

The collection of personal information is authorized under Paragraph 2 of the Terms and Conditions of an archaeological licence issued under Section VI of the *Ontario Heritage Act*, R.S.O. 1990, c.0.18, and the information is used to track archaeological fieldwork within Ontario. The collection, use and disclosure of personal information by the government of Ontario are governed by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter F.31, as amended. If you have any questions regarding the collection, please contact the Archaeology Licensing Officer, Suite 1700, 401 Bay St, Toronto, Ontario M7A 0A7 416-314-7148.

Required attachments

- A section of a topographic or development map clearly showing the geographic location of the project area.
- If archaeological fieldwork involves a site designated under section 52 of the *Ontario Heritage Act* and listed in regulations 875 or 880, attach the permit as required under the *Act*.

Licensee Information

Last Name	First Name	Middle Initial
Affiliation/Company		

Licensed Fieldwork Directors
 Licensee is also a field director on this project

1. Last Name, Initial	Licence No.	2. Last Name, Initial	Licence No.
3. Last Name, Initial	Licence No.	Mentor's Name	Licence No.

Project Information

Project Name		
Site Name	Borden Number	Reference Numbers (e.g. Municipal File No., MTC Project Review File No.)
Location Description/Address/Coordinates		
Lot No.	Upper Tier	Lower Tier
Concession No.	Historical County	Geographic Township
Client/Company Name		

Contact Last Name	Contact First Name	Contact Middle Initial
Contact Telephone No.	Contact Email Address	

Proposed Archaeological Project Activities

Consulting Projects	Non-consulting Projects	
<input type="checkbox"/> Stage 1 – Background Study / Optional Property Inspection <input type="checkbox"/> Stage 2 – Property Assessment <input type="checkbox"/> Stage 3 – Site Assessment <input type="checkbox"/> Stage 4 – Site Avoidance and Protection <input type="checkbox"/> Stage 4 – Site Excavation	<input type="checkbox"/> Site Condition Inspection <input type="checkbox"/> Pedestrian Survey <input type="checkbox"/> Test Unit Excavation <input type="checkbox"/> Site Excavation	<input type="checkbox"/> Test Pit Survey <input type="checkbox"/> Controlled Surface Pick-up
For Stage 3 or 4 projects, select one or both of the following <input type="checkbox"/> Aboriginal <input type="checkbox"/> Euro-Canadian	<input type="checkbox"/> Field School, Public Archaeology	
This is a <i>Green Energy Act</i> project <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown (If yes, enter the OPA registration (FIT) number above as a reference number)		Related PIF number(s)
This is a <i>Cemeteries Act</i> project <input type="checkbox"/> Yes <input type="checkbox"/> No		

Signature (Once the digital signature is applied, no further changes can be made.)

By signing this form, you are acknowledging that you are aware that all archaeological fieldwork related to the project must comply with the *Ontario Heritage Act*, its regulations, and any other applicable rules under the terms and conditions of your licence.

Date Submitted (yyyy/mm/dd)	Archaeological Project Start Date (yyyy/mm/dd)	Licence No.	Licensee Signature (required)
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Ministry of Tourism and Culture Confirmation (for Ministry use only)

PIF No.	Date Received (yyyy/mm/dd)	Date PIF No. Assigned (yyyy/mm/dd)
Processed by		Report Due Date (yyyy/mm/dd)

Email to: PIFs@Ontario.ca
Fax to: 416-314-7175
Attn: Archaeology Licensing Coordinator

Notes:

Project Information Form Instructions

PIFs and PIF numbers are used by the Ministry of Tourism and Culture for administrative purposes to track archaeological projects in Ontario and to establish the report due date for the project. The fact that the ministry processes a form and assigns a PIF number to the project does not signify that the ministry has in any way approved the project or that the ministry considers that the project conforms to any requirements under the *Ontario Heritage Act* or any other applicable law. See the ministry's administrative bulletin entitled **Project Information Forms (PIFs) and the Archaeological Report Review Process** for further details regarding the processing and use of the PIF, including instructions on how to submit them.

Box Title	Description
Licensee signature	This should be the signature of the licensed archaeologist who is responsible for the archaeological project/fieldwork and for filing the project report.
Archaeological Project Start Date	Enter the estimated start date of this archaeological project. This should be no more than 15 business days from the date that the form is submitted.
Licensed Fieldwork Directors	<p>If the licensee responsible for the project is also a field director on this project, check the box next to this heading.</p> <p>If the qualified and licensed staff person who will be available for the project is unknown, list as many as 3 potential staff in the spaces provided. At least one of these people must be listed in the project report as the field director. Delegation of fieldwork supervision responsibilities to an unlicensed person is a violation of the Terms and Conditions for Archaeological Licences.</p>
Mentor's Name	Avocational licensees under a mentorship agreement are to enter the name and licence number (if applicable) of their mentor.
Project Name	Be as specific as possible. Consultant archaeologists should use the development proponent's project name if appropriate and distinctive. Non-consultants should enter the area in which they propose to conduct fieldwork.
Site Name	If the project will involve work on a registered site, enter the official site name as found on the Archaeological Site Record (Borden) form for that site.
Borden Number	If the PIF is for a planned Stage 3 or 4 project (or a non-consulting project equivalent), request a Borden number for the site being assessed or mitigated and enter it here. Submit a separate PIF for each site. If, when submitting a PIF for Stage 1 or 2 (or pedestrian or test pit survey), there is a known site on the property, enter the Borden number.
Reference Numbers	Examples are: subdivision file number, condominium file number, municipal bylaw number, official plan amendment number, consent/severance file number, GWP or WP numbers or Ministry of Transportation (MTO) aggregate site numbers for MTO projects, Ontario Realty Corporation (ORC) property ("N" - Installation or "A" - Acquisition) numbers for ORC projects, your company's tracking number for the project, the Feed In Tariff (FIT) number for <i>Green Energy Act</i> (GEA) projects and the Ministry of Tourism and Culture (MTC) project review file number. This number should be obtained from the development proponent or their representative or the MTC, as appropriate.
Location Description/ Address/Coordinates	Examples are: the street address of the property or the GPS coordinates for the site. Avocational licensees should briefly describe their project and the area being investigated, for example, a general geographic area (e.g., west arm of Lake Nipissing) or a broad project being undertaken (e.g., to identify all villages visited by Champlain).
Lot No.	Obtainable from the development proponent or the CLAIMaps GIS at the Ministry of Northern Development Mines and Forests website: http://www.mndm.gov.on.ca/mines/claimaps_e.aspx
Historical County	Obtainable from historical atlases.
Upper Tier	These are the modern regional divisions set out by the Ministry of Municipal Affairs and Housing and are to be used for all project types. Enter Single Tiers from southern counties here; enter Single Tiers from northern districts in the Lower Tier box. Obtainable from MMAH maps and the following websites: http://www.amo.on.ca/YLG/ylg/ontario.html and http://www.mah.gov.on.ca/Asset1076.aspx . Do not use Ministry of Natural Resources districts or Ministry of Transportation districts as an Upper Tier entry. If the project described on this PIF will cross boundaries, enter all relevant Upper Tiers.
Concession No.	Obtainable from the development proponent or CLAIMaps.
Geographical Township	Obtainable from CLAIMaps. Even if the project described on this PIF is within a municipality, provide the geographical township. If the property is in unsurveyed territory with no geographical township, enter "unsurveyed territory".
Lower Tier	(See description of Upper Tier, above.) If the project described on this PIF is not within the boundary of a municipality, leave this box blank. If the project is in a northern district within a Single Tier boundary as defined by the Ministry of Municipal Affairs and Housing, enter the Single Tier name.
This is a <i>Green Energy Act</i> project	The ministry tracks archaeological projects that relate to the <i>Green Energy Act</i> separately. If the project described on this PIF relates to an energy project that falls under this Act, check the "Yes" box in addition to the Stage of fieldwork being carried out. As well, the development proponent will have a registration number or Feed In Tariff (FIT) number issued by the Ontario Power Authority (OPA) for the project. Enter it in the Reference Numbers field.
This is a <i>Cemeteries Act</i> project	The Ministry tracks archaeological projects that relate to work done under the <i>Cemeteries Act</i> separately. Check the appropriate box in addition to the Stage of field work being conducted.

Related PIF Numbers	List the PIF number(s) of all other archaeological projects that relate to the project described on this PIF (including PIF numbers for earlier stages of fieldwork).															
Consulting Projects	Check all boxes that apply to the project described on this PIF.															
Non-consulting Projects	Check all boxes that apply to the project described on this PIF. Research and Avocational licensees should note that they can only check boxes for fieldwork that is authorized under their licence class. http://www.mtc.gov.on.ca/en/archaeology/archaeology_licensing.shtml															
Field School, Public Archaeology	Field Schools and Public Archaeology programs are considered non-consulting projects, even if led by a Professional licence holder. Check this box in addition to the appropriate non-consulting project types.															
Aboriginal	For the purposes of this form, "Aboriginal" includes ancestral First Nations and Métis and Pre- and Post-Contact Aboriginal sites.															
PIF No.	Once the completed form has been submitted to the ministry, the ministry will assign a PIF number to the project described on the form. The form will be faxed or e-mailed back to the licensee with the PIF number on it. Licensees must not begin fieldwork until they have received a PIF number from the ministry. Cite this number in all further communications with the ministry about the project including the report that documents this project.															
A new PIF number is needed if:	A new archaeological project (or new stage of an archaeological assessment) will be carried out.															
To cancel a PIF number	PIF numbers may only be cancelled if no fieldwork has been carried out. Otherwise, a report must be filed with the ministry on the work carried out. If cancelling a PIF number, provide the PIF number, the project name and the reason for cancelling it in writing to the Archaeological Licensing Co-ordinator at PIFs@Ontario.ca.															
To continue a PIF	To track report due dates more effectively, the ministry has ended its practice of continuing PIF numbers. See next item.															
Reporting on this PIF	<p>Reports are due to the ministry one year from the date the PIF number was assigned for the following types of projects:</p> <table border="0"> <tr> <td>Stage 1</td> <td>Site Condition Inspection</td> <td>Controlled Surface Pick-up</td> </tr> <tr> <td>Stage 2</td> <td>Pedestrian Survey</td> <td>Test Unit Excavation</td> </tr> <tr> <td>Stage 3</td> <td>Test Pit Survey</td> <td></td> </tr> </table> <p>Reports are due to the ministry 18 months from the date the PIF number was assigned for the following types of projects:</p> <table border="0"> <tr> <td>Stage 4</td> <td>Site Excavation</td> <td>Field school</td> </tr> <tr> <td></td> <td></td> <td>Public Archaeology</td> </tr> </table> <p>A PIF number is valid from the date the number is assigned until the report filing deadline. If an extension of the report filing deadline is needed, contact the ministry's Archaeology Licensing Officer at PIFs@Ontario.ca</p>	Stage 1	Site Condition Inspection	Controlled Surface Pick-up	Stage 2	Pedestrian Survey	Test Unit Excavation	Stage 3	Test Pit Survey		Stage 4	Site Excavation	Field school			Public Archaeology
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