

Guidelines for Completing the Traditional Use Site Inventory Data Form

The Traditional Use Site Inventory Data Form has been designed to allow for easy submission of information about Traditional Use Sites in Alberta. The information will be sent to the Aboriginal Consultation Section, Historic Resources Management Branch, Government of Alberta.

When completing the Traditional Use Site Inventory Data Form, please provide as much information as possible about the site. At a minimum, the form must include the First Nation, Métis Community, or Aboriginal Community with whom the site is associated; one site type; a location (legal land description [ATS] required but UTM coordinates and ATS preferred); and, the name of the person who prepared the form and date it was completed.

Once the form has been completed, click on the “Submit by Email” button at the end of the form. This will transmit all of the information from the form via email. It is not necessary to send the entire PDF file.

The following is a list of field names from the Traditional Use Site Inventory Form and a description of what they mean and/or how they should be completed.

Field Name	Description
Date Site Recorded	The date on which the site was recorded.
Borden Number	If there is a Borden Number (assigned by Archaeological Survey of Alberta, Government of Alberta) associated with this site, please provide it here.
HSS Number	If there is a Historic Site Service (HSS) Number (assigned by Historic Sites Service, Government of Alberta) associated with this site, please provide it here.
Permit Number	If there is a Permit Number (assigned by Archaeological Survey of Alberta, Government of Alberta) associated with this study, please provide it here.
Project Number	If there is a Project Number (assigned by the Land Use Planning Section, Historic Resources Management Branch, Government of Alberta) associated with this study, please provide it here.
First Nation/Aboriginal Community	Choose at least one First Nation, Métis Community, and/or Aboriginal Community with whom the site is associated from the drop-down list(s). If the site’s affiliation is not known, choose “Unknown”. This section allows for the entry of up to six First Nations/Metis/Aboriginal Communities. The names of any additional First Nations/Metis/Aboriginal Communities may be included in the “Other Notes” filed. Note: This field must be completed.
Site Type(s)	Choose a site type from the drop-down lists. Additional site types may be typed into the form. Note: The first site type field must be completed.
Site Names	
Aboriginal Name	If there is an aboriginal name for the site, please provide it here. If the correct spelling is unknown, spell the name phonetically and identify the language (e.g. Amisk [Cree]).

English Name	Provide a translation of the Aboriginal Name, if applicable.
Official Name	Reserved for registered place names as identified by the Alberta Place Names criteria. This section is to reference these names only (e.g. Official Name: Drayton Valley) If there is no official name for the site or area, leave this section blank and provide a local name below.
Local Name(s)	The Local Name(s) field is completed if there is a known local name for the site or area (e.g. Round Lake).
Location/Geographic Data	
Land Owner	Indicate who has jurisdiction over the land on which the site is located or of the land is privately owned.
UTM	Provide the UTM coordinates for the site location. The zone number (11 or 12), easting and northing coordinates must be entered. Note: entry of both UTM coordinates and ATS (legal land description) is preferred.
ATS	Enter the ATS (Alberta Township System), or legal land description by selecting from the values in the drop-down lists. The form allows for the entry of up to two ATS locations, but additional locations can be provided in the “Other Notes” field. Note: ATS location to the LSD must be entered.
GPS Verified	Indicate if the location has been verified using a GPS.
Site Size	The approximate site extent from the furthest northern extent to the furthest southern extent, and the furthest eastern extent to the furthest western extent.
Original Coordinate Format	If the location has been converted from something other than a Legal Land Description (ATS), or UTM coordinates (NAD83), please enter the original coordinate format. (e.g. MGRS, UTM NAD27, Lat/Long).
Map Datum	Enter the map datum for the UTM coordinates. Note: NAD83 is preferred.
Elevation	Provide the site elevation in meters.
Significance	
Site Description	Provide a brief description of the surrounding area, including the type of vegetation (i.e. coniferous, deciduous trees, low lying grass) and any nearby lakes, streams, creeks or rivers.
Significance to Community	This field is reserved for comment on the significance of the site from the associated First Nations/Métis/Aboriginal community. The information included here can be provided by a third party if the First Nation/Métis/Aboriginal Community has agreed to its inclusion.
First Nations/Metis/Aboriginal Community Recommendation	Indicate First Nation/Métis/Aboriginal Community recommendations for the site (e.g. consultation on any future development that may impact the site, fencing of burials, signage, other protective measures etc.)
Additional Information	Provide any further information about the history of the site (i.e. how old the site might be, what may have occurred at this site, any prominent historical occurrences).
Traditional Use Site Research/Assessment Project	

Community Name	Identify the First Nation/Métis Settlement/Aboriginal Community who provided the data.
Project Name	Please identify what Traditional Use research/assessment project the data is being collected under, if applicable.
Project Start Date	The date the study for this project was started.
Project End Date	The date the study for this project ended.
Project Notes	Any other notes about the project.
Project Type	Identify the type of project under which the data has been collected.
Information Provided By	Note: the fields in this section do not have to be completed.
Name	Name of knowledge holder or provider.
Position	Position within organization
Organization	Organization the holder or provider is associated with.
Address	Address of contact
City	
Postal Code	
Province	
Phone	
Fax	
Email Address	
Form Prepared By	
Name	Name of person who prepared this form. Note: This field must be completed.
Date Form Completed	Date that this form was completed. Note: This field must be completed.
Sketch Map and Photos	
Sketchmap	The sketchmap of the site
Sketchmap notes	Include any notes about the sketch map
Site Photo(s)	Photograph(s) of the site can be inserted here.
Site Photo(s) notes	Include any notes about the photograph(s).
Other Notes	Add other notes or information you wish to include about this site.