

## What is an HRIA?

Under Section 12(2) of *The Heritage Resources Act*, if the Minister of Sport, Culture and Heritage has reason to believe that heritage resources or human remains are known, or thought likely to be present, on lands that are to be developed, then the owner/developer is required to conduct at his/her own expense, a heritage resource impact assessment (HRIA) and mitigation, if necessary, prior to the project's start.

The developer must contract a qualified archaeological consultant to conduct a Heritage Resources Impact assessment (HRIA) of the proposed development location, in order to identify and assess any heritage resources that may be negatively impacted by development. If desirable, the Branch will work with the developer/land owners and its consultant to draw up terms of reference for the project.

## What should an HRIA contain?

The HRIA should contain information that is typically found in a Manitoba Archaeology Site Inventory Form or an archaeological permit report. It should also contain relevant file numbers; pertinent maps, photographs and illustrations pertaining to the development and archaeological work in question; and photograph and artifact catalogue sheets. These points are listed on the following pages. A hard and electronic copy of the report should be submitted to the Historic Resources Branch.

## When is my HRIA considered completed?

The HRIA is considered complete once the heritage permit report has been reviewed by the Historic Resources Branch to ensure permitting requirements have been met. These requirements may include further investigations, completion of archaeological site inventory or site update forms as well as the submission of relevant artifact catalogues before final clearance is provided.

# Archaeological Assessment Services (AAS)

## HRIA Report Check-List



Historic Resources Branch, Main Floor, 213 Notre Dame Avenue, Winnipeg, Manitoba, Canada, R3B 1N3  
T 204.945.2118 | F 204.948.2384 | [www.manitoba.ca](http://www.manitoba.ca) | [hrb.archaeology@gov.mb.ca](mailto:hrb.archaeology@gov.mb.ca)

### ☐ Title page

- ☐ Project name, location
- ☐ Project identification numbers
  - ☐ Archaeological Assessment Services (AAS) file #
  - ☐ Archaeological permit #
  - ☐ Site/Borden #
  - ☐ Consultant/municipal file #
- ☐ Author and affiliations (name, address of reporting agency and agency's client)
- ☐ Submission date

### ☐ Table of contents

- ☐ List of figures
- ☐ List of tables
- ☐ Appendices

### ☐ Credits/acknowledgements (Identify those directly involved in field and report production and their respective credentials)

- ☐ Project manager(s)
- ☐ Permit holder(s)
- ☐ Report author(s)
- ☐ Field supervisor(s)
- ☐ Field investigator(s)
- ☐ Lab supervisors (s)
- ☐ Lab assistant(s)
- ☐ Community group(s)

### ☐ Executive summary (brief description of scope of project)

- ☐ Dates
- ☐ Location
- ☐ Details of development footprint
- ☐ Potential impacts
- ☐ Brief summary of findings and recommendations
- ☐ Include pertinent project/file/reference numbers

### ☐ Background information

- ☐ Cite legislation
- ☐ Project description

- ☐ Location information:
  - ☐ Municipality
  - ☐ Nearest settlement
  - ☐ Legal description (section, township, range or River lot and Parish)
  - ☐ Address (if applicable)
  - ☐ Coordinates (identify projection system)
  - ☐ Development footprint (may include a plan-view or map)
- ☐ Environmental background (of region/area under development)
- ☐ Culture History (i.e., cultural/historical background of region and area of development *not* the entire province)
- ☐ Previous archaeological investigations in the area
- ☐ **Methodology**
  - ☐ Extent of investigation
  - ☐ Field methods (i.e., field walking, test pitting, excavation, screening)
  - ☐ Depth of test pits, artifact finds, anomalies
  - ☐ Spatial distribution of tests (table, map, illustration, and/or photograph)
  - ☐ Lab methods (identify statistical, GIS, comparative methods)
- ☐ **Results**
  - ☐ Stratigraphy (include photograph/figure of stratigraphic profile)
  - ☐ Recorded features/activity areas
  - ☐ Recorded artifacts (e.g., faunal, lithic, pottery, other)
  - ☐ Spatial recovery of artifacts (tables, maps, illustrations, photographs)
- ☐ **Discussion and recommendations**
- ☐ **References cited/bibliography**
- ☐ **Appendices**
  - ☐ Copy of permit
  - ☐ Artifact catalogue
  - ☐ Maps
  - ☐ Tables
  - ☐ Photographs/figures
- ☐ **CD of report and attachments**
- ☐ **Hard copy mailed to Historic Resources Branch**