

**GENERAL STATEMENT OF POLICY**

72.01 It is the general intent of Region of Queens Municipality to protect and preserve its unique heritage and valuable built historic, archaeological and paleontological resources within Queens County.

**POLICY INFORMATION**

72.02 In this policy, the following definitions shall apply in this policy, unless the context requires otherwise:

“archaeological site” means any area with material remains of past Indian or non-Indian life or activities that are of archaeological interest, including without limitation, historic or prehistoric ruins, burial grounds, and inscriptions made by human agency.

“collect” means to remove an object from its location without disturbing the ground at or around the location, or minimally disturbing already broken ground.

“excavate” means to effect any disturbance of the ground, including movement of earth and stone.

“excavation” means a field activity involving ground disturbance for the purpose of intensive examination of subsurface remains, including testing for the purpose of site evaluation.

“explore” means to pursue any activity with the purpose of locating, recording, or investigating any archaeological or paleontological site.

“lands of the Region of Queens Municipality” means any lands owned, or under the control of the Region of Queens Municipality, or any public body to which it is a part owner or director of; or lands to which it has been entrusted to use whether by legal agreement or not, for which it undertakes work upon.

“preservation” means permanent protection from disturbance of an archaeological or paleontological site in situ, of scientific data recovery to preserve the information and specimens contained in the site.

“survey” means an activity with the purpose of locating, identifying, and evaluating archaeological or paleontological sites without causing any disturbance to unbroken ground or further disturbance to broken ground.

**Policy Procedure**

- 72.03 Prior to any land being excavated by the Region or its agents, all employees involved with such work shall be made aware of this policy and its requirements.
- 72.04 When, prior to or during lands being excavated of Region of Queens Municipality, any employee notices an object that may be of historical value, he/she shall immediately cease work until a survey of the excavated area can be carried out by the Director of Engineering & Works or other designated person knowledgeable in archaeological sites and finds.
- 72.05 The Director of Engineering and Works or other designated person shall explore, collect and preserve any items unearthed that are deemed of historical significance and value.
- 72.06 Upon completion of the collection process, all artifacts are to be safely stored for future preservation and to accurately determine their archeological value.

**Report Required**

- 72.07 At the first available opportunity following the collection of any potential artifacts, the Director of Engineering and Works shall submit a written report to Council for review concerning the future preservation or disposition of the artifacts.
- 72.08 The report shall contain the Global Positioning System location and dates of the find, the employees involved, a detailed list of artifacts uncovered and such other information as deemed appropriate.
- 72.09 After reviewing the report of the Director of Engineering and Works, Council shall determine the future preservation or disposition of the potential artifacts, including any provisions for their public viewing, storage, preservation or future research costs, historical value or significance and public education.

**Application**

- 72.10 This policy shall only apply to land-based archaeological finds.

**Approved by Council: December 18, 2006**