

## HRIA Reporting Guidelines

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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)

### 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 report 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.

## Report Submissions

A digital copy of the HRIA report draft, along with any supporting and illustrative materials, are to be emailed to the Historic Resources Branch for review at:

- [hrb.archaeology@gov.mb.ca](mailto:hrb.archaeology@gov.mb.ca)

Typical supportive and illustrative materials include, but not limited to:

- GPS tracks and waypoints
- Photographs and photologs
- Oversized maps and map books
- Development footprint shapefiles
- Artifact catalogues

The subject heading of the email should make it clear that a draft report is being submitted for review, and include the permit number, the AAS intake number (if applicable), and the name of the report or project.

- Draft Report Submission – A08-22, AAS-21-18064, The Winnipeg Monorail Project

If the HRIA report or the supporting material is too large to be emailed, contact the Archaeological Assessment Services Unit (AASU), and alternative arrangements will be made to transfer the files.

### **Do not mail a physical copy of the draft report for review.**

Upon receipt of the draft, the report will be assigned by the HRB Administrative Officer to the relevant Regional Impact Assessment Archaeologist. Check with the AASU for the current regional assignments. The Regional Impact Assessment Archaeologist, and at least one other member of the AASU, will review the report. Large complex projects may be subject to Unit review.

After the review is completed, the Regional Impact Assessment Archaeologist will communicate to the Heritage Consultant about any revisions required for the report.

Once the Revised Report has been received and accepted, or if no revisions are required, a Heritage Permit Clearance letter will be issued. This letter will affirm that the reporting obligations have been met by the Permit Holder, and will detail whether conditions/provisions apply or if further work is required.

After the letter has been issued, the archival material associated with the hermit permit report can be submitted to HRB. This archival submission includes:

- a full resolution (uncompressed) digital copy of the final report with,
- any relevant project digital data such as, but not limited to,
  - digital catalogue of the artifacts,
  - GPS points and track data,
  - photographs of the assessment, and the associated photo log.

In addition to,

- a printed Archival hard copy of the report, and
- any collected artifacts along with printed copies of the artifact catalogues.
  - See submission guidelines for details.

## HRIA Report Check-List

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**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)
- Draft submission date
- Revised submission date
  - Date revised draft of report was submitted, if applicable
- Final submission date
  - Date archival material submitted

**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**

- Recommendations for proposed development
- Recommendations for any sites affected by the development, if any
- Detailed list of any work remaining outstanding for the project

**References Cited/bibliography**

**Appendices**

- Copy of permit
- Artifact catalogue
- Sampling locations and results (e.g. shovel test location, centroids of excavation units, etc.)
- Maps
- Tables
- Photographs/figures
- Site Forms

**Archival digital copy of report and attachments**

- Delivery options:
  - USB flash drive
  - Email
  - Cloud Options TBD (e.g., Microsoft Teams Guest Access.)
  - CD/DVD

**Archival hard copy mailed to Historic Resources Branch**