

# How to Complete a Community Reporting Form

Please use the Community Reporting form to document changes to known archaeological sites (sites registered with the province that have a Borden site number)

Not sure if you've found a new archaeological site or an abandoned cemetery? Do you see major changes to a known site? Please contact the Special Places Protection office

[spp@novascotia.ca](mailto:spp@novascotia.ca)

## Your safety comes first!

Please use caution when recording sites, particularly around unstable cliff faces or flooded areas

*Thank you for helping to protect Nova Scotia's archaeological heritage. Please complete the form as fully as possible, however, incomplete forms are still useful and acceptable.*

**Site Name:** If your site has an associated name, please enter it here. This may be the name of the site itself or the general area. For example: Fort Saint-Louis (site) or The Hawk beach (area)

**Site Borden Number:** all known sites are recorded with an alpha-numeric Borden number (for example BdCv-88 for the Peter McNab Homestead site in Halifax). You will be provided with your site's Borden number by your local community contact or by a member of the NSA-CCA team during training

**Date(s) Visited:** record the dates that you were physically on the site to record the information for this form

**Site Photo:** please take an image of the site that shows the current condition of the main portion of the site, as well as images that show any changes to the site. Camera phone pictures are fine so long as they are clear. Please use jpg file format.

Multiple photos can be uploaded with the form. If you are able, please be sure that location information is turned on your phone so we will know precisely where the photos were taken.

*Example site photo:*



**Site Cannot be Accessed:** check this box if you are not able to physically visit the site area (for example, there has been a significant rock fall on top of the site, trees have blown down and are blocking a path or the site is underwater after flooding).

**Site Cannot be Located:** check this box if you are not able to find the site itself, either because the old coordinates are not correct, or the site has disappeared entirely, for example, it has been washed into the sea

**General site description:** use this box to describe what you see at the site. What sort of environment is around you? forest? fields? a rocky shoreline?

This section will expand as needed, so feel free to include as much information as you wish.

**Updated Coordinates (if available):** If you have a hand-held GPS or a GPS phone app, please provide site coordinates

**Where taken on site:** if you provide site coordinates, please also note where the coordinates were gathered, for example, “at the approximate middle of the site” or “at the north end of the site beside the beach”

This is particularly relevant for sites that occupy a large area.

**Artifacts Visible on the Surface:** check this box if you notice artifacts, for example broken pieces of ceramic, projectile points/arrow heads or other older material (not modern garbage like plastics or beer cans), lying on the ground surface.

If you check this box, please also describe what you’re seeing in the *Remarks* section, for example, “pieces of yellow coloured ceramics, a group of rusty nails, dark green glass shards, a metal button”

*Examples of Artifacts:*







**Concerns and Site Changes (check all that apply)**

Types of concerns or site changes you may notice:

**Erosion/Site washing away:** Erosion means that a portion of the site is being removed by the action of water (waves and storm surge, a flowing river) or by wind (winds gradually blowing away sand dunes). This can be a slowly developing or sudden, dramatic change.

*Example of shoreline erosion:*



**Flooding/Submergence:** Check this box if you're seeing water covering a part or all of your site. Flooding occurs when water temporarily covers a site, possibly due to high rain fall or snow melt, or storm surge that traps water on the landside of a coastal barrier. Submergence is a more permanent change where a coastal site is now regularly covered by water by sea level rise. You may not know whether the water is temporary or permanent but check this box if water on site is an issue.

**Wind Impacts/Tree blow-down:** Check this box if high winds have altered the site by blowing down trees or caused other sudden changes to the site. If the roots of the tree(s) are now visible, check the exposed soil for artifacts.

**Wildfire:** Check this box if a fire has affected the site, either in part or across the entire area

**Drought:** Check this box if drought conditions are noticeable at the site. This might be noticed in the water levels of nearby lakes, rivers, and streams. If water levels are lowered, check the exposed areas for visible artifacts.

**Development/Construction:** While not a direct climate impact, other alterations to the site are important to record. Construction activities could damage a known site or increase its vulnerability to climate change effects. Examples could include adding armour stone to a shoreline or tree cutting activities.

**Vandalism/Looting:** While not a direct climate impact, vandalism and site looting are also important to record. These activities damage the site and can destroy its archaeological story. As with construction, vandalism and looting may also make a site more vulnerable to climate change effects, for example holes dug by metal detectorists could increase the speed of erosion on a hillside.

#### **Concerns and Site Changes Terms:**

**Some Impact to Site:** this means that the particular concern (drought, erosion, flooding, etc.) is noticeable at the site.

**Significant Impact (major changes to the appearance or character of the site):** use this box if the particular concern (drought, erosion, flooding, etc.) has dramatically altered the site or part of the site. For example, a cliff collapse causes a section of the site to fall into the ocean, a wildfire burns through the site, the site is now usually flooded 7-8 months of the year.

Use your best judgement when determining what might be threatening the site and whether it has some impact or significant impact. As a basic guide, if you notice a change *at all*, that's some impact and should be noted, but if the change is startling or dramatic, that is likely significant impact. You do not need to check either box if the concern or site change is not happening at your site.

**Other Concerns or Additional Information:** if there is anything else you want us to know about what you see happening to the site, record it here. This is a space to give greater detail about the threats you see.

**Reporter Name:** The name of the person filling out the form

**Affiliation:** If the reporter is involved with a community, heritage, or other group, please note it here

**Address:** the reporter's mailing address

**Phone number:** please include a preferred contact phone number

**Email:** please provide a contact email address

**Landowner/Local Contact Name:** If the site is on private land, please provide the name of the landowner. Alternately, if there is someone in the local community (not the reporter) who is familiar with the site, please list their name. This could be someone who has lived next door to the site area for many years and who could comment on changes over time.

**Address:** if known, please provide the land owner/local contact's address

**Phone number:** if known, please provide the land owner/local contact's phone number

**Email:** if known, please provide the land owner/local contact's email address

**Remarks (comment on visible changes since past visit(s), additional information on site history, visible artifacts, etc.)**

Use this section to add any other information about the site and the changes you are seeing, including descriptions of any artefacts that are visible on the ground surface.

**Additional images, site plan sketches, etc.:**

Use this section to add additional photos from your visit, including additional site photos from different angles, close up images of site changes, visible artifacts, etc.