

Purpose

The **purpose of this checklist** is to help proponents determine:

- if a property or project area may contain marine archaeological resources or have marine archaeological potential

A marine archaeological site is fully or partially submerged, or lies below or partially below the high-water mark of any body of water.

The property or project area includes all submerged areas that may be impacted by project activities, including, but not limited to:

- the main project area
- temporary storage and stockpiling locations
- staging and work areas, such as docking platforms and dredging locations
- temporary features such as access routes, anchors, moorings and cofferdams.

Please refer to the **instructions** on pages 4 through 9 when completing this checklist

Processes covered

- *Planning Act*
- *Environmental Assessment Act*
- *Aggregate Resources Act*
- *Ontario Heritage Act*
 - Standards & Guidelines for Conservation of Provincial Heritage Properties
- *Canadian Environmental Assessment Act*
- *Canada Shipping Act*

Marine archaeological assessment

The assessment will help you:

- identify, evaluate and protect marine archaeological resources on your property or project area
- reduce potential delays and risks to your project

If you are not sure how to answer one or more of the questions on the checklist, you may want to hire a licensed marine archaeologist (defined on page 5) to undertake a marine archaeological assessment.

Note: Under Part VI of the *Ontario Heritage Act*, all marine archaeological assessments **must** be done by a licensed marine archaeologist. Only a licensed marine archaeologist can assess – or alter – a marine archaeological site.

Have you found a site?

If you find something you think may be of marine archaeological value during project work, you **must** – by law – stop all activities immediately and contact a licensed marine archaeologist. The marine archaeologist will carry out the fieldwork in compliance with the *Ontario Heritage Act*.

Have you found human remains?

If you find remains (e.g., bones) that could be of human origin, you **must** – by law - immediately notify the appropriate authorities (police, coroner's office, or Registrar of Cemeteries) and comply with the *Funeral, Burial and Cremation Services Act*.

Other Checklists

Please use a separate checklist for your project if:

- your Parent Class EA document has approved screening criteria
- your ministry's or prescribed public body's approved Identification and Evaluation Process includes approved screening criteria

Project or Property Name

Project or Property Location (upper and lower or single tier municipality)

Proponent Name

Proponent Contact Information

Telephone Number

Fax Number

Email Address

Screening Questions

1. Is there a government-authorized, pre-approved screening checklist, methodology or process in place?

Yes No

If **Yes**, please follow the pre-approved screening checklist, methodology or process. Do not complete the rest of this checklist.

If **No**, continue to Question 2.

2. Has a marine archaeological assessment been prepared for the property or project area and been entered by MTCS into the Ontario Public Register of Archaeological Reports?

Yes No

If **Yes**, do **not** complete the rest of the checklist. You are expected to follow the recommendations in the marine archaeological assessment report(s).

The proponent and/or approval authority will:

- summarize the previous marine archaeological assessment
- follow any recommendations for further marine archaeological assessment work, as applicable
- add this checklist to the project file, with the appropriate documents that demonstrate a marine archaeological assessment was undertaken (e.g. MTCS letter that states that the report has been entered into the Ontario Public Register of Archaeological Reports)

The summary and appropriate documentation may be:

- submitted as part of a report requirement, e.g. environmental assessment document
- maintained by the proponent or approval authority

If **No**, continue to Question 3.

3. Are there known marine or land-based archaeological sites on or within 500 metres of the property or project area?

Yes No

4. Is there Aboriginal or local knowledge of marine or land-based archaeological sites on or within 500 metres of the property or project area?

Yes No

5. Is there Aboriginal knowledge or historically documented evidence of past Aboriginal use on or within 500 metres of the property or project area?

Yes No

6. Is there a known burial site or cemetery on the property or adjacent to the property or project area?

Yes No

7. Has the property or project area been recognized for its cultural heritage value?

Yes No

If **Yes** to any of questions 3 to 7, do **not** complete the checklist. Your property or project area could contain marine archaeological resources: please hire a licensed marine archaeologist to conduct a marine archaeological assessment.

If **No**, continue to Question 8.

8. Has the entire property or project area been subjected to recent, extensive and intensive disturbance?

Yes No

If **Yes**, do **not** complete the checklist. Instead, please keep and maintain a summary of documentation that provides evidence of the recent disturbance. A marine archaeological assessment is not required.

If **No**, continue to Question 9.

9. Are there two or more reported or registered ship wreck sites or reports of lost ships within a five kilometre radius of the property or project area?

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, continue to Question 10.

10. Is the property or project area within one kilometre of an active or historic harbour, seaplane or floatplane base, tunnel, ferry route, marine terminal, or winter road?

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, continue to Question 11.

11. Where the project impacts fourth order or higher watercourses, are there existing narrows, rapids, waterfalls or does the watercourse enter or leave a body of water within 300 metres of the property or project area?

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, continue to Question 12.

12. Are there potential built heritage or cultural heritage landscape resources that may be of cultural heritage value or interest adjacent to the watercourse or water body?

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, continue to Question 13.

13. Are there inundated beaches, bluffs, lakeshores, streams or river banks within 300 metres of the property or project area?

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, continue to Question 14.

14. Are there inundated beaches, lakeshores or river/creek banks beyond 300 metres and at greater depth than the project area with evidence of two or more of the following in the project area?

- elevated bathymetric features such as drumlins, eskers, kames, ridges, etc.
- pockets of sandy lakebed
- distinctive bathymetric formations such as escarpments, shoals, promontories, reefs, etc.
- inundated resource extraction areas (quarry, fishery)
- inundated historical settlement including built heritage resources or cultural heritage landscapes
- inundated historical transportation routes

Yes No

If **Yes**, a marine archaeological assessment is required.

If **No**, there is low potential for marine archaeological resources at the property (or project area).

The proponent, property owner and/or approval authority will:

- summarize the conclusion
- add this checklist with the appropriate documentation to the project report or file

The summary and appropriate documentation may be:

- submitted as part of a report requirement, e.g. under the *Environmental Assessment Act*, *Planning Act* processes
- maintained and retained by the property owner, proponent or approval authority

Instructions

Please have the following available, when requesting information related to the screening questions:

- a clear map or chart showing the location and boundary of the property or project area
 - large scale and small scale maps/charts showing nearby islands or township names for context
- the municipal addresses of all properties or water lots within or adjacent to the project area, if any
- the lot, concession, parcel number or mining claims of any properties within the project area

In this context, the following definitions apply:

- **licensed marine archaeologist** means an archaeologist who has a valid marine archaeology licence issued by the Ministry of Tourism, Culture and Sport to practice in Ontario. As a consultant, a licensed marine archaeologist enters into an agreement with a client to carry out or supervise marine archaeological work on behalf of the client, produce reports for or on behalf of the client and provide technical advice to the client.
- **proponent** means a person, agency, group or organization that carries out or proposes to carry out an undertaking or is the owner or person having charge, management or control of an undertaking.

1. Is there a pre-approved screening checklist, methodology or process in place?

An existing checklist, methodology or process may be already in place to identify marine archaeological potential, including:

- one prepared and adopted by the municipality, such as an archaeological management plan
- an environmental assessment process, such as a screening checklist for municipal bridges
- projects being reviewed under the Canadian *Environmental Assessment Act*.
- one that is approved by the Ministry of Tourism, Culture and Sport under the Ontario government's [Standards & Guidelines for Conservation of Provincial Heritage Properties](#) [s. B.2.]

2. Has a marine archaeological assessment been prepared for the property or project area and been entered into the Ontario Public register of Archaeological Reports?

Respond 'yes' to this question, if all of the following are true:

- a marine archaeological assessment report has been prepared and complies with MTCS requirements
 - a letter has been sent by MTCS to the licensed marine archaeologist confirming that MTCS has entered the report into the Ontario Public Register of Archaeological Reports (Register)
- the report contains a recommendation stating that there are no further concerns regarding impacts to marine archaeological sites

If a marine archaeological assessment report has been completed and deemed compliant by MTCS, and the report contains a recommendation that further marine archaeological assessment work be undertaken, this work will need to be completed.

For more information about previously conducted marine archaeological assessments, contact:

- approval authority (such as a municipality or conservation authority)
- proponent for whom the marine archaeological assessment was carried out
- consultant archaeologist qualified to hold a marine archaeology licence in Ontario
- Ministry of Tourism, Culture and Sport at archaeology@ontario.ca

3. Are there known marine or land-based archaeological sites on or within 500 metres of the property or project area?

MTCS maintains a database of marine and land-based archaeological sites reported to the ministry. Land-based archaeological sites may extend into adjacent waterbodies.

For more information, contact MTCS Archaeological Data Coordinator at archaeology@ontario.ca.

4. Is there Aboriginal or local knowledge of marine or land-based archaeological sites on or within 500 metres of the property or project area?

Check with:

- Aboriginal communities in your area
- local municipal staff

Aboriginal communities may have knowledge that can contribute to the identification of cultural heritage resources, and we suggest that any engagement with Aboriginal communities includes a discussion about known or potential cultural heritage resources that are of value to these communities. Aboriginal communities and local municipal staff may have information about marine archaeological sites that are not included in the MTCS database or reported to the ministry.

Other sources of local knowledge include the following:

- property owner
- [local heritage organizations and historical societies](#), [Association for Great Lakes Maritime History](#)
- local and provincial dive organizations ([Save Ontario Shipwrecks](#), [Ontario Underwater Council](#)), [Preserve Our Wrecks](#), Ontario Marine Heritage Committee)
- local dive shops
- local amateur divers and diving associations
- local museums
- [municipal heritage committees](#)
- published local histories

5. Is there Aboriginal knowledge or historically documented evidence of past Aboriginal use on or within 500 metres of the property or project area?

Check with:

- Aboriginal communities in your area
- local municipal staff

Other sources of local knowledge include the following:

- property owner
- [local heritage organizations and historical societies](#)
- local museums
- [municipal heritage committees](#)
- published local histories

6. Is there a known burial site or cemetery on the property or adjacent to the property or project area?

For more information on known cemeteries or burial sites contact the following:

- Cemeteries Regulation Unit, Ontario Ministry of Consumer Services – for [database of registered cemeteries](#)
- Ontario Genealogical Society (OGS) – [to locate records of Ontario cemeteries](#), both currently and no longer in existence; cairns, family plots and burial registers
- Canadian County Atlas Digital Project – to [locate early cemeteries](#)

In this context, 'adjacent' means 'contiguous', or as otherwise defined in a municipal official plan.

When wrecks are associated with a loss of life, the area in the vicinity of the wreck may be established as a cemetery.

7. Has the property or project area been recognized for its cultural heritage value?

There is a strong chance there may be marine archaeological resources on the property or project area if it has been listed, designated or otherwise identified as being of cultural heritage value by:

- Municipal government
- Ontario government
- Canadian government

This includes a property that is:

- designated under *Ontario Heritage Act* (the OHA), including:
 - individual designation (Part IV)
 - part of a heritage conservation district (Part V)
 - a land or marine archaeological site (Part VI)
- subject to:
 - an agreement, covenant or easement entered into under the OHA (Parts II or IV)
 - a notice of intention to designate (Part IV)
 - a heritage conservation district study area by-law (Part V) of the OHA
- included on:
 - a municipal register or inventory of heritage properties
 - Ontario government's list of provincial heritage properties
 - Federal government's list of federal heritage buildings
- part of a:
 - National Historic Site
 - UNESCO World Heritage Site
- designated under:
 - *Heritage Railway Station Protection Act*
 - *Heritage Lighthouse Protection Act*
- subject of a municipal, provincial or federal commemorative or interpretive plaque.

To determine if your property or project area is covered by any of the above, see:

- Part A of the MTCS [Criteria for Evaluating Potential for Built Heritage and Cultural Heritage Landscapes](#)

Part VI – Archaeological Sites

Includes three marine archaeological sites prescribed under Ontario Regulation 11/06 and five terrestrial archaeological sites designated by the Minister under Regulation 875 of the Revised Regulation of Ontario, 1990.

For more information, refer to [Regulation 875](#) and Ontario [Regulation 11/06](#).

8. Has the entire property or project area been subjected to recent, extensive and intensive disturbance?

Recent: after-1960

Extensive: over all or most of the area

Intensive: thorough or complete disturbance

Examples of ground disturbance include:

- quarrying
- dredging
- structural footprints and associated construction areas
 - where the structure has deep foundations or footings
- infrastructure development such as:
 - dams
 - pipelines, hydro lines or other utility trenches
 - causeways
 - bridges

Note: this applies only to the excavated part of the right-of-way or corridor as the remainder may not be impacted

A ground disturbance does not include:

- aqua-cultural activities, such as a fish farm
- areas of traditional or commercial harvesting of fish, shellfish or water-based vegetation
- traditional agricultural areas that have been inundated

Property (Project Area) Inspection

Some documentation may provide evidence of prior disturbance, such as:

- photographs
- maps
- detailed descriptions and blueprints of prior projects

If complete disturbance isn't clear from documents available, an archaeologist licensed for marine archaeology can be hired to undertake an underwater and/or remote-sensing inspection of the study area to determine whether there is any remaining marine archaeological potential.

9. Are there two or more reported or registered ship wreck sites or reports of lost ships within a five kilometre radius of the property or project area?

The presence of two or more ship wreck sites or reports of lost ships in the vicinity may indicate increased marine archaeological potential for additional marine wrecks.

10. Is the property or project area within one kilometre of an active or historic harbour, seaplane or floatplane base, tunnel, ferry route, marine terminal, or winter road?

Focussed areas of marine activity on- and off-shore are indicators for potential marine archaeology due to:

- deliberate structures built in or on the water, such as:
 - mooring and anchoring structures
 - weirs, piers, docks, cribwork
 - groynes, breakwaters, artificial reefs
 - vessels scuttled for utilitarian or other purposes
 - infrastructure related to the construction or operation of a facility like marine railways
- incidental features, such as:
 - beached or sunken vessels or aircraft
 - dropped objects

As a result, there is potential for marine archaeological features or artifacts.

11. Where the project impacts fourth order or higher watercourses, are there existing narrows, rapids, waterfalls or does the watercourse enter or leave a body of water within 300 metres of the property or project area?

Fourth order and higher watercourses (on the Strahler scale) have potential association with human activity around narrows, rapids, waterfalls and proximity to waterbodies such as lakes due to:

- fish harvesting and related dams or weirs
- portage locations for navigable waterways
- early historical fording locations
- early historical water power sources for mills

These activities may result in marine archaeological features or artifacts.

12. Are there potential built heritage or cultural heritage landscape resources that may be of cultural heritage value or interest adjacent to the watercourse or water body?

Euro-Canadian settlement immediately adjacent to water bodies or watercourses may be focussed on the water for specific industrial, commercial or residential uses resulting in marine archaeological features or artifacts. For guidance, see the MTCS [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#)

13. Are there inundated beaches, bluffs, lakeshores, streams or river banks within 300 metres of the property or project area?

The margins of water bodies are associated with past human occupations and use of the land. About 80-90% of archaeological sites are found within 300 metres of water bodies.

- water body types:
 - primary - lakes, rivers, streams, creeks
 - secondary - springs, marshes, swamps and intermittent streams and creeks
- water bodies can include constructed water bodies or watercourses, such as:
 - temporary channels for surface drainage
 - rock chutes and spillways
- Accessible or inaccessible shorelines can also have archaeological potential, for example:
 - high bluffs or cliffs
 - sandbars

You can get information about inundated shoreline features through:

- a site visit
- aerial photographs
- bathymetric data
- geological and physiographic studies

14. Are there inundated beaches, lakeshores or river/creek banks beyond 300 metres and at greater depth than the project area with evidence of two or more of the following in the project area?

- elevated bathymetric features such as drumlins, eskers, kames, ridges, etc.
- pockets of sandy lakebed
- distinctive bathymetric formations such as escarpments, shoals, promontories, reefs, etc.
- inundated resource extraction areas (quarry, fishery)
- inundated historical settlement including built heritage resources or cultural heritage landscapes
- inundated historical transportation routes

Landforms associated with past human occupations that have later been inundated, as historically documented or demonstrated through water-level chronologies, retain their archaeological potential.

- **Elevated bathymetric features**

Higher ground and elevated positions, surrounded by low or level topography, often indicate past settlement and land use. Features such as eskers, drumlins, sizeable knolls, plateaus next to lowlands or other such features are a strong indication of archaeological potential.

Find out if your property or project area had elevated topography prior to inundation through:

- nautical charts
- bathymetric data

- **Pockets of sandy lakebed**

Areas of sandy soil, prior to being inundated, that would be well-drained and in areas characterized by heavy soil or rocky ground may indicate archaeological potential

Find out if your property or project area had sandy soil through:

- site visits
- lakebed studies and sediment borehole data

- **Distinctive bathymetric formations**

Distinctive land formations include – but are not limited to:

- waterfalls
- rock outcrops or faces
- caverns
- mounds

Prior to inundation such features were often important to past inhabitants as special or sacred places. The following sites may be present at – or close to – these formations:

- burials
- structures
- offerings
- rock paintings or carvings

Find out if your property or project area has a distinctive land formation through:

- site visits
- aerial photographs
- bathymetric data

- **Inundated resource extraction areas**

Prior to inundation, the following resources were collected in these extraction areas:

- food or medicinal plants e.g. migratory routes, spawning areas, prairie
- scarce raw materials e.g. quartz, copper, ochre or outcrops of chert
- resources associated with early historic industry e.g. fur trade, logging, prospecting, mining

Aboriginal communities may hold traditional knowledge about their past use or resources in the area.

- **Inundated early historic settlement**

Early Euro-Canadian settlements include – but are not limited to:

- early military or pioneer settlement, e.g. pioneer homesteads, isolated cabins, farmstead complexes
- early wharf or dock complexes
- pioneers churches and early cemeteries

- **Inundated early historic transportation routes** - such as trails, passes, roads, railways, portage routes, canals.

For more information, see:

- historical maps or atlases
 - for information on early settlement patterns such as trails (including Aboriginal trails), monuments, structures, fences, mills, historic roads, rail corridors, canals, etc.
 - [Archives of Ontario](#) holds a large collection of historical maps and atlases
 - digital versions of historical atlases are available on the [Canadian County Atlas Digital Project](#)
- commemorative markers or plaques such as those posted by local, [provincial](#) or [federal](#) agencies
- [municipal heritage committees](#) or [other local heritage organizations](#)
 - for information on early historic settlements or landscape features (e.g. fences, mill races)
 - for information on commemorative markers or plaques