

Recording and Reporting Historic Structures

- Indicate “Complete” or “N/A” for each item on the checklist.
- Include a copy of the completed checklist as an appendix in the HRIA report.

1. Recording Historic Structures

1.1 Pre-field preparation

Complete **N/A**

Heritage Survey review

Satellite Imagery review

Permission to enter land within project area

1.2 Fieldwork

Complete **N/A**

Traverse project area on foot or by vehicle

Inspect all historic structures where safe to do so

1.3 Documenting Historic Structures

1.3.1 *Heritage Survey Site Form*

Complete **N/A**

Complete a separate HS Site Form for each historic structure.

Use “New” or “Update” HS eForm as appropriate.

Assign historic structures a name that either:

1) conforms with naming conventions (for a newly documented structure)

or

2) matches the existing name (for a previously documented structure)

Upload images with digital file names that match image number from film roll or digital project number

1.3.2 *Photographs*

Complete **N/A**

Use true black and white film

Use Heritage Survey Roll Numbers

Take a minimum of 2 photos per historic structure, preferably showing all sides

1.3.3 *Historical Title Search*

Complete **N/A**

Title search to Patent for lands with historic structures, where applicable

2. Reporting Historic Structures

2.1 Description of Historic Structures

2.1.1 HRIA Executive Summary

Complete N/A

Include an ATS description of project area (can be general in the case of large areas)

Provide a complete list of historic structures

Provide a complete list of any designated historic structures within or in the vicinity of the project area

Provide a summary of impacts and recommendations

2.1.2 Record Search

Complete N/A

Provide a table of previously recorded historic structures, from the Heritage Survey Review (see 1.1 above), including Key Number, Site Name, Site Type, Address or ATS and Town, if applicable, for each structure. Include Borden Number if applicable.

OR

Complete N/A

If there are no previously recorded historic structures, provide a statement to that effect. For example: "A review of the Heritage Survey records at Old St. Stephen's College revealed no previously recorded historic structures in the project area."

2.1.3 Findings

Complete N/A

Provide a textual description of each historic structure within the project area, including Key Number, Site Name, ATS location, Borden Number (if applicable), materials, size, relationship to other structures, date of construction, history, usage and condition.

Provide illustrations of all historic structures; captions to include Key Number and Site Name. Photographs are not required for previously-documented sites that have been demolished, or could not be relocated

When previously documented structures could not be relocated, or are known to have been demolished, note this fact in the text

When structures previously documented as inside the project area are relocated but found to be outside the project area, note this in the report, and include updated locational information, if possible

2.1.4 Land Titles

Complete N/A

Provide a summary of land titles information in table format. Where more than one structure has the same land location and land titles information, only one table is necessary.

2.1.5 Sketch Map

Complete N/A

North arrow; except in unusual circumstances north is at the top of the page

Indicate scale or rough scale

Shown significant or useful legal boundaries such as quarter section lines

Label structures with Key Number and Site Name (must be the same as on the HS Site Form)

Show structures in correct location

Show adjacent features, such as:

- Structures, whether new or old
 - Landscape and vegetation features such as sloughs, hedges, etc.
 - Man-made features such as roads, trails, refuse dumps, machinery, depressions, etc.
 - Any other interesting or distinctive features
-

Show relationship of historic structure(s) to the project area: ie. show boundary of project area, or distance and direction to boundary on map

Label map with project name, number, date and ATS location

2.2 Assessment

2.2.1 Significance

Complete N/A

Clearly state the reasons for the significance, or lack thereof, of each historic structure

Note presence of designated sites (Municipal, Registered, Provincial)

2.2.2 Impact

Complete N/A

Clearly state what the impact of the project will be on each historic structure

2.3 Recommendations

Complete **N/A**

Clearly state recommendations for each historic structure

Clearly state the rationale for the recommendations

2.4 Appendices

Complete **N/A**

Provide a separate appendix for Recording and Reporting Checklist

Provide a separate appendix for HS Site Forms with documents logically arranged and labelled

Provide a separate appendix for historical land titles documents with documents logically arranged and labelled

3. Documentation (submit separately from bound report)

3.1 Heritage Survey Site Forms

Complete **N/A**

A hard copy of each Heritage Survey Site Form

Black and white photographic prints attached

3.2 Negatives

Complete **N/A**

Black and White negatives, labelled with roll number on each strip

3.3 Land titles documents

Complete **N/A**

Hard copies of historical land titles documents

3.4 Digital files

Complete **N/A**

Digital versions of all images, with files named according to Heritage Survey numbering system (Roll Numbers or Digital Project Numbers)

Photo log listing all film images

Photo log listing all digital (non-film origin) images

Legible pdf versions of land titles documents
