Recording and Reporting Historic Structures

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Definitions

The following definitions apply to terms and acronyms found in this document. Links to electronic forms and documents mentioned in these definitions can be found in this document in section *5. Links*.

HS

The Alberta **H**eritage **S**urvey (HS) is a heritage survey held and maintained by the Historic Resources Management Branch (HRMB) of Alberta Culture and Tourism, relating to historic structures found throughout the Province of Alberta. There are no legal consequences of being included in the Alberta Heritage Survey. The HS has a website (see section *5. Links*).

HRIA

The end-product of an HRIA (**H**istoric **R**esources **I**mpact **A**ssessment) is a report that describes what impact a development project will have on historic resources within the project area and provides recommendations for mitigating that impact.

HRMB

The HRMB (**H**istoric **R**esources **M**anagement **B**ranch) is an organizational unit within the Ministry of Culture and Tourism. The HRMB is, among many other things, responsible for regulating the impact of development on historic resources within the Province of Alberta.

Heritage Survey

A heritage survey is a collection of reference data, including information on the location, appearance, physical characteristics, history and status of historic structures.

Heritage Survey Site Form (HS Site Form)

The Alberta Heritage Survey is comprised of Heritage Survey Site Forms – one form for each historic structure. Each form has 75 fields of data, which describe the location, appearance, physical characteristics, history and status of the historic structure. The paper version of the form can accommodate three photographic prints; more images can be affixed to Additional Images forms. Completion of an HS eForm (see below) is mandatory for each historic structure included in an HRIA; there is no limit to the number of digital images that can be added to the online HS eForm.

Heritage Survey Site Form – Data Update

If a historic structure that has been previously documented is revisited, additional or updated information is recorded under the Key Number already assigned to it. The same eForm or paper form are used to record a data update.

HS eForm

The HS eForm is the online electronic version of the Heritage Survey Site Form and Heritage Survey Site Form – Data Update (defined above). Submission of an HS eForm is a required part of recording historic structures for an HRIA. Original photographic prints must accompany the hard copy of the HS eForm submitted for filing in the Alberta Heritage Survey.

HS Site Form

A Heritage Survey Site Form (see definition above). When it is not possible to submit an HS eForm, a completed paper HS Site Form is a valid substitute.

historic structure

A historic structure is any historic period, man-made structure or portion of a structure that is thought to be 50 years old or older that is visible without excavation. This includes above-ground structures, such as ruins, trails, or earthworks (e.g., dams, canals, dugouts), and structures typically found below ground, such as wells, cisterns, root cellars, or mines.

Key Number

The Key Number is a unique identifier assigned to each historic structure recorded in the HS. In order for data about a historic structure to be added to the HS, that historic structure must have a Key Number. A previously documented structure will have one already, but each newly documented historic structure must be assigned a Key Number. This is accomplished by starting an HS eForm. As soon as a Site Name has been entered and the eForm saved, a unique Key Number will be assigned by the system to the historic structure. The appropriate Key Number must appear on all documents and records referring to a historic structure, including HRIA reports, sketch maps, HS Site Forms, including Data Updates and Additional Images forms.

Provincial Historic Resource

A Provincial Historic Resource is a historic resource that is protected under the *Historical Resources Act* (Section 20) from destruction, disturbance, alteration, restoration, repair or removal. Any such impact must have the prior approval of the Minister responsible. For the purposes of this document, a Provincial Historic

Area, which is protected under the *Historical Resources Act* (Section 24) is understood to be a Provincial Historic Resource.

Registered Historic Resource

A Registered Historic Resource is a historic resource that is protected under the *Historical Resources Act* (Section 19), from destruction, disturbance, alteration, restoration, repair or removal for a period of 90 days after notice has been served to the Minister responsible that such an action is planned. Once the 90 days has expired, or the Minister has given consent, the planned action may proceed.

Municipal Historic Resource or Municipal Historic Area

A Municipal Historic Resource is a historic resource that is protected under the *Historical Resources Act* (Section 26) from destruction, disturbance, alteration, restoration, repair or removal. Any such impact must have the prior approval of the municipal council or appointed representative of the council. For the purposes of this document, a Municipal Historic Area, which is protected under the *Historical Resources Act* (Section 27) is understood to be a Municipal Historic Resource.

Background

The presence of historic structures within the footprint of a proposed project may trigger a requirement for an HRIA. Additionally, historic structures may be encountered in the course of an HRIA that was triggered by the presence of another type of historic resource. In all such cases, the Historic Resources Management Branch (HRMB) requires certain data from consultants so that an appropriate course of action can be determined.

Where HRIA requirements are not specific in regard to historic structures, Historic Resource Consultants are to take an inclusive approach and provide adequate documentation for all historic structures within a project area. This is the best way to ensure that an HRIA will meet the requirements of the HRMB.

When the vicinity of the structure has good potential to contain useful archaeological information (e.g., homestead with standing buildings), the HRMB expects that the structure will also be recorded as an archaeological site. In such cases, both Archaeological Survey and Heritage Survey (HS) Site Forms will need to be completed.

When a structure is no longer present, but useful buried historic features are likely present (e.g., homestead site with only buried foundations or depressions remaining), no HS Site Form is required, but an archaeological site form may be required.

Consultants are not required to record historic structures outside planned impact zones. However, if structures are located immediately adjacent to a development zone, or may be affected by a revised project footprint, it is advisable to record such structures while in the field initially, provided access has been authorized, in order to avoid having to return at a future date.

In all cases, Provincial, Registered and Municipal Historic Resources within or in the vicinity of the project area must be reported in the HRIA. Provide location information, show the historic structures on a map of the project area, and describe any possible impacts and any mitigative measures planned.

1.   Recording Historic Structures

1.1   Pre-field Preparation

Before beginning in-field work, the following steps must be followed:

1.1.1 Heritage Survey Review

Review the HS records at Old St. Stephen's College to determine if any historic structures have been recorded previously within the project area. Any previously recorded sites within the proposed project area will require re-location and updating as part of the fieldwork. If no HS records are found, fieldwork will consist only of locating and documenting unrecorded historic structures.

1.1.2 Satellite Imagery Review

Review satellite imagery for the presence of historic structures within the project area.

Satellite imagery, readily available through media such as Google Earth and Valtus, allows reconnaissance to be done in advance of fieldwork. It is not always necessary to review the entire project area. As is the case with archaeological resources, it is possible to predict the most likely locations of historic structures. Such locations include but are not limited to:

- areas adjacent to transport routes, such as rivers, lakes, roads, trails or airports, including abandoned or former routes
- areas that have been subdivided, such as settlements where river lots are found
- disturbed lands, such as urban areas, farms, forestry areas or industrial sites, including abandoned or formerly disturbed lands
- locales associated with recreation, exploration or ceremonial use

Satellite imagery is consulted by HRMB staff when reports are reviewed, and any areas of potential which are not addressed in the report will be questioned.

1.1.3 Permission to Enter

Make arrangements in advance to enter private property. This will facilitate fieldwork, documentation and successful completion of assessments, recommendations and subsequent *Historical Resources Act* approval for projects.

1.2   Fieldwork

Once the pre-field preparation is complete, it is time to locate (or re-locate) and document the historic structures within the project area.

1.2.1 Traverse of Project Area

In order to determine if there are any extant historic structures at a particular location within the project area, it is necessary to visit the property. Usually this means walking or driving around the site, depending on terrain and accessibility.

NOTE: Do not enter a property without permission. Do not enter a property when doing so could result in injury. If it is not possible to enter a property for any reason, include this information in the report.

1.2.2 Inspection of Historic Structures

In order to determine the nature and condition of a historic structure, it is necessary to get close to it. Photographing a structure from a distance does not constitute inspection. Without inspection, it is not be possible to assess a structure. Without a valid assessment, the subject land may be excluded from *Historical Resources Act* approval.

NOTE: Do not enter a structure when doing so could result in injury. If it is not possible to document a historic structure for any reason, include this information in the report.

1.3   Documenting Historic Structures

The following documentation is required for each historic structure:
1. Heritage Survey Site Form (eForm and hard copy)
2. Photographs (black and white prints, negatives and digital scans)
3. Historical title search

1.3.1. Heritage Survey Site Form

A separate Heritage Survey (HS) Site Form is required for each historic structure within a project area. Refer to the *Heritage Survey Field Guide* for instructions on how to complete the HS Site Form. Black and white photographs (see section *1.3.2. Photographs*) are required for all newly documented historic structures.

If an HS Site Form already exists for a structure, a Heritage Survey Site Form - Data Update must be completed. When a Heritage Survey Site Form is updated,

it may not be necessary to fill all fields if the original form has been completed properly. Minimally the following fields should always be completed: fields 1 through 35, which provide site identification and location as appropriate (i.e., rural locations will not usually have a Lot, Block or Plan); fields 53 and 54, which describe the condition and any alterations; and fields 68 and 69, which indicate the status (Active, Occasional Use, Abandoned, Ruins or Demolished) and date (when the historic structure was inspected). Any fields deficient on the original form also should be completed. Completion of an update HS eForm (see below) is mandatory for each revisited historic structure. Digital photographs (see section *1.3.2. Photographs*) are required for update forms, unless the structure has been demolished. In this case, a Data Update form is still required, indicating the structure's current status (i.e., demolished), but photographs are not required. Ensure that Data Update forms – for both extant and demolished historic structures – use the same Key Number and Site Name as the previous forms.

NOTE: If the historic structure was recorded within 5 years and no visible changes have occurred in the interim, no photographs are required. Simply confirm that the historic resource is still extant and unchanged, using the online Heritage Survey Site Form – Data Update.

The HS eForm
HS Site Forms must be completed and submitted electronically using the online HS eForm. A printout with original black and white prints attached must be submitted along with the HRIA report. Refer to the document, "Instructions for Accessing and Using the HS eForm" for detailed information on using the eForm. Take particular note of how to update previously documented structures, and how to print hard copies of the eForm.

See section *5. Links*, below for the url addresses for these documents.

Site Name
Give each structure a distinctive name in field [2] Site Name, on the HS Site Form, and use this name consistently to refer to the structure in the body of the report, on the sketch maps, and in the Appendices. When a site contains several related structures, use structure names that tie them together (e.g., Smith Farmhouse, Smith Farm – Barn, Smith Farm – Well, etc. When there is more than one structure of the same type at one site, use names that distinguish between them (e.g.,Smith Farm - Granary 1; Smith Farm - Granary 2, etc.)

If there is a Borden Number associated with the historic structure, enter the Borden number on the HS Site Form in field [74]Borden Number.

Digital Images
To complete the HS eForm, upload digital versions of the black and white photographs. It is simple and inexpensive to have negatives scanned by the service provider at the time the film is developed. Scans should be in JPEG format and not less than 500KB or more than 1200 KB in size.

IMPORTANT: Ensure that the file names of the digital versions match the frame numbers of the film images. For example, the file name for jpg image scanned from frame number "05" on a film with the roll number 15-R0001 will be: 15-R0001-05.jpg

1.3.2. Photographs

Black and White Film Photos and Heritage Survey Roll Numbers
Photographs taken with black and white film are required for all historic structures recorded in the course of an HRIA. The final submission must include black and white photographic prints, along with the original negatives. True black and white processing is required for negatives and preferred for prints. Only black and white film is acceptable. Do NOT use colour film or dye-based black and white film that is processed with colour film chemicals. Kodak TMax-100 is preferred, but any silver-based type is acceptable.

Roll numbers are issued by the Heritage Survey Program and must be used for all films and prints. Contact the Heritage Survey Program for roll numbers.

The format for roll numbers is: YY-RXXXX where YY is the last two digits of the year the roll number was issued, and XXXX is a four-digit, sequentially assigned number. The naming convention for film images is: "Roll Number"-"Frame Number". There are always two digits in the Frame Number. For roll numbers less than 1000, and frame numbers less than 10, leading zeros are used to preserve the format. So, the name of the image on the fifth frame on twelvth roll used in 2015 would be: "15-R0012-05".

Identify the roll and frame number on the back of each print using a photographic or 2B pencil. Photographic prints must be affixed to the original Heritage Survey forms using archival double-sided photo mounting stickers (available at craft and scrapbooking stores).

NOTE: While more than one structure may be documented on a single roll, separate rolls are required for each HRIA.

Digital Photos and Digital Project Numbers
Digital photographs can be used as supplementary documentation, but these do not replace the black and white film photography for newly documented historic structures. When updating a previously documented historic structure, colour digital photographs are acceptable. The minimum resolution for digital images is 8 megapixels. Either JPEG or TIFF formats are acceptable.

For each project where digital-only images will be submitted, contact the Heritage Survey Program for a digital project number. Digital project numbers are to be used in naming digital images that are NOT scanned from black and white negatives or prints.

The format for digital project numbers is: YY-DXXXX where YY is the last two digits of the year the digital project number was issued, and XXXX is a four-digit, sequentially assigned number. The naming convention for digital images is: "Digital Project Number"-"File Number." The File Number can be anything, as long as the file numbers associated with any digital project number are all different. For digital project numbers less than 1000, leading zeros are used to preserve the format. So, the name of digital image with the file name "exterior_nw.jpg" that is associated with the twenty-first digital project number issued in 2015 would be: "15-D0021-exterior_nw.jpg". Make sure you include the file type (for example: .jpg or .pdf) at the end of the image name.

Taking Photographs
Distant or group shots are not sufficient to document a historic structure. Photograph each historic structure separately. In the case of grouped structures, a context shot is desirable, but this does not replace the individual documentation. A minimum of two photographs (views) are needed to document a structure. Diagram A, below, shows the ideal situation where photographs taken at opposite corners sufficiently illustrate a structure. When obstructions prevent this ideal scenario, the two views should be taken in order to show as many sides of the structure as possible, as illustrated diagram B, where one side is obstructed by trees, and diagram C, where two sides are obscured by neighbouring structures.
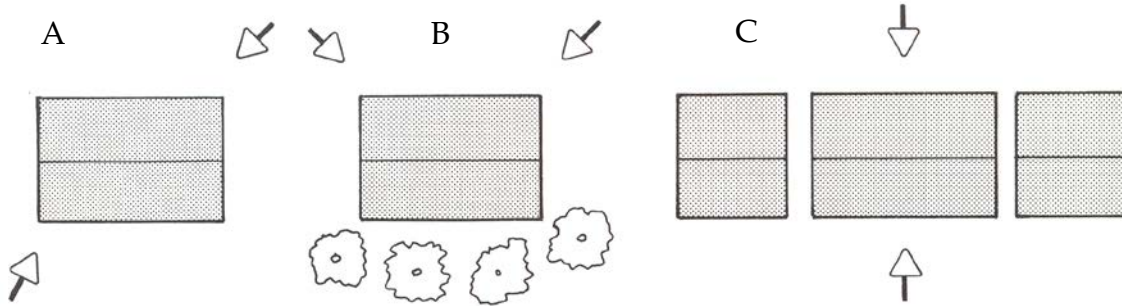
Suggested additional views include the following:
  (a) exterior views as required to show all sides of the structure
  (b) interior views, if possible
  (c) construction details, at your discretion
  (d) contextual views with any adjacent structures, landscape features or associated machinery or refuse

The number of photographs required to adequately document a structure will vary with the size, complexity and interest of the building.

Additional information relating to documentary photography is available in the *Heritage Survey Field Guide.*

Photo Catalogue
Accompanying the photographs will be a photo catalogue providing details of the individual images, whether film or digital. For example:

Film Roll Number _____13-R0999_____ Recorder _Howard Carter_____

Project Name __ASA Permit Number 13-999___ Town _Near Woking_____

Frame	Negative	Address / Location	View	Date
1.	00	Index Card Photo		2013/06/13
2.	01	11U 369634E 6161633N	Northwest	2013/06/13
3.	02	11U 369634E 6161633N	Northwest	2013/06/13
4.	03	SE 10-76-7-W6	Pankow Homestead, east side	2013/06/13
5.	04	SE 10-76-7-W6	Pankow Homestead, west side	2013/06/13
6.	05		Spoiled shot	2013/06/13
7.	06	NW 9-76-7-W6	Farm building, NW corner	2013/06/13
8.				YYYY/MM/DD

Word document with a table cataloguing images on film.

Exel document catalogue for digital images.

Catalogues may be submitted as Microsoft Word or Excel documents. Catalogue templates are available from the Heritage Survey Program upon request.

1.3.3 Historical Title Search

For applicable lands, conduct a historical land title search to patent. The patent is the first title issued for a given piece of land.

When there is a grouping of structures on the same parcel of land – a farmyard, for instance – one title search per parcel is sufficient.

A title search is not required when:
- The parcel is Crown Land that has never been in private ownership and thus does not have any certificates of title.
- A title search was previously conducted and can be cited from the Heritage Survey or an HRIA report.
- Previously documented historic structures are found to have been demolished, leaving a parcel with no historic structures.

2.   Reporting Historic Structures

The following must be included in the body of the HRIA report:
1. Description of historic structures
2. Assessment
3. Recommendations
4. Appendices

2.1   Description of Historic Structures

Information about historic structures appears throughout an HRIA. In order to facilitate the review of the HRIA by HRMB staff, include the following information in the appropriate sections of the HRIA report.

2.1.1 HRIA Executive Summary
The Executive Summary must include the following:
- The ATS description of the project area. When this area is very large, as may be the case with some projects, a general ATS description is sufficient.
- A list of the historic structures located within the project area. Always include Key Numbers for all historic structures.
- A list of any historic structures within or in the vicinity of the project area that have been deemed significant (designated) by municipal, provincial or federal bodies. Always include Key Numbers for all historic structures.
- A brief description of the impact the project will have on the historic structures within the project area.
- A summary of the recommended mitigation of these impacts.

2.1.2 Record Search
Summarize the findings of the Heritage Survey Review (see 1.1.1 above) in table format. Always include the Key Number, Site Name and Site Type. Include the Address or ATS, and Town, as applicable. Include a Borden Number, if one has been assigned.

If no HS records are found, include this result in the HRIA report. A sentence such as the following is sufficient: "A review of the Heritage Survey records at Old St. Stephen's College revealed no previously recorded historic structures within the project area."

Always make note of any designated historic structures within or in the vicinity of the project area.

2.1.3 Findings

Include a section on each newly documented or previously documented historic structure found within the project area. Begin each section with information that will identify the structure, including HS Key Number, Site Name, ATS location and Borden Number (if applicable). Follow this with a description, in text form, of the structure's materials, size, relationship with other structures (if applicable), date of construction (estimate, if not known), history, usage and condition. Minimally, the history will consist of a textual summary of ownership from land titles documents.

All historic structures must have a Key Number. Previously documented structures will already have one, but each newly documented historic structure will need to have a Key Number assigned. This is accomplished by starting an HS eForm. As soon as a Site Name has been entered and the eForm saved, a unique Key Number will be assigned to the historic structure.

Include at least one digital image of each historic structure. Captions must include the HS Key Number, Site Name and ATS location. Do not use photographic prints in the HRIA report.

If a previously documented structure is found to have been demolished, this must be noted in the text, but no photographs or sketch map are required.

When fieldwork reveals that a previously recorded structure is outside the project area, as can be the case when a legal description is accurate only to the quarter section, this must be noted in the text of the HRIA report, along with more precise locational information, if possible. No Heritage Survey form, photographs or sketch map are required.

2.1.4 Land Titles

Include a summary of the historic land title search in table form. Include the transfer dates and owner names. Include owner occupation as available. One summary will serve for all the historic structures on a given parcel of land.

The title block for the table must include the applicable HS Key Numbers, Site Names and ATS or Plan/Block/Lot descriptions so that it is transparently obvious which historic structures relate to the land titles information in the table.

2.1.5 Site Sketch Map

A site sketch map is required for each parcel of land within the project area on which a historic structure is found. The site sketch map is intended to show how the historic structures, in their context, relate to the project area. When multiple structures are located on the same plot of land – a farmstead, for instance – one sketch map is sufficient for the group. If a previous site map exists, it is permissible to copy it and annotate it with updated information.

Include the following items on each sketch map:
- Indicate where North is on the map. Unless there are very good reasons to do otherwise, this should be at the top of the map.
- Indicate the scale or rough scale of the map
- Show significant or useful legal boundaries, such as quarter section lines.
- Label the structures shown on the sketch map. For historic structures, use the same Key number and Site Name that appears on the applicable HS Site Form.
- Include all 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, pits, depressions, etc.
  - any other interesting or distinctive features
- Indicate how the historic structure(s) relates to the project area by showing the project area, project boundaries, or distance and direction to the boundary
- The project name, number, date, and ATS location must appear on the map.

2.2 Assessment

The HRIA report must include an assessment of the significance of the historic structures within the project area and a description of the impact of the proposed development on them.

2.2.1 Significance

Clearly state if the historic structure is significant. For an HRIA, a detailed analysis is not required, but assessments should be consistent with the following GoA methods:

A structure may be considered significant for a variety of reasons. The government of Alberta (GoA) employs a system that assesses resources against five criteria:
1. Theme / Activity / Cultural Practice / Event
2. Institution / Person
3. Design / Style / Construction
4. Information Potential
5. Landmark / Symbolic Value

A resource needs to meet only one of the criteria to be deemed significant. The publication, *Evaluating Historic Places* explains how the GoA system works.

If a structure has already been recognized as a Municipal Historic Resource (MHR), Registered Historic Resource (RHR), Provincial Historic Resource (PHR) or National Historic Site this must be noted in the report. Search the online database of the Alberta Register of Historic Resources (see section *5. Links*) to determine if any recognized historic resources are within the project area. It will be important to advise project proponents of the presence of such resources, as additional approvals or development restrictions may apply before any alterations may be authorized.

If the historic structure is significant, or possibly significant, further study by a consulting architect or historian may be necessary.

2.2.2 Impact
Clearly state how the proposed development will affect each historic structure. For example: "The structure is outside the development area and will not be impacted by the proposed development." Or "The structure cannot be avoided and will be destroyed in the course of the proposed development." Many degrees of impact between these extremes are possible. Specify what the impact of the project will be on the structure in question.

2.3   Recommendations
The HRIA report must provide a recommendation for each structure. Your recommendation could range from "No further work" to "Further study and documentation required" to "Avoidance," with many degrees of activity in between. Be specific in your recommendation, and provide justification for your recommendation.

Include the information gathered in the Pre-field Preparation stage, above. Provide details in table format of the results of fieldwork, including revisits to previously documented sites and of the inspection of high potential areas. The table must include location by ATS location, HS Key number and Site Name, Borden Number (if applicable), a description of the site and information on the source of the information, a description of the structure's relationship to the project area, the anticipated impact and recommended mitigation. For example:

ATS	Site Name / Data Source	Impact	Mitigation
LSD9-7-75-2-W6	HS 12344 Cucumber Corner Train Station, Provincial Historic Resource (Heritage Survey)	Adjacent to project area.	Avoidance. Fencing as necessary to protect structure
LSD1-7-75-2-W6	Farmyard – 7 modern structures <50 years old (Valtus, field observation)	Within project area.	No concerns
LSD5-5-75-2-W6	Large structure, possibly barn (Valtus)	100m outside project area.	No concerns
LSD3-18-75-2-W6	GiQn-100: Farmyard – 3 historic structures: HS 12345 - Smith Farmhouse; HS 12346 - Smith Barn; HS 12347 - Smith Shed, 2 modern structures < 50 years old (Valtus, field observation)	Within project area. Will be demolished.	Documentation completed is sufficient mitigation. No further concerns

*Please note: these are not an actual sites

2.4   Appendices

Include the following as appendices bound into the HRIA report:

2.4.1 Recording and Reporting Checklist
- Complete and include a print-out of the checklist provided in section *4: Recording and Reporting Checklist* below; use URL from section *5. Links* to access fillable pdf version of checklist.

2.4.2 HS Site Forms

- A copy of each HS Site Form.
- When using double-sided printing, ensure that the first page of each HS Site Form in the Appendix appears on a right-hand page.
- Group HS Site Forms by location (ATS, address or Lot/Block/Plan)
- Place the site sketch map with the applicable HS Site Form; when there are several historic structures at one location, one sketch map is sufficient.

NOTE: The images on the scanned HS Site Forms are sufficient for the HRIA report. Original photographic prints are required only for the original HS Site Forms submitted separately from the bound report.

2.4.3 Historical Title Searches

- A copy of each Certificate of Title from the current title back to the first, or patent title, for each parcel of land on which a historic structure is located, where available (crown land which has never been in private ownership will not have any land titles documents).
- For each parcel of land, precede the Certificates of Title with a page showing:
  - the legal land description (ATS or Lot/Block/Plan)
  - Heritage Survey Key Numbers and corresponding Site Names of those historic structures located on the land

  This will facilitate the correlation of the Certificates of Title with the information in the text of the HRIA report.
- For each parcel of land, arrange the Certificates of Title in order, from most recent to patent.
- Note that when there are multiple historic structures on the same plot of land, it is not necessary to provide a duplicate historical title search for each structure.
- If there are too many Certificates of Title to bind in a report, this appendix may be submitted in electronic form on a cd or dvd in a back pocket in the report. Ensure that the scans are legible and the digital files are named, arranged, and grouped so that they can be easily correlated with the applicable HS Site Forms.

3.   Documentation

Several items of documentation must be submitted separately from and in addition to the HRIA Report:

3.1   Heritage Survey Site Forms

Submit a hard copy of the Heritage Survey eForm, with prints of the black and white photographs attached, for each historic structure. The simplest way to do this is to print out a copy of the completed HS eForm. When it is not possible to use the HS eForm, submit hand-filled paper HS Site Forms, or printouts of HS Site Forms completed using the fillable pdf form. In all cases, prints of the black and white film images must be submitted. These must be attached either to the paper HS Site Form, or to the Additional Views form.

All forms are available online (see section *5. Links,* below) or from the Heritage Survey Program (see section *6. Contact Information*, below).

3.2   Negatives

Submit the black and white negatives. Each negative strip is to be labelled with the applicable Roll Number.

3.3   Land Titles Documents

Submit unbound copies of all the Certificates of Title in addition to the copies bound into the HRIA report. Ensure that the copies are legible, grouped by parcel of land and arranged in chronological order from most recent to earliest (patent). Make sure that they can be easily correlated with the HS Site Forms. Land titles searches that are illegible, incomplete or disorganized will not satisfy these requirements and are likely to require revision or additional information.

3.4   Digital Files

Submit a compact disc (cd) containing all the required digital files, including:
- digital versions of all the black & white images from the film(s); ensure that the file names for the images on the cd are the same as the numbers that appear in field "[37] Number" of the HS Site Form. Digitization is done easily and cheaply as part of the film development process.
- digital images supplied to supplement the required black and white images; ensure that the image file names conform with the Heritage Survey numbering system.

Format specifications for digital images should be in keeping with current Archaeological Survey requirements (see Archaeological Information Bulletin: Digital Data Submissions).

4. Recording and Reporting Checklist

Download the fillable pdf version of this checklist, complete it and include it as an appendix in the final HRIA report. All items must be marked either complete or N/A.

1. Recording Historic Structures

1.1 Pre-field preparation

	Complete	N/A
Heritage Survey review	O	O
Satellite Imagery review	O	O
Permission to enter land within project area	O	O

1.2 Fieldwork

	Complete	N/A
Traverse project area on foot or by vehicle	O	O
Inspect all historic structures where safe to do so	O	O

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.	O	O
Use "New" or "Update" HS eForm as appropriate.	O	O
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)	O	O
Upload images with digital file names that match image number from film roll or digital project number	O	O

1.3.2 Photographs

	Complete	N/A
Use true black and white film	O	O
Use Heritage Survey Roll Numbers	O	O
Take a minimum of 2 photos per historic structure, preferably showing all sides	O	O

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.	○	○

	Complete	N/A
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: i.e., 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 reason(s) 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	O	O

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)	O	O
Photo log listing all film images	O	O
Photo log listing all digital (non-film origin) images	O	O
Legible pdf versions of land titles documents	O	O

5.   Links

Creating a Future for Alberta's Past (pdf version), including: Identifying Historic Places: Heritage Survey Field Guide; Identifying Historic Places: Heritage Survey Codes; Evaluating Historic Places: Eligibility, Significance and Integrity
http://culture.alberta.ca/heritage-and-museums/programs-and-services/municipal-heritage/

PDF Forms:

Heritage Survey Site Form
http://culture.alberta.ca/documents/heritage-survey-form-2014.pdf
Additional Views form
http://culture.alberta.ca/documents/HeritageSurvey-Site-Form.pdf

Fillable PDF Forms:

Heritage Survey Site Form
*link not yet available, contact Heritage Survey (see below)
Additional Views Form
*link not yet available, contact Heritage Survey (see below)

Heritage Survey eForm
http://ehermis.alberta.ca/hseform

Heritage Survey eForm – How to Access and Use
http://culture.alberta.ca/documents/HeritageSurvey-Online-Instructions-2012.pdf

The on-line Heritage Survey database (HeRMIS):
http://hermis.alberta.ca/ARHP/Default.aspx?DeptID=2.

Recording and Reporting Historic Structures
*link not yet available, contact Heritage Survey (see below)

Recording and Reporting Historic Structures Checklist, fillable pdf version
*link not yet available, contact Heritage Survey (see below)

6. Contact information

For Heritage Survey Site Forms, film roll numbers, digital project numbers, HS eForm UserIDs, and further information about the Heritage Survey Program, contact:

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