiction;
 - conducting research in archaeology or authoring archaeological documents (e.g., academic papers, archaeological reports, journal articles, archaeological newsletter articles, newspaper or magazine articles, books);
- Whether the applicant is a current member in good standing of an archaeological organization with a code of ethics or a code of conduct;
- The mentoring agreement and activities planned for the avocational licensee; and,
- The supporting reference.

Knowledge of archaeology

A strong avocational application will demonstrate that you have an interest in archaeology in Ontario and taken steps to become more involved in the archaeological community. Opportunities to learn more about Ontario archaeology are available through educational courses, volunteer opportunities, local museum and exhibits, and literature. Applicants should include examples of how they have taken steps to increase their knowledge about archaeology through these means.

Applicants must also provide a detailed explanation describing why they want an archaeological licence and what their planned activities are with their mentor.

3.3.3 Mentoring agreement

The mentoring agreement remains in effect throughout the entire term of your avocational licence. When entering into a mentoring agreement, the applicant should discuss their planned archaeological activities with their mentor. The mentor will work with the licensee to set goals for the initial term of the licence and develop a plan to achieve these goals. The mentor will provide guidance and supervision during the initial term of the licence based on the needs of the applicant. The applicant is expected to keep the mentor informed of his or her activities through written and/or oral reports.

Applicants are responsible for making all necessary arrangements for their mentoring agreement. When choosing a mentor, applicants should ensure their mentor works in the same geographic region in which they intend to work themselves. Applicants should also consider their potential mentor's availability and their involvement within the archaeological community. Ministry staff may not act as mentors.

At the end of the term of the avocational licence, the mentor will complete the End of Term evaluation portions of the *Mentor Agreement and Learning Goals* form and submit it to the ministry at archaeology@ontario.ca. This evaluation must be completed before the ministry will consider renewing the licence for another term.

You can find the *Mentor Agreement and Learning Goals* form in PastPort's Resource Centre.

Membership in an archaeological organization

While not a requirement, we encourage all avocational applicants to be a member of an archaeological association with a code of conduct or code of ethics (e.g., Ontario Archaeological Society, the Society for Historical Archaeology, and Canadian Archaeological Association).

Where applicable, you should attach an image or scan of your membership card or your member page at the organization's website to your application. The expiry date of your membership should be visible.

If you are not sure whether or not an organization has a code of conduct or code of ethics and meets this requirement, send us an email with your question to archaeology@ontario.ca.

3.4 Applied research licence

An applied research licence does not permit the licence holder to act as a consultant archaeologist.

Applied research licences are suitable for individuals with archaeological field experience who would like to:

- search for, explore and assess archaeological sites;
- act as a field director working under the supervision of a professional licensee;
- carry out archaeological fieldwork for research purposes (e.g., academic research).

An applied research licence issued to someone who has held an avocational licence for at least five years may also authorize the licensee to excavate archaeological sites.

You must take out a Project Information Form (PIF) before carrying out any fieldwork you do under your applied research licence and submit a report to the ministry on the activities conducted.

3.4.1 Eligibility requirements for an applied research licence

Those who wish to apply for an applied research licence must have the following qualifications:

- a four-year Bachelor's degree in an area of archaeology **OR** an avocational licence held for five years, whether consecutively or non-consecutively;
- a reference from a professional archaeologist who has direct knowledge of their fieldwork ([Section 3.6](#)); and,
- membership, in good standing, of an archaeological organization with a code of ethics or a code of conduct.

The applicant must also have work experience that meets all of the following criteria:

- a minimum of 150 days (30 weeks) of direct experience in applying archaeological theory to the practical work situation, including experience at each stage of assessment (e.g. stage 1-4). Time spent in the lab does not count toward the minimum fieldwork time requirement.
 - A minimum of 75 days (15 weeks) of this experience must be in Ontario or geographically and culturally similar jurisdictions. Eligible jurisdictions are: Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia,

Prince Edward Island, Quebec; Connecticut, Delaware, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin.

- direct experience in managing archaeological fieldwork including supervising or assisting in the supervision of archaeological fieldwork;
- experience analyzing archaeological fieldwork data and managing artifacts; and,
- proficiency in written communication as demonstrated through the authorship of at least one substantive document dealing with primary archaeological research.

3.4.2 Evaluation of applicant's knowledge and experience

In order to determine whether or not an applicant is competent to conduct archaeological fieldwork in a responsible manner and is eligible for an applied research licence, the ministry will consider several factors when reviewing their application including whether the applicant has experience in applying archaeological theory to the practical work situation, and experience in analyzing archaeological fieldwork data and managing artifacts.

All experiences provided by the applicant should be documented with dates, locations, and the name of the archaeologist who was the project manager in charge of fieldwork.

Education

All applicants must attach a copy of their four-year Bachelor degree in an area of archaeology to their application. If your degree does not say archaeology on it, you must attach a copy of your official university transcript that indicates your degree was earned in an area of archaeology.

Demonstrated experience working on a variety of projects and site types

All applicants must provide examples of their experience conducting all aspects of archaeological fieldwork in various geographic settings and on a variety of archaeological sites, including sites of different types, archaeological periods and cultural affiliations. A strong application will have significant experience in all of these situations.

Of the 150 days of experience required for an applied research licence, you must provide:

- at least one example of participation in each of the following types of fieldwork activities: monitoring, surveying, exploring, assessing and excavating, as well as recovering artifacts (Stages 1 – 4);
- at least two examples of fieldwork experience in different types of geographical terrain similar to Ontario (e.g. open field, woodlot, urban, Canadian shield);
- examples of fieldwork experience on sites dating to at least two different archaeological periods (e.g. Aceraamic, Woodland, Post-contact); and,

- examples of fieldwork experience on sites of both Indigenous and Euro-Canadian cultural affiliation.

Demonstrated experience as a supervisor of archaeological fieldwork

You are required to have at least one example of supervisory experience for an applied research licence. A strong application will have multiple examples of experience of assisting in the supervision of fieldwork on archaeological projects. Supervisory experience is considered to be the applicant in a role of a supervisor or assistant supervisor who assisted in directing a project conducted under another archaeologist's supervision.

Demonstrated experience analyzing archaeological fieldwork data and management of artifacts

You must demonstrate experience analyzing archaeological fieldwork data and managing artifact collections. All applicants are required to list projects where they have analyzed fieldwork data or archaeological collections.

A strong application will demonstrate this experience with details on how artifacts were analyzed for both pre-contact and post-contact sites and detailed experience analyzing field data and writing archaeological reports.

Demonstrated experience participating in and documenting archaeological assessments

An applied research licensee may be eligible to act as a field director under a professional licensee and may assist in report writing. As such, a strong application for an applied research licence will document significant experience writing archaeological documents. Your supporting material should be attached to your application.

Written proficiency examples include:

- senior level thesis or research paper (minimum 20 pages) on an archaeological subject completed as part of a four-year Bachelor's program;
- archaeological licence reports that meet applicable ministry standards and guidelines;
- primary author of a written paper presented at a recognized conference;
- published articles in a peer-reviewed or other recognized archaeological journal or newsletter; or,
- published books or book chapters.

You must attach a copy of your writing that shows your proficiency at explaining archaeology to readers. The strength of an application will depend on the applicant's ability to demonstrate that the knowledge and experience they have gained through past education, archaeological field and laboratory work, and the authorship of written archaeological documents, provides them with the skills they need to carry out archaeological fieldwork in a responsible manner and act as a competent field director.

A strong application will have experience writing reports for each level of assessment under the direction of a professional licensee. These reports would be assessments for which the applicant had a role analyzing field data and artifacts. Strong applications may also have written documentation examples (thesis, conference paper, articles) that demonstrate knowledge of and understand the land use planning process, cultural resource management and the legislative framework.

A strong application will be able to provide more than one example to demonstrate their ability to conduct research and communicate effectively.

Membership in an Archaeological Organization:

All applied research licence applicants must be a member of:

- A professional archaeological association with a code of conduct or code of ethics (e.g., Ontario Association of Professional Archaeologists, the Society for Historical Archaeology, the Register of Professional Archaeologists); or
- An archaeological association with a code of ethics (e.g., Canadian Archaeological Association, Ontario Archaeological Society)

You must attach an image or scan of your membership card or your member page at the organization's website to your application. The expiry date of your subscription should be visible.

If you are not sure whether or not an organization has a code of conduct or code of ethics and meets this requirement, send us an email with your question to archaeology@ontario.ca.

3.5 Professional licence

A professional licence is required for any individual to act as a consultant archaeologist. Individuals who wish to act as a consultant archaeologist must hold a professional licence and abide by its terms and conditions.

The ministry considers any licensee who enters into an agreement with a client to carry out or supervise archaeological fieldwork on behalf of the client, produce reports for or on behalf of the client, and provide technical advice to the client, to be a consultant archaeologist ([O Reg. 8/06](#)).

Providing technical advice includes giving advice on archaeological potential to a client or development proponent. Any fieldwork you conduct under your archaeological licence must comply with the Act, even if there is other legislation that may also apply to the project. This includes any cemetery investigations under the [Funeral, Burial and Cremation Services Act](#). You must take out a Project Information Form (PIF) before carrying out any fieldwork and submit a report to the ministry on activities conducted under your licence.

Under the terms and conditions of licence, consultant archaeologists must carry out their archaeological work in accordance with the ministry's [*Standards and Guidelines for Consultant Archaeologists*](#).

3.5.1 Eligibility requirements for a professional licence

Those who wish to apply for a professional licence must have the following qualifications and experience:

- a completed Master's degree or Doctorate in an area of archaeology, including completion of a thesis or major research project;
- provide two references from archaeologists who have direct knowledge of their fieldwork experience (Section 3.6) and,
- current membership, in good standing, of an archaeological organization with a code of ethics or a code of conduct (Section 3.7).

The applicant must also have work experience that meets all of the following criteria:

- a minimum of 260 days (52 weeks) of experience in practical work situations, including experience at each stage of assessment (e.g., Stages 1-4). Time spent in the lab does not count toward the minimum fieldwork time requirement.
 - A minimum of 130 days (26 weeks) of this experience must be in Ontario or geographically and culturally similar jurisdictions. Eligible jurisdictions are: Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec; Connecticut, Delaware, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin;
- a minimum of 130 days (26 weeks) of direct experience in managing archaeological fieldwork through supervising or assisting in the supervision of archaeological fieldwork;
- experience analyzing fieldwork data and managing artifacts;
- demonstrate proficiency in written communication as demonstrated through the authorship of at least four substantive documents dealing with primary archaeological research.

3.5.2 Evaluation of applicant's knowledge and experience

For professional licence applications, the applicant must demonstrate that they have the necessary knowledge, skills and experience to carry out all functions that will be required of them in their role as a project manager and director of archaeological fieldwork.

Through their application, the applicant must demonstrate their ability to act as a competent:

- supervisor of fieldwork with the primary responsibility for decision-making in the field;
- supervisor of field crew personnel;
- analyst of field data;
- archaeological report writer; and,
- supervisor of laboratory work with demonstrated ability to manage artifact collections, including analysis, cataloguing and conservation.

All experiences provided by the applicant should be documented with dates, locations, and the name of the archaeologist who was the project manager in charge of fieldwork.

Education

All applicants must provide a copy of their graduate degree in an area of archaeology with their application. If your degree does not say archaeology on it, you must provide a copy of your university transcript that clarifies that your degree was earned in an area of archaeology.

A strong application will have earned a Masters or Doctorate degree in archaeology from a university with a research focus on archaeology within Ontario or with a primary focus using methodologies or theories that can be applied to Ontario.

You must attach a copy of the title page, table of contents and abstract from your thesis or major-research paper. A strong application will also attach their entire paper to their application.

Your thesis or major-research paper should demonstrate that you are:

- capable of understanding and applying relevant archaeological theory;
- able to carry out primary research and analysis; and,
- able to project-manage and create a clear, formatted written report detailing the methodology and results of that work;

Demonstrated experience working on a variety of projects and site types

You are required to provide examples that demonstrate your work experience on a variety of projects and site types. A strong application will have more than the required 260 working days of experience, including 130 days of experience in Ontario, conducting all aspects of archaeological fieldwork in various geographic settings and on a variety of archaeological sites. This experience would include work on sites of different types, archaeological periods and cultural affiliations. A strong application will have more than the required examples of:

- participation in each of Stages 1-4 of archaeological fieldwork,

- fieldwork experience in different types of geographical terrain (e.g. open field, woodlot, urban, Canadian shield), and
- fieldwork experience on sites dating to at least two different archaeological periods (both pre-contact and post-contact sites).

Demonstrated experience as a supervisor of archaeological fieldwork

You must have 130 days of experience working as a field supervisor responsible for managing archaeological fieldwork on archaeological consulting projects. A strong application will have more than the required 130 days. Supervisory experience may include the applicant's role as a:

- supervisor or co-supervisor with joint responsibility for decision-making regarding fieldwork; and/or,
- assistant supervisor who assisted in directing a project conducted under another archaeologist's supervision.

Demonstrated experience of archaeological fieldwork data analysis and management of artifacts

You must demonstrate experience analyzing archaeological fieldwork data and managing artifact collections. All applicants are required to list projects where you have analyzed fieldwork data or archaeological collections.

A strong application will demonstrate this experience with details on how artifacts were analyzed for both pre-contact and post-contact sites and detailed experience analyzing field data (e.g. fieldnotes, maps, photo-documentation) and writing archaeological reports.

Demonstrated experience on a project that involved a stakeholder group

You must demonstrate experience on at least one project that involved working with an Indigenous community or other stakeholder group to ensure that their interests were considered in the archaeological process. This can include activities such as sharing information in a public forum, consulting, collaborating, or negotiating with stakeholders.

A strong application would clearly demonstrate their role in the engagement process and the outcome from the engagement.

Demonstrated experience participating in and documenting archaeological assessments

As a professional licence allows the licence holder to act as a consultant archaeologist, a strong applicant for a professional licence will have significant experience writing substantial archaeological documents.

You must include four writing examples in your application. This can include:

- theses or dissertations (student papers other than theses or dissertations are not eligible);
- archaeological licence reports, with no more than one report for each stage of fieldwork (e.g., one for each of Stage 1, 2, 3, or 4). The reports must have been submitted to the ministry and met ministry standards (please include the PIF number of the report);
- written papers presented at a recognized conference (posters are not eligible);
- published articles in a peer-reviewed or other recognized archaeological journal or newsletter; and
- published books or book chapters.

You must attach a copy of your writing that shows your proficiency at explaining archaeology to readers. The strength of an application will depend on the applicant's ability to demonstrate that the knowledge and experience they have gained through past education, archaeological field and laboratory work, and the authorship of written archaeological documents, provides them with the skills they need to carry out archaeological fieldwork in a responsible manner and act as a competent field director.

A strong applicant would have experience writing reports for each level of archaeological assessment under the direction of a professional licensee. These reports would be assessments for which the applicant had a role analyzing field data and artifacts. Strong applications will also have examples of written documentations (thesis, conference paper, articles) that demonstrate knowledge of the land use planning process, cultural resource management and the legislative framework.

Membership in an archaeological organization:

All professional licence applicants must be a member of:

- A professional archaeological association with a code of conduct or code of ethics (e.g., Ontario Association of Professional Archaeologists, the Society for Historical Archaeology, the Register of Professional Archaeologists); or
- An archaeological association with a code of ethics (e.g., Canadian Archaeological Association, Ontario Archaeological Society)

You must attach an image or scan of your membership card or your member page at the organization's website to your application. The expiry date of your subscription should be visible.

If you are not sure whether or not an organization has a code of conduct or code of ethics and meets this requirement, send us an email with your question to archaeology@ontario.ca.

3.6 Supporting references

When evaluating a licence application, the ministry will take into account the written references provided by archaeologists who have knowledge of the applicant's qualifications and experience. Ministry staff may not act as referees.

An applied research and professional applicant's referee(s) must hold a valid professional licence in good standing or equivalent qualifications as determined by the ministry.

Referees must have direct knowledge of the applicant's fieldwork experience as a result of having:

- supervised the applicant's archaeological fieldwork for a minimum of one year, or
- acted as the advisor or supervisor of an applicant's thesis or research project.

For an avocational licence application, the referee may hold an applied research licence, instead of a professional licence, and may provide a supporting reference of the applicant's interest and experience within archaeology.

In determining the quality of a reference, the ministry considers all relevant factors, including:

- whether the referee holds an archaeological licence issued in Ontario and their compliance with the terms and conditions of their licence; and
- whether the referee is a current or previous employer of the applicant

If your reference is not licensed in Ontario, they must submit a copy of their Curriculum Vitae with their reference form to the ministry, as well as proof of membership in an archaeological organization with a code of ethics or code of conduct.

The reference form for your referee can be found in PastPort's Resource Centre.

3.7 Labour mobility

If you are applying for a licence and hold a licence to conduct archaeological fieldwork in another Canadian jurisdiction, you may meet the qualifications to apply for an archaeological licence in Ontario under Section 48 (8.2) of the Act. As a result, certain requirements for a licence may not apply to you ([O Reg. 8/06](#) (3.1)).

The Minister may issue a licence to an applicant, who is able to prove to the satisfaction of the Minister, that:

- they hold an authorizing certificate in good standing granted by an out-of-province regulatory authority;
- the authorizing certificate permits the applicant to carry out, in a province or territory of Canada, the same type of archaeological fieldwork as that permitted by the class of licence being applied for;

- the past conduct of the applicant affords reasonable grounds for the belief that the archaeological fieldwork will be carried out in accordance with this Part and the regulations;
- the activities proposed by the applicant are consistent with the conservation, protection and preservation of the heritage of Ontario.

If you think this might apply to you, please contact the ministry at archaeology@ontario.ca for more information.

4 New licence application

You will be applying for a new licence if:

- you have never held a licence;
- you are applying for a licence of a different class than the one you currently hold or recently held;
- your previous licence expired or was cancelled at your request more than five years ago; or,
- your licence was revoked or refused renewal.

If you previously held a licence, you must disclose your previous licence number when applying for a new licence. All your licensing obligations from your previous licence must be fulfilled before a new application will be considered.

4.1 Where to find the application

All licence applications are found and completed in PastPort.

4.2 How to prepare the application package

Before applying for a licence, be sure to have the following documents ready (as applicable):

- copy of your degree and transcript;
- confirmation from your referees that your reference forms will be sent to the ministry;
- proof of membership in an archaeological organization; and,
- samples of your written proficiency.

Instructions on how to fill out the application are provided in PastPort.

You are responsible for:

- ensuring that all required portions of the form have been completed;
- ensuring that the information on the application is accurate and truthful; and,
- ensuring that your supporting reference(s), and, for avocational applicants your mentor agreement, are submitted to the ministry.

If your application is not complete, the ministry may return your application to “Draft” status in PastPort and you will be able to resubmit it once it is complete.

4.3 Changing to a different class of licence

You may only hold one class of licence at any one time. If you meet the qualifications of a different class of licence, you can upgrade your licence. You are responsible for completing an upgrade application in PastPort and providing all items listed in [Section 4.2](#) above.

When you submit your application for a different class of licence, you must also submit a request for cancellation of the licence that you currently hold ([Section 8](#)). Your current licence will only be cancelled if you are issued a new upgraded licence.

4.4 Processing of licence applications

When you submit your licence application in PastPort, you will receive an email from PastPort@ontario.ca confirming it has been received and whether or not we have received your supporting reference(s) and, for avocational applicants, your mentor agreement.

Once we have received the supporting reference(s) and mentor agreement (as applicable) for your application, the ministry will screen your application for completeness. The ministry will confirm whether or not your archaeological licence application package is complete within 10 business days of submission. Once the application is complete, it will be reviewed for licence eligibility.

4.5 Licensing decisions by the ministry

Once the ministry has come to a decision on whether or not to issue a licence, the decision will be communicated to you via email from PastPort@ontario.ca.

Under section 48 of the Act, the Minister may issue a licence if the applicant has demonstrated that:

- the applicant is competent to conduct archaeological fieldwork in a responsible manner in accordance with this Act and the regulations;
- the past conduct of the applicant does not afford reasonable grounds for the belief that the archaeological fieldwork will not be carried out in accordance with this Part and the regulations;
- the activities proposed by the applicant are consistent with the conservation, protection and preservation of the heritage of Ontario; and
- the applicant is in compliance with such eligibility criteria and other requirements for the issuance of a licence of that class as may be prescribed by the regulations.

The minister's responsibility for the issuing of licences may be delegated to the Deputy Minister or Assistant Deputy Minister of the Culture Division.

If it has been determined that you are eligible to be issued a licence, you will be notified by e-mail. Once you acknowledge that you have read and understand the terms and conditions, your licence is formally issued. You will then be able to print off your licence certificate, licensing card and begin using your licence.

If you do not acknowledge the terms and conditions of the licence, your licence will not be issued.

If the ministry proposes to refuse to issue you a licence, you will be served written notice of this proposal together with the reasons for it. You may re-apply if you are able to demonstrate, to the satisfaction of the minister, that you meet the requirements for the class of licence that you are applying for, or you may request a hearing of the matter by the Conservation Review Board ([Section 6.5](#)).

An application may be denied if:

- the licence application package submitted to the ministry is incomplete;
- the applicant does not meet the eligibility requirements for the class of licence for which they are applying ([Section 3](#));
- the applicant does not have the necessary practical archaeological field experience required for the class of licence for which they are applying ([Section 3](#));
- any information provided in the application is inaccurate;
- the applicant has knowingly made a false or misleading statement or representation in the application; or,

- the applicant is not competent to conduct archaeological fieldwork in a responsible manner and according to ministry requirements.

For additional information, please see Section 48(8) of the Act.

5 Licence renewal

You must renew your licence at the end of the licence term in order to continue to carry out fieldwork in Ontario. Each licence issued by the ministry has an expiry date which appears on both the licence certificate and licensing card. Licensees must remain aware of their licence expiry date.

If you submit a complete application for the renewal of your licence before the end of the term of the licence, your licence will be deemed to continue until the renewal is granted or until a final decision is made to refuse to renew your licence.

You are able to track your licence expiry date and submit your renewal application to the ministry through your licence account in PastPort. The ministry will also send reminder emails to you when your licence expiration date is approaching with instructions on how to apply for renewal.

5.1 When to renew a licence

You are eligible to submit your application for renewal from 90 days before your licence expires. It is helpful to submit your application as soon as possible to ensure sufficient time to process your application.

If you have not submitted a complete application for licence renewal before your licence expires, you will no longer be legally allowed to carry out any archaeological fieldwork in Ontario, until the licence is renewed.

5.2 Deemed to continue

If you submitted a complete application for renewal before your licence expired, your licence is considered deemed to continue under section 50 (2)(a) of the Act. You may continue carrying out fieldwork and beginning new projects until a decision on your licence renewal has been made.

5.3 Licence renewal process

You submit your renewal application in PastPort. A renewal application is considered to be complete when:

- you have submitted a renewal application in PastPort
- all outstanding reporting obligations have been met;
- any other identified outstanding licence obligations have been met;
- when applicable, proof of current membership in an archaeological organization has been demonstrated; and,
- any concerns with the licensee's compliance with ministry requirements have been addressed to the satisfaction of the ministry ([Section 6](#)).

To submit your proof of membership in an archaeological organization, you may attach it to the renewal application in PastPort or email an image or scan of your membership card or your member page at the organization's website to archaeology@ontario.ca. The expiry date of your subscription should be visible.

The ministry must receive all outstanding reports, revised reports and site forms associated with a licence before that licence can be renewed. Any outstanding site forms must be submitted as part of a complete project report package when the report documenting that site is filed with the ministry. Please see the [Project Information Form](#) bulletin and [Archaeological Reporting Procedures](#) bulletin for more information on due dates and the submission of project report packages.

If your renewal application is complete, a licence review will be conducted. Any additional information or a meeting with you may be requested by the ministry to discuss your renewal application. For more information on licence reviews, see [Section 6.2](#).

In order to avoid delays in receiving information about your licence renewal, you must ensure that your e-mail and mailing addresses on file with the ministry are up to date. You can update this within your profile in PastPort.

For more information on licence renewals, please see the [Licence Renewal Fact Sheet](#). You can find this in PastPort's Resource Centre.

6 Licence compliance

In order to be allowed to carry out fieldwork you must maintain the good standing of your licence by complying with the terms and conditions of your licence. This includes meeting any applicable ministry requirements for fieldwork and reporting.

Failure to comply with the terms and conditions of a licence may result in the ministry taking compliance action against the licensee. These actions may involve the suspension of, revocation of or refusal to renew the licence. The ministry will monitor your compliance in order to ensure that only those licensees that are competent to carry out archaeological fieldwork in a responsible manner remain licensed by the ministry.

6.1 Licence compliance monitoring

The ministry monitors licensees' compliance with the terms and conditions of their licence in several ways including:

- tracking deadlines for the submission of archaeological reports and site forms;
- reviewing archaeological reports; and,
- inspecting fieldwork.

6.2 Licence reviews

Standardized licence reviews are conducted as part of the renewals process and for new applications by those who have previously held a licence. The licence review considers each individual's performance against their licensing terms and conditions in order to gauge the appropriate degree of licensing oversight in the subsequent licensing term.

At a minimum, the licence review considers:

- number of incomplete reports;
- number of non-compliant reports;
- the frequency and severity of violations of fieldwork and reporting standards identified during report review; and,
- the result of any inspections of fieldwork.

The findings of licence reviews are used to inform a decision on whether or not to renew, suspend, or revoke a licence. The ministry may request a meeting with a licensee to discuss the findings before a renewal decision is made.

Once a decision is made to proceed with the renewal, the ministry refers to the licence review results when determining the length of the upcoming licence term.

Licenses who have worked with a mentor over the past licence term must also submit a completed End of Year Evaluation form signed by their mentor in order for their licence to be renewed. This information will be considered during the licence compliance evaluation.

If the ministry decides to refuse to renew a licence the ministry will notify the licensee in writing.

6.2.1 Report submission tracking

Licenses are required to file a complete project report package with the ministry by the report filing deadline, for every Project Information Form (PIF) tracking number that has been assigned to them, in order to meet their obligations under the terms and conditions. A complete project report package includes a completed site form for any archaeological sites associated with the project.

The ministry tracks the number of reports and revised reports that are not filed before the assigned deadline. This information is taken into account when the ministry carries out licence compliance evaluations.

Please see the administrative bulletins on [Project Information Forms](#) and [Archaeological Reports](#) for more information on:

- project information forms;
- project report packages;
- report filing deadlines;
- revised reports; and,
- requests for report deadline extensions.

6.2.2 Report review

The ministry reviews archaeological reports to ensure that licenses comply with the ministry's requirements for archaeological fieldwork and reporting as prescribed by the terms and conditions.

The ministry tracks the number and type of incidents of non-compliance respecting fieldwork and reporting recorded for each licensee during report review. This information is taken into account when the ministry carries out licence compliance evaluations.

Please see the [Archaeological Reports](#) bulletin for more information on:

- report review;
- requests for revised reports; and,
- terminated reviews.

6.2.3 Inspections

From time to time, the ministry may carry out inspections under Section 51.2 of the Act to ensure that a licensee is in compliance with the Act and its regulations and remains entitled to a licence under the Act. Inspections may be random, targeted or complaint-based.

Inspections are carried out by an inspection team which includes an inspector appointed under Section 51.1 of the Act and ministry staff who hold expert and professional knowledge of archaeological fieldwork methods and ministry requirements for fieldwork and reporting. The inspection team will visit the location of an archaeological project to document a licensee's practical compliance with ministry fieldwork requirements, including the ministry's standards and guidelines, if applicable. The inspection team may visit:

- an archaeological site, or any other land, on which a licensee is carrying out archaeological fieldwork or has carried out fieldwork in the last year;
- a laboratory at which artifacts and other materials found on an archaeological site are being analysed;
- a building or structure in which the licensee stores artifacts and other materials found at an archaeological site;
- a licensee's business premises.

You are required to provide any assistance and produce any artifacts, documents or materials requested by the inspector. No person shall knowingly furnish an inspector with false information or neglect or refuse to furnish information to an inspector. Failure to comply is an offence under the Act punishable on conviction by fine or imprisonment, or both. Once the inspection is complete, the inspector will prepare a report and provide you and the ministry a copy. If an inspector believes that you have failed to comply with the terms and conditions of your licence and its fieldwork requirements, the Act or the regulations, this will be documented in the report. The ministry will review the inspector's report in order to determine whether or not the licensee is complying with the Act, the regulation and the terms and conditions of their licence and remains entitled to a licence.

If it is determined that you are not competent to carry out archaeological fieldwork, licence compliance actions will be taken ([Section 6.3](#)).

For more information on inspections, please see our [Inspections Fact Sheet](#).

6.3 Licence compliance actions

The Ontario Heritage Act provides for three courses of action to address a licensee's failure to comply with the terms and condition of a licence:

- license suspension;
- license revocation; and,

- refusal to renew the licence.

The ministry's choice of licence compliance action will depend on the nature of a licensee's contravention. For example, incompetent or destructive fieldwork that has resulted in irreversible damages to archaeological sites is considered the most severe type of contravention. Severe contraventions may result in the immediate suspension or revocation of a licence. In the most serious situations, failure to comply may result in a charge being laid against the licensee under Section 69 of the Act. Repeated less severe contraventions may result in the ministry's refusal to renew the licence at the end of the licence term.

6.4 Notification of suspension, revocation or refusal to renew

Should the ministry decide to propose to suspend, revoke or refuse to renew a licence; the ministry will notify the licensee of its intention to do so in writing. The written notification will include the rationale behind the decision and indicate a date by which a response is required or the ministry may carry out the proposed action. The notice will inform the licensee that they are entitled to request a Conservation Review Board hearing. Should the licensee choose to request a hearing, the licence will be deemed to continue until the Minister makes a decision.

The ministry may suspend, revoke or refuse to renew a licence without a hearing if the ministry believes it is necessary to do so for the immediate protection and preservation of a property or an artifact or if the licensee, through the fieldwork that they carry out, is deemed to be an immediate threat to the public's interest.

6.4.1 Licence suspensions

When your licence is suspended, you are not permitted to carry out any archaeological fieldwork, whether a project has begun or not. You are still able to submit any outstanding licensing obligations through PastPort.

If your licence has been suspended, the written notification from the ministry will indicate the length of the suspension. Following completion of the suspension, and before your licence is reinstated, you will be required to meet with the ministry to discuss any licensing compliance monitoring so the ministry can be confident in your competency to continue as a licensee.

You will still receive a licence review at the end of your licence term and your licence may not be renewed.

6.4.2 Licence revocation

If your licence has been revoked, you are not permitted to carry out any archaeological fieldwork, whether a project has begun or not. You are still able to submit any outstanding licensing obligations through PastPort.

The revocation is immediate and your licence will not be reinstated. The notification will provide details to you on how to apply for a new licence. However, before any new licence is issued to you, you will be required to meet with the ministry to discuss any licensing compliance monitoring so the ministry can be confident in your competency to continue as a licensee.

6.4.3 Refusal to renew

If your licence has been refused for renewal, you are not permitted to carry out any archaeological fieldwork on any new fieldwork projects. You are still able to complete fieldwork on any outstanding PIFs and submit any outstanding licensing obligations through PastPort.

The notification on the ministry's decision not to renew your licence will provide details on the decision, and any considerations the ministry may provide on how you can apply for a new licence.

6.4.4 Re-applying for a new licence after revocation or refusal to renew

The ministry may provide suggestions for gaining new fieldwork experience or educational credentials to demonstrate your level of competency in archaeology.

If the ministry has provided you with details on how to reapply for a licence, you must also ensure you have met any outstanding obligations under your previous licence. This can include:

- overdue reports and site forms;
- overdue report revisions; and,
- incomplete reports.

6.5 Hearings before the Conservation Review Board

6.5.1 How to arrange a hearing

In order to arrange a hearing by the Conservation Review Board, the licensee must respond to the notice with a written request for a hearing within 15 days of the notice being served. If a licensee requests a hearing within that time their licence will remain valid until the conclusion of the hearing and a final decision about the licence is made by the minister.

6.5.2 Final decision by the minister

If a hearing is held, the Conservation Review Board will prepare a report that outlines its findings within 30 days of the conclusion of the hearing. The report will be delivered to both the minister and all parties involved in the hearing. Once the report is delivered to the minister, the minister will consider the report's findings and recommendations.

The minister will then make a final decision concerning the licence. The decision may or may not follow the recommendations made by the board. The minister's decision is final and the licensee is not entitled to further hearings before the Board.

6.5.3 How to withdraw a request for a hearing

A licensee who has requested a hearing may withdraw the request at any time before the conclusion of the hearing by sending a notice to the ministry and the Conservation Review Board documenting their intention to withdraw the request. The licensee may do so even if the hearing is in progress. If the hearing is in progress it will be discontinued.

For all details about the Conservation Review Board's processes, please visit the Environmental and Land Tribunals Ontario [website](#).

7 Transferring fieldwork and reporting responsibilities to another licensee

Licensees are fully responsible for all projects for which a Project Information Form (PIF) has been submitted under their licence. However, there may be situations where fieldwork and reporting responsibilities for a project need to be transferred to another licensee. This may occur, for example, if the original licensee:

- has died;
- is experiencing health issues that prevent them from continuing to practice archaeology;
- is taking a leave from archaeology in Ontario; or
- is leaving an archaeological consulting company.

The ministry may accept the transfer of responsibilities under a licence to another licensee in certain situations as set out below. Regardless of any arrangements the licensee has made with a third party, the ministry views the original licensee as fully responsible for any fieldwork already carried out under their licence.

7.1 When to transfer responsibility

Fieldwork and reporting responsibilities may be transferred to another licensee at various points during a project. The process for each is set out below.

7.1.1 Transferring the responsibility for projects where fieldwork has not started

If a PIF has been submitted to the ministry but work has not yet begun you must cancel the PIF by sending a cancellation request to archaeology@ontario.ca. A PIF number may be cancelled only when no archaeological fieldwork has been carried out under that PIF number, or it was requested or issued in error.

A new licensee taking over the project must then submit a new a PIF for the project under their own licence when work on the project is about to begin. For more information on how to cancel a PIF please see the bulletin [Project Information Forms](#).

7.1.2 Transferring the responsibility for projects where fieldwork is complete

In cases where a licensee has completed fieldwork on a project and would like to have another licensee prepare the report for the project and file it with the ministry, the new licensee must submit a new backdated PIF to the original start date under their licence for the same project. The original licensee must be listed as a field director in the new PIF.

The new licensee must then file a report on the original licensee's fieldwork. A statement must be made in the introduction of the report indicating that fieldwork was completed by the original licensee and that the report was prepared by the new licensee. The new

licensee's name must also appear in the project personnel list as the person who prepared the report. The original licensee remains responsible for the fieldwork carried out under their licence and will be listed as field director in the report. The ministry may contact the original licensee for any additional information on the fieldwork conducted during the review process.

7.1.3 Revisions to reports that have been filed

Once a report has been filed with the ministry, the responsibility for any possible revisions can no longer be transferred.

The original licensee must submit the revised report in PastPort. The original licensee remains responsible for the reporting and fieldwork carried out under their licence.

7.2 How to arrange the transfer of responsibility for a project

Once you have identified the project(s) that you would like to transfer to another licensee, you are responsible for negotiating the transfer with the licensee who will be taking over. This will involve identifying all outstanding fieldwork and reporting required, completing the project and fulfilling the licensing obligations.

The licensee taking over the project(s) must also ensure that they are equipped to complete the project by arranging to have all report drafts, field notes, measurements, drawings, photographs and maps needed to complete the outstanding work transferred to them. In addition, the new licensee must ensure that they are aware of all recommendations regarding the project. The new licensee should arrange to have copies of all correspondence about the project that the original licensee has had with the ministry provided to them.

The licensee taking over the project(s) must be made aware of the due date(s) for each of the outstanding reports under the original licensee's licence. These due dates will remain in effect unless the new licensee requests due date extensions.

Once both parties have agreed to the transfer, please contact the ministry at archaeology@ontario.ca for advice and to ensure that you have identified all your obligations.

The transfer is only considered complete when the new licensee submits all new PIFs in PastPort, and new numbers are issued. When the new PIF number is issued, the original PIF number is cancelled and the transfer is considered complete.

7.2.1 Assuming responsibility for deceased or incapacitated licensees

There may be situations where fieldwork and/or reporting responsibilities for a project need to be transferred from one licensee to another but the licensee originally responsible for the project is incapable of arranging for the transfer of responsibility because they:

- have died; or,
- are experiencing health issues that prevent them from doing so.

Where the original licensee is not capable of arranging for the transfer of responsibility, a licensee who wishes to assume responsibility for the project may send an email to the ministry at archaeology@ontario.ca stating that they will complete the fieldwork and/or reporting for the project.

The email must list the relevant PIF numbers for each project the new licensee is assuming responsibility for. The licensee must ensure that they are aware of all recommendations for the project. The email must be included as an attachment to any PIF(s) the new licensee submits in order to complete the project(s).

The ministry will accept the assumption of responsibility by a new licensee only if the new licensee has demonstrated, to the satisfaction of the ministry, that they have enough information to complete the project.

7.3 Unfinished fieldwork

There may be situations where a project was begun by a licensee and needs to be completed, but the licensee who began the work is unable or unwilling to finish it and has not arranged for a transfer of their outstanding fieldwork and reporting obligations to another licensee. Or no other licensee is willing to assume responsibility for it.

This may be of special concern in regard to archaeological assessment projects carried out by consultant archaeologists in advance of land development where the proponent needs to have the assessment completed to gain approval for their development project. If the consultant archaeologist has begun an archaeological assessment, but will not be completing it and has not arranged for the transfer of fieldwork and reporting responsibilities to another licensee, then the fieldwork and reporting may be re-done by a new licensee. This may mean that the development proponent must hire a new archaeological consultant to re-do the assessment. The new licensee must submit a new PIF for the project under their own licence.

The ministry will not accept reports filed with the ministry by unlicensed individuals in lieu of submission by the licensee responsible for the work.

8 Cancelling a licence

You may cancel your licence at any time by submitting a request to the ministry at archaeology@ontario.ca. If the request to cancel your licence is granted, you are still responsible to fulfill all outstanding reporting obligations under your cancelled licence in order to be eligible to apply for a new licence to once again be able to carry out fieldwork in Ontario.

You are only permitted to hold one class of licence at a time. If you are applying to upgrade your licence to a different class, you will also be authorizing the ministry to cancel any previous licence once a new one is issued to you. The ministry will do this automatically if you are issued another licence. (Note: you may hold a terrestrial and a marine licence at the same time).

The ministry will also cancel an effective licence if the licensee has died.

9 Transferring artifacts and records of archaeological fieldwork

Under the terms and conditions of your licence, you are responsible for the safekeeping of all artifacts and records of archaeological fieldwork carried out under your licence. Over a career, you may accumulate a large collection of artifacts and records. It is crucial to have a plan for all of these archaeological materials in case you are no longer able to manage them, such as in the case of your retirement or death. Collections can include all classes of artifacts, and associated documentation such as field notes, drawings, photographs and digital information.

Guidance for the care of collections is available from the Canadian Conservation Institute or Sustainable Archaeology. The ministry can also provide technical advice to licensees and stakeholders.

Licensees can do two things with collections resulting from licensed fieldwork:

- continue to store collections as per the licence terms and conditions; and/or,
- deposit the collection permanently with a public institution or a relevant community repository approved by the ministry.

Licensees may also be approached by researchers or other institutions requesting access to or loans of collections. For further information on managing these requests please contact the ministry.

9.1 Depositing a collection

You may arrange to deposit artifacts and records you hold with a public institution. Under Section 66 of the Act, the ministry may direct that any artifact you have obtained under your licence be deposited in a public institution as the Minister may determine to be held in trust for the people of Ontario.

In order to arrange a deposit, you must submit a *Licensee Request for Minister's Direction to Deposit an Archaeological Collection* to the ministry at archaeology@ontario.ca. For more information about depositing collections please see the *Archaeological Collections Deposit Fact Sheet* and request form in PastPort's Resource Centre.

Contact us: If you have any questions or concerns about the information contained in this bulletin, contact ministry staff at archaeology@ontario.ca.

10 Glossary

archaeological assessment

For a defined project area or property, a survey undertaken by a licensed archaeologist within those areas determined to have archaeological potential in order to identify archaeological sites, followed by evaluation of their cultural heritage value or interest, and determination of their characteristics. Based on this information, recommendations are made regarding the need for mitigation of impacts and the appropriate means for mitigating those impacts.

archaeological project

Any aspect of the archaeological assessment (Stages 1-4), including background study, property survey, archaeological site assessment, mitigation and reporting.

archaeological fieldwork

Any activity carried out on, above or under land or water for the purpose of obtaining and documenting data, recovering artifacts and remains or altering an archaeological site and includes monitoring, assessing, exploring, surveying, recovering and excavating ([O Reg. 170/04](#)).

archaeological site

Any property that contains an artifact or any other physical evidence of past human use or activity that is of cultural heritage value or interest ([O Reg. 170/04](#)).

artifact

Any object, material or substance that is made, modified, used, deposited or affected by human action and is of cultural heritage value or interest ([O Reg. 170/04](#)).

consultant archaeologist

Defined in Ontario regulation 8/06 as “an archaeologist who enters into an agreement with a client to carry out or supervise archaeological fieldwork on behalf of the client, produce reports for or on behalf of the client and provide technical advice to the client”. In Ontario, these people also are required to hold a valid professional archaeological licence issued by the Ministry of Tourism, Culture and Sport.

field crew

Individuals who carry out archaeological fieldwork under the supervision of a licensed archaeologist who holds a professional or applied research licence.

field director

An archaeologist who supervises archaeological fieldwork, and makes day-to-day decisions relating to archaeological fieldwork, under the supervision of a person holding a professional licence ([O Reg. 8/06](#)).

marine archaeological site

Is an archeological site that is fully or partially submerged or that lies below or partially below the high-water mark of any body of water ([O Reg. 170/04](#)).

mentor

An individual who enters into an agreement with an avocational licence applicant to provide guidance and supervision during the initial term of the licence based on the needs of the applicant.

monitor

Observing the ongoing or changing conditions of an archaeological site.

Project Information Form (PIF)

The form archaeological licence-holders must submit to the Ministry of Tourism, Culture and Sport upon deciding to carry out fieldwork.

Recover

To remove artifacts and information from an archaeological site.

Referee

An individual who provides a written reference for an archaeological licence applicant to the ministry.