



COUNTY OF SIMCOE ARCHAEOLOGICAL MANAGEMENT PLAN TERMS OF REFERENCE

Background

The *Planning Act* and the *Ontario Heritage Act* requires that municipal decision makers and planners be aware of all lands containing known archaeological sites or areas of archaeological potential, and that all decisions are made in accordance with provincial policies and regulations. Section 2.6.4 of the Provincial Policy Statement (PPS 2014) identifies that planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

Further, the Cultural Heritage Conservation Section of the County's Official Plan (Section 4.6) identifies the need to recognize, conserve and educate the public in regards to cultural heritage conservation, including archaeological features and sites.

Specifically, County Official Plan Section 4.6.4 states:

The *County* may consider undertaking the preparation and completion of a cultural heritage and/or archaeological management plan to assist in identifying sensitive cultural and archaeological areas including cemeteries and burials within the County, which is to include but not limited to:

- a) Comprehensive mapping and inventories of *significant built heritage resources, significant cultural heritage landscapes, and areas of archaeological potential*;
- b) Identification and evaluation of cultural heritage and archaeological resources;
- c) Strategies for conserving and enhancing these identified resources;
- d) Programs to foster interpretation and promotion; and
- e) Education and public participation in cultural heritage conservation.

As a result, the County is undertaking the preparation and completion of an Archaeological Management Plan and Indigenous Consultation Protocol to address the above-noted legislative requirements and cultural heritage and archaeology policies. However, it should be noted that comprehensive mapping and inventories of *significant built heritage resources* is beyond the scope of this project and may be completed in the future.

Goals

The Archaeological Management Plan and Indigenous Consultation Protocol will identify, protect, and conserve the County's archaeological features and sites, ensure compliance with all relevant provincial and federal legislation and policies, establish an Indigenous communities engagement and consultation protocol, and to provide clear guidance on land use planning decisions and municipal works/activities.

Detailed Objectives and Scope of Work

The County of Simcoe Archaeological Management Plan will accomplish the following objectives:

1. Provide an integrated approach to archaeological sites identification and protection
2. Ensure archaeological features and sites are assessed, identified and conserved
3. Provide an effective tool that municipal staff can use to screen development
4. Assist in the development of a procedural framework for efficient land use decision making
5. Provide clear direction to development proponents, minimizing uncertainty or speculation
6. Assist with the scheduling and budgeting of mitigation measures to avoid unexpected delays and costs
7. Outlines a clear and comprehensive protocol to guide future engagement and consultation with First Nations and Métis communities
8. Public awareness of archaeological features and sites protection and conservation

Data Collection and Information Gathering

The County of Simcoe has not completed a prior work project or plans related to mapping of areas of archaeological potential. The County anticipates providing GIS information related to standard basemap data sets, as well as County land use planning datasets. Some GIS information pertaining to registered archaeological sites (sourced from the Province of Ontario) may be shared. The County's consultant will be expected to conduct information gathering and data collection (mapping, tables, historical records, municipal registries, verbal record summaries, etc.) as may be necessary to provide the deliverables outlined in this document.

Public and Stakeholder Consultation and Communications

The County of Simcoe is comprised of 16 local municipalities. While administratively identified as separated cities, the City of Barrie and the City of Orillia are also contained within the geographic area of Simcoe County. Three First Nations communities exist within or in close proximity to the Simcoe County Area, with other Indigenous communities having a suspected historical interest in the Simcoe County Area. Consultation with pertinent Indigenous communities, municipalities, provincial ministries, federal departments, community stakeholders, and the general public will be essential throughout the life of the project. The County's consultant will be responsible for preparing a consultation and communications strategy that effectively and efficiently engages these diverse groups.

At a minimum, the Consultation and Communication Strategy should provide for the following:

- Regular project update meetings/teleconferences with the project Steering Committee
- Effective and meaningful consultation with First Nations and Métis communities
- Two (2) separate rounds of Public Open Houses, generally near the beginning of the project and near the end of the project

For context and to ensure sufficient opportunity for input, groups with potential interest that will be asked to participate in the project include (but are not limited to):

- County of Simcoe
 - Steering Committee
 - Simcoe County Museum
 - Internal Staff
 - First Nations and Métis communities, including but not limited to those identified in Appendix "A".
 - Nottawasaga Valley Conservation Authority, Lake Simcoe Region Conservation Authority, Toronto Region Conservation Authority, Grey Suable Conservation Authority, Severn Sound Environmental Association
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- Ministry of Tourism, Culture & Sport; Ministry of Indigenous Relations & Reconciliation; Ministry of Municipal Affairs
- Ontario Museum of Archaeology
- Ontario Archaeology Society – Huronia Chapter
- Simcoe County Historical Association
- Simcoe County and Huronia Museums
- BILD – Simcoe Chapter
- Cities of Barrie and Orillia
- Simcoe Area Municipal Planners

Work Products, Services and Deliverables

The work plan will address the following:

1. Create an inventory/database of registered and unregistered archaeological sites within the County of Simcoe, including all existing and closed cemeteries;
 2. Prepare both a prehistorical and historical thematic overview of the County's settlement history for both Indigenous and non-Indigenous archaeological features and sites;
 3. Identify engagement and consultation/outreach requirements. Engage Indigenous communities, local communities, local heritage groups and the public to provide them with the opportunity to be involved in the design, implementation and review of the Archaeological Management Plan. Facilitate an Archaeological Management Plan Steering Committee to guide the project's progress;
 4. Establish or update ministry-municipal data sharing agreements with the Ministry of Tourism, Culture and Sport. Develop new data sharing agreements between the County, municipalities, First Nations and the Métis Nation of Ontario which will involve regular and updated transfer of site data;
 5. Development of an archaeological potential model based on known site locations, past and present land uses, and environmental and cultural-historical data;
 6. Develop Geographic Information System (GIS) based mapping of existing and potential archaeological sites requiring archaeological assessment in collaboration with the County's GIS Department. At least two data sets to be prepared that address the following:
 - i. Locations of specific sites and areas which have already been evaluated along with areas of archaeological potential, and
 - ii. Areas of archaeological potential requiring an archaeological assessment prior to development/site alteration (identified to parcel level).
 All spatial data used in the analysis and output mapping, including any derivative or intermediate data products, to be provided in the ESRI File Geodatabase;
 7. Develop methods/process related to on-going GIS database management. This will ensure that GIS data/mapping products generated from the project may be regularly updated by County staff to include the records of lands that underwent archaeological assessment, including lands with no archaeological features or sites found;
 8. Develop a record keeping protocol for archaeological sites and archaeological assessments;
 9. Preparation of a planning guideline for archaeological features and sites protection and conservation, including procedures and processes relating to the integration of the archaeological assessment process into the municipal planning and development review
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process. The guideline would be developed for municipal planning staff and external planning consultants to ensure a consistent approach to the protection and conservation of archaeological features and sites. The guideline will include standard wording for archaeological-related comments for planning and development applications;

10. Review of existing policies in the County official plan relating to cultural heritage conservation and archaeological features and sites, and provide recommendations for revisions and/or new County policies or map schedule/appendices (via Amendment) which will implement the Council-endorsed Archaeological Management Plan;
 11. Recommend best practice-based planning policies capable of being included in local municipal official plans (these shall compliment the recommended County Official Plan policies and/or map products as noted above);
 12. Develop a management strategy for known and potential archaeological features and sites, including a conservation plan strategy for in-situ preservation or, if there are excavations, artifact storage and curation involving local and/or regional institutions such as museums and universities;
 13. Consideration of a strategy to investigate the potential for a secure re-interment site and interpretation centre for First Nations and Métis artifacts and remains, where preservation in their current location is not possible;
 14. Contingency Plan for the protection of archaeological features and sites in urgent situations (i.e. when deeply buried archaeological features or human remains are discovered during construction);
 15. References to the Ministry of Tourism and Culture's Standards and Guidelines for Consultant Archaeologists (2011);
 16. An Indigenous Consultation Protocol (developed in collaboration with First Nations, Métis Nation of Ontario, Ministry of Tourism, Culture and Sport, Ministry of Indigenous Relations & Reconciliation, and local municipalities);
 17. Engagement and consultation requirements for the protection and management of First Nations and Métis archaeological features and sites;
 18. Engagement and consultation requirements for the protection and management of Non-Indigenous archaeological features and sites which can involve, but not be limited to, the following groups:
 - members of municipal heritage committees who are appointed under the Ontario *Heritage Act* to advise municipal council on a diverse range of cultural heritage matters,
 - historical societies;
 - academic archaeologists;
 - researchers or students from colleges or universities located within close proximity,
 - local professionally licensed archaeologists, and
 - local chapters of the Ontario Archaeology Society (OAS)
 19. Develop a comprehensive consultation and communication strategy to guide ongoing consultation throughout the study process;
 20. Develop a work plan that will include a schedule of action items, timelines and allocated resources. The work plan should be sufficiently detailed to indicate how the objectives of the
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study will be met and identify the team member(s) responsible for the task, and consider as well, working group team meetings (approximately 10) and Steering Committee meetings (a minimum of 3 meetings, with additional meetings as deemed necessary);

21. Provide a minimum of 3 written interim update reports, at agreed upon intervals, to advise County staff on the progress of this project (including required drafts and necessary revisions);
22. Present study findings to working group(s) and/or Steering Committee as determined through the Project Work Plan and Consultation and Communications Strategy;
23. Present study findings to (1) County senior staff, (2) Planning Advisory Committee, and (3) County Committee of the Whole/County Council; and,
24. Implementation Workshop for stakeholders.

Timelines

Target completion date of November, 2018.

List of Available Policy Documents and Guidelines

Provincial Policy Statement
Growth Plan for the Greater Golden Horseshoe
Niagara Escarpment Plan
Greenbelt Plan
Oak Ridges Moraine Conservation Plan
Lake Simcoe Protection Plan
County of Simcoe Official Plan
Ministry of Tourism and Culture - Standards and Guidelines for Consultant Archaeologists, 2011

Software

Text documents are required in Word and PDF formats, as applicable. Final maps are required in PDF format and data sets in a format satisfactory to the County GIS Department.

APPENDIX "A"

Indigenous Communities with a Suspected Interest in Simcoe County

Alderville First Nation

Beausoleil First Nation

Chippewas of Georgina Island First Nation

Chippewas of Nawash Unceded First Nation and the Saugeen First Nation

Chippewas of Rama First Nation

Curve Lake First Nation

Hiawatha First Nation

Huron-Wendat Nation

Métis Nation of Ontario

Mississaugas of New Credit First Nation

Mississaugas of Scugog Island First Nation

Moose Deer Point First Nation

Wahta Mohawks First Nation
