

# Heritage Resource Protection Plan

for

Mailing Address

Created on

# 1 Contact Information for Chance Find Protocol

Manager/Supervisor/ Individual responsible for reporting and implementing Chance Find Protocol.

Position:	
Name:	
Company:	
Phone:	
Email:	

Designate responsible (Project Supervisor, or Individual, etc.) for reporting and implementing Chance Finds Protocol if Manager/ Supervisor is not available.

Position:	
Name:	
Company:	
Phone:	
Email:	

Historic Resources Branch (HRB)

Phone:	(204) 945-2118	Email:	HRB.archaeology@gov.mb.ca
--------	----------------	--------	---------------------------

Local Police Authority

Detachment name:	
Phone:	

Qualified Heritage Consultant hired by \_\_\_\_\_ for screening, HRIA, and/or chance finds.

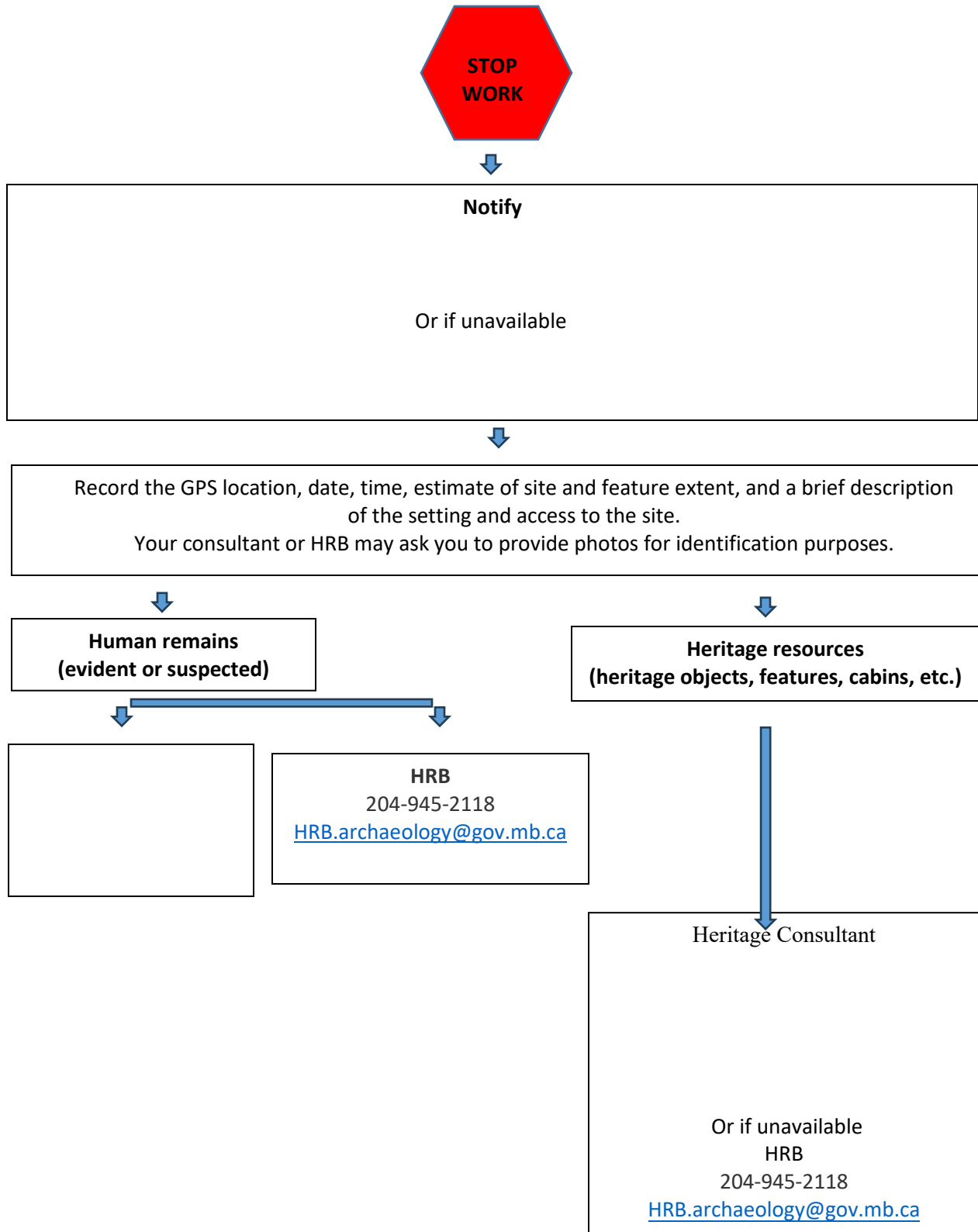
If \_\_\_\_\_ does not have a consultant, they may contact HRB for a list of qualified consultants.

Heritage Consultant:	
Phone:	
Email:	

## 2 Chance Find Protocol

Follow the Chance Find Protocol for resources during any stage of a project or development:

when encountering human remains or heritage



### 3 Preface

This standard Heritage Resources Protection Plan for \_\_\_\_\_ outlines protection measures and protocols that managers, employees, and all, if any, contractors and sub-contractors will undertake in the event of the discovery of previously unrecorded heritage resources.

The intent for this document is to be a straightforward and practical reference document for use by managers, employees, contractors, and/or stakeholders, and partners such as Indigenous communities and organizations for whom project onboarding will be necessary. \_\_\_\_\_ encourages anyone to provide feedback on this document and will review this plan on an annual basis.

## 4 Contents

1	Contact Information for Chance Find Protocol.....	i
2	Chance Find Protocol.....	ii
3	Preface.....	iii
5	Key messages for workers .....	1
6	Introduction.....	2
6.1	Mineral Exploration .....	2
6.2	Roles and Responsibilities .....	2
6.2.1	All personnel on site .....	2
6.2.2	Manager/ Supervisors and their designates .....	2
6.2.3	Workers, contractors etc. ....	3
6.3	Legal Requirements .....	3
6.3.1	Potential penalties .....	3
7	Heritage Resources .....	3
7.1	Legal framework.....	3
7.2	Heritage resources and heritage objects are defined under the <i>Heritage Resources Act</i> : .....	3
7.3	Types of Heritage Resources .....	4
7.3.1	Pre-European Contact Period.....	4
7.3.2	Historic Period .....	5
7.3.3	Palaeontological Objects.....	7
7.4	Regional Variations and Heritage Resources.....	7
8	Best Practices .....	9
8.1	Mineral Exploration Activities and Potential Impacts to Heritage Resources – Best Management Practices for Mineral Exploration in Manitoba.....	9
9	Reporting.....	11
9.1	Discovery and notification structure .....	11
9.2	Human Remains: What to expect after notification for possible found human remains .....	12
9.3	What to expect after notification for possible heritage objects.....	12
9.4	Best Photography and Heritage Resource Documentation Practices.....	12
10	HRPP Manager/Supervisor and Designate Statement of Responsibilities.....	14
10.1	Manager/Supervisor Statement of Responsibilities .....	14
10.2	Site Designate Statement of Responsibilities .....	14

## 5 Key messages for workers

Workers in the field should remain vigilant to watch for and report any discoveries.

expects workers to:

- Stop all activities at location if human remains or heritage resources are found
- Report any findings to Manager/ Supervisor or designate.
- Read this document and acknowledge their roles and responsibilities by signing the Employee Statement of Responsibilities

is prepared to offer the required support to preserve and protect heritage resources.

## 6 Introduction

This Heritage Resource Protection Plan (HRPP) provides operational procedures to limit damage to or destruction of heritage resources to fulfill requirements of the legislation when encountering heritage resources at work locations. These requirements include the obligation for all persons to report findings under Section 46, and the prohibition from damaging heritage resources under Section 51 of The Heritage Resources Act (the Act).

Heritage resources are non-renewable resources – once destroyed or disturbed, any knowledge that might have been gained from the careful study and cultural experience of these sites is lost forever. Heritage resources and sites have the potential to enrich and expand the shared history of all Manitobans – heritage resources are visible in our museums, cultural centres, public spaces as well as in our stories and traditions. In this era of Truth and Reconciliation with Indigenous peoples, all Manitobans share a responsibility to document heritage resources and preserve cultural and historical knowledge of importance to Indigenous communities.

This HRPP consists of operational procedures to limit damage or destruction of heritage resources accidentally found during site work by:

- Raising awareness about the types of heritage resources that managers, employees, contractors, sub-contractors, etc. can expect to encounter on-site.
- Outlining what to do and whom to call when heritage resources or human remains are accidentally encountered during exploration, testing or ground disturbance activities within project areas.

### 6.1 Mineral Exploration

This HRPP addresses the potential of heritage resources being visible without disturbance or becoming exposed during ground disturbance activities within project areas. For the purpose of protecting heritage resources, ground disturbance activities consist of any activity that disturbs or removes the surface or subsurface sediments and other natural features of a landscape or project area. Examples of ground disturbance activities typically generated by mineral exploration include (but are not limited to):

- Access trail construction or reestablishment (widening)
- Timber clearing activities including helicopter and drill pad clearing;
- Soil and till sampling;
- Diamond drilling;
- Pushing or stripping of soil and/or overburden from a work location;
- Use of explosives, or;
- Excavation of trenches and borrow pits

### 6.2 Roles and Responsibilities

#### 6.2.1 All personnel on site

Heritage resources are often not readily identifiable by the untrained eye and can be impacted by any activity that causes ground disturbance. This is why all employees, contractors, sub-contractors and any of their employees working in the field will be made aware of the contents of this HRPP, and copies will be available at all times to those in the field to aid in identification and reporting. All workers, contractors etc. of \_\_\_\_\_ will have read the HRPP and signed their Statement of Responsibility.

#### 6.2.2 Manager/Supervisors and their designates

- Ensuring the HRPP and reference material is available to all personnel on site.
- Ensuring the HRPP has been read and all required signatures have been obtained.

- Ensuring that best practices are followed.
- Encouraging the reporting of any chance finds.
- Ensuring the Chance Find Protocol is followed.

### 6.2.3 Workers, contractors etc.

- Ensuring that best practices are followed during their work.
- Reading the HRPP and signing the Statement of Responsibilities.
- Reporting any chance finds as soon as they are encountered.

## 6.3 Legal Requirements

\_\_\_\_\_ and their employees, and their contractors must adhere to *The Heritage Resources Act (Manitoba 1986)* (the Act) and the *Policy Concerning the Reporting, Exhumation and Reburial of Found Human Remains (1987)* (also referred to as the Manitoba Burials Policy). Both the Act and the Burials Policy uphold the protection of heritage resources and human remains.

In Manitoba, heritage resources are protected from disturbance under the Act, as are fossil remains of plants and animals. The Historic Resources Branch (HRB) is responsible for administering the Act.

Nothing in this HRPP shall be construed as waiving compliance with regulatory requirements imposed by law. Under Sections 46 and 51 of the Act, if at any time, heritage objects and/or human remains are encountered in association with these lands during mineral exploration activities, there is an obligation to report any heritage resources and a prohibition on destruction, damage or alteration of said resources. HRB may require that an acceptable heritage resource management strategy be implemented by the proponent/developer to mitigate the effects of their activity on the heritage resources. **Deliberate destruction or disturbance of heritage objects or human remains is an offence under the Act.**

### 6.3.1 Potential penalties

Under the *Manitoba Heritage Resources Act 69(1)*, any person who contravenes or fails to observe a provision of this Act or a regulation, order, by-law, direction or requirement made or imposed thereunder is guilty of an offence and liable, on summary conviction, where the person is an individual, to a fine of not more than \$5,000 for each day that the offence continues and, where the person is a corporation, to a fine of not more than \$50,000 for each day that the offence continues.

## 7 Heritage Resources

### 7.1 Legal framework

7.2 Heritage resources and heritage objects are defined under the *Heritage Resources Act*:

"heritage resources" include

- (a) a heritage site,
- (b) a heritage object, and
- (c) any work or assembly of works of nature or of human endeavour that is of value for its archaeological, palaeontological, pre-historic, historic, cultural, natural, scientific or aesthetic features, and may be in the form of sites or objects or a combination thereof.

“heritage site” is a site designated as a heritage site under Part I of the Act

"heritage object" is an object defined in Part IV of the Act and includes



- (a) **An archaeological object**, meaning an object:
  - That is the product of human art, workmanship or use, including plant and animal remains that have been modified by or deposited due to human activities;
  - That is of value for its historic or archaeological significance, and;
  - That is or has been discovered on or beneath land in Manitoba, submerged or partially submerged beneath the surface of any watercourse or permanent body of water in Manitoba;
- (b) **A palaeontological object**, meaning the remains or fossil or other object indicating the existence of extinct or prehistoric animals, but does not include human remains;
- (c) **A natural heritage object**, meaning a work of nature consisting of or containing evidence of flora or fauna or geological processes;
- (d) **An object designated as a heritage object** by the Lieutenant Governor in Council under subsection (2);

**"human remains"**

- Means human remains as defined in Part IV of the Act, as follows:
  - Means remains of human bodies that in the opinion of the minister have heritage significance and that are situated or discovered outside a recognized cemetery or burial ground in respect of which there is some manner of identifying the persons buried therein;

### 7.3 Types of Heritage Resources

Heritage resources are classified for ease of interpretation and study into various categories by date or time period, material type, usage, site type and other criteria. The range of specific heritage resources that can potentially be discovered in an area will vary according to Ecoregion as human activities in the past were constrained by factors such as topography, geology, hydrology, resource availability and climate history.

The heritage resources most often encountered include sites (comprised of a collection of Heritage Resources), archaeological artifacts, features (non-portable remains such as fire pits, walls or foundations), and palaeontological fossils. In general, artifacts made of organic materials such as wood, bark, paper or leather do not preserve well in most environments, meaning that such objects will typically not be encountered.

In broad terms, archaeological materials can be separated into the Pre-European Contact Period and Historic Period (from the 18<sup>th</sup> century to the present).

#### 7.3.1 Pre-European Contact Period

Archaeological sites and features of the Pre-European Contact Period can include:

- Pictographs
- Petroforms
- Petroglyphs
- Lichenoglyphs
- Paleosols

- Historic Trails
- Tent rings
- Campfire rings
- Tipi rings
- Thunderbird nests
- Boiling pit features
- Medicine wheels
- Burial cairns
- Burial mounds
- Earthworks
- Bone beds (e.g. bison kill or processing sites)
- Lithic acquisition sites for substances such as red ochre, quartzite, catlinite and potentially copper
- Lithic or pottery workshop
- Burials/internments
- Fish weirs

Artifacts of the Pre-European Contact Period can include:

- Stone (lithic) items, such as
  - Flakes
  - Biface tools
  - Hammer stones
  - Scrapers
  - Shaft straighteners
  - Projectile points (spears, atlatl darts, and arrows)
- Bone and antler items
- Faunal remains related to food production and preparation, such as
  - Cut, sawn or broken bone
  - Bone from bison, deer, bear, fish
  - Shellfish remains
- Carbonized (burnt) plant remains
- Pottery, usually in fragments (e.g. Blackduck or Selkirk pottery)
- Copper items such as copper points

### 7.3.2 Historic Period

Archaeological sites and features of the Historic Period can include:

- Cabins
- Historic mining equipment and infrastructure
- Historic Forestry equipment and infrastructure
- Machinery
- Forges
- Fur trade era forts and trading posts
- Historic mining claim cairns
- Historic survey cairns
- Middens or trash disposal areas
- Pits or depressions

- Concrete or stone foundations/footings/masonry
- Fire tower sites
- Private railway spurs
  - Railway cars or wheels
  - Siding locations for the storage of construction materials such as aggregate and railway ties
- Cold War infrastructure, such as
  - Air fields
  - Radar locations
  - Radiation monitoring bunkers
- Aircraft wreckage
- Boat or shipwrecks (including York boats)
- Culturally Modified Trees (portage or trail marker blazes)
- Historic Trails
- Corduroy bridges
- Piers/ferry landings

Heritage Objects of the Historic Period include:

- Iron/steel items, such as
  - Saw blades
  - Knife blades
  - Shovel blades
  - Hammer heads
  - Axe heads
  - Railway spikes and rails
  - Nails, either hand forged or wire drawn
  - Industrial hardware, such as
    - Winch mechanisms
    - Gears or sprockets
    - Compressor tanks
    - Tires or tire rims
- Metal objects related to architecture, such as
  - Galvanized or corrugated metal roof sheeting
  - Pressed/imprinted tin ceiling tiles
  - Door/window hardware, such as handles, hinges and locking mechanisms
- Metal objects related to mining, forestry, agriculture and other industries, such as
  - Galvanized or iron troughs/buckets/feeders
  - Galvanized metal sheeting from silos or cabins
  - Vehicle parts from the engines or frames of cars, trucks, tractors, wagons, agricultural equipment, compressors, winches and other machinery
  - Fence building materials including barbed wire, livestock gates and chutes
- Ceramics, such as
  - Plates, bowls, cups and other vessels
  - Power line insulators
  - Wall or floor tiles
  - Doll heads/parts

- Glass bottles
- Tin cans
- Smoking pipes or pipe stems
- Gun barrels, gun flints and musket balls/ammunition
- Early household appliances
- Early automobiles
- Boats, including boats made of wood or York boats
- Prayer flags, indicative of an Indigenous sacred site or burial
- Personal Hygiene tools or personal objects such as
  - Shaving tools
  - Combs, hair brushes
  - Mirrors or mirror glass
  - Oral hygiene (fur trade dental tools etc.)
  - Watches
  - Rings etc.

### 7.3.3 Palaeontological Objects

The three types of palaeontological objects to be found in Manitoba include:

- Vertebrate – any animal with a backbone
  - E.g. mosasaur, mammoth, fish, amphibian
- Invertebrate – any animal without a backbone
  - E.g. snails and molluscs, insects
- Plants

Palaeontological specimens can be found within geological formations (such as limestone beds), imprisoned in amber, or as scattered finds in places such as beaches or river bottoms.

## 7.4 Regional Variations and Heritage Resources

Some types of heritage resources are emblematic of, or even found exclusively in, particular regions of the province. The different regions of the province offer different types of resources and subsistence options, various opportunities for the establishment of trade networks and have been – and continue to be home to – peoples with differing cultural practices, affiliations and subsistence means.

Region of Manitoba	Characteristic Heritage Resources
<b>Southern Plains and Red River Valley</b>	<ul style="list-style-type: none"> <li>• Burial mounds</li> <li>• Bison bone beds</li> <li>• Tipi rings</li> <li>• Boiling pits</li> <li>• Earthworks</li> <li>• Agricultural sites</li> <li>• Palaeontological sites</li> </ul>
<b>Eastern, Canadian Shield</b>	<ul style="list-style-type: none"> <li>• Petroforms</li> <li>• Quartzite extraction sites</li> <li>• Fishing weirs</li> <li>• Copper trade networks</li> <li>• Selkirk and Blackduck pottery</li> <li>• Historic mining infrastructure</li> <li>• Cabins</li> <li>• Survey and mining cairns</li> </ul>
<b>Northern, Boreal Uplands/ Subarctic</b>	<ul style="list-style-type: none"> <li>• Pictographs and lichenoglyphs</li> <li>• Ochre extraction sites</li> <li>• Thunderbird nests</li> <li>• Historic mining infrastructure</li> <li>• Cabins</li> </ul>
<b>Northern, High Arctic</b>	<ul style="list-style-type: none"> <li>• Tent rings</li> <li>• Kayak rests</li> <li>• Subterranean</li> <li>• Caches</li> <li>• Stacked stone structures (e.g. inukshuks)</li> </ul>
<b>Western parklands</b>	<ul style="list-style-type: none"> <li>• Burial mounds</li> <li>• Bison bone beds</li> <li>• Tipi Rings</li> <li>• Boiling pits</li> <li>• Medicine wheels</li> <li>• Cabins</li> </ul>

## 8 Best Practices

### 8.1 Mineral Exploration Activities and Potential Impacts to Heritage Resources – Best Management Practices for Mineral Exploration in Manitoba

**The best way to prevent impacts to unknown heritage resources is to conduct a Heritage Resource Impact Assessment (HRIA).** HRIAs must be conducted by a qualified heritage consultant under a heritage permit. However, to help minimize impacts on heritage resources due to chance encounters, wishes to make its managers, employees, and/or contractors aware of following best practices.

Activity	How to Minimize Impacts
General project planning	<ul style="list-style-type: none"> <li>• Obtain information on potential for heritage resources and human remains from HRB during heritage screening process and from local Indigenous communities prior to ground disturbance.</li> <li>• Known heritage resources likely to be impacted by a project are to be flagged for avoidance and buffered from any disturbance by a minimum of 100 m, at the discretion of HRB.</li> <li>• Implement an HRPP and inform all managers, employees, contractors and sub-contractors of their obligations under the <i>Heritage Resources Act</i> of Manitoba.</li> <li>• Ensure the HRPP is available at all times to those working onsite.</li> <li>• All heritage resources encountered must be reported to the HRB.</li> <li>• Any human remains encountered must be reported to the RCMP and the HRB.</li> <li>• Plan for an HRIA if there is potential to impact heritage resources.</li> </ul>
<b>Camps and clearings</b>	<ul style="list-style-type: none"> <li>• When possible, locate camps in existing clearings or former camp sites.</li> <li>• Locate camps where they can be accessed by existing road and trail networks.</li> <li>• Locate camps and associated facilities at least 100 m from water bodies, including lakes, rivers, streams and drainage basins.</li> <li>• Survey area of new clearings to ensure that no heritage resources or potential burials are present.</li> <li>• Brushing and tree clearance should be minimized to avoid ground disturbance to protect surface or subsurface heritage resources.</li> </ul>

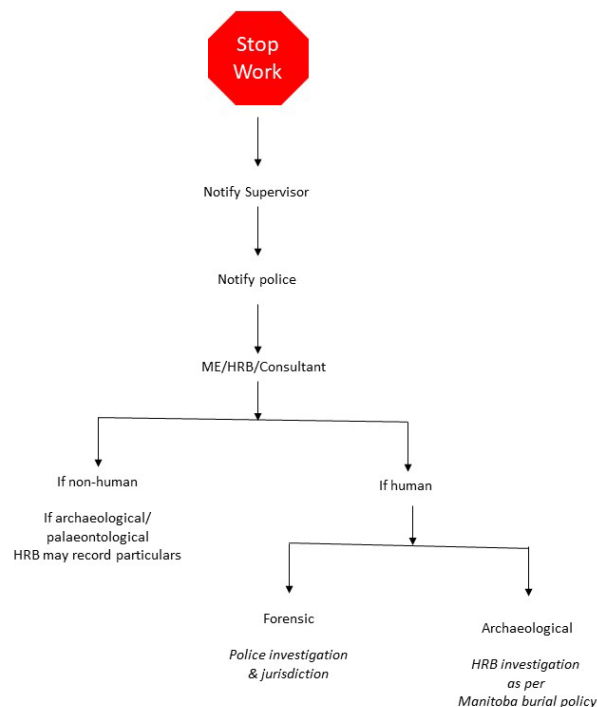
<p><b>Access roads, trails, and off-road trail use</b></p>	<ul style="list-style-type: none"> <li>• Use existing access whenever possible.</li> <li>• Utilize winter access as this reduces the likelihood of disturbing buried heritage resources.</li> <li>• Survey all potential access and trail routes to ensure surface heritage sites and features (petroforms, rock art, camps, graves) are not impacted.</li> <li>• Situate roads and trails at least 100 m away from water bodies and elevated landforms such as bedrock outcrops, terraces, and ridges.</li> <li>• Minimize stream crossings.</li> </ul>
<p><b>Trenching, stripping, and drilling</b></p>	<ul style="list-style-type: none"> <li>• Trenching and stripping activities have the potential to disturb surface and subsurface heritage resources.</li> <li>• Trenching and stripping should avoid areas of higher heritage potential (such as elevated bedrock outcrops, vantage points, terrace edges and locations within 100 m of water crossings).</li> <li>• Use backhoe equipment or rock saws for trenching and sampling where possible to minimize ground disturbance.</li> <li>• Minimize the footprint of drill pad locations to avoid unnecessary clearance and levelling of terrain.</li> </ul>
<p><b>Advanced exploration, development, and extraction phases</b></p>	<ul style="list-style-type: none"> <li>• Heritage screening and potential HRIA requirements are standard for these activities.</li> </ul>

## 9 Reporting

### 9.1 Discovery and notification structure

**Better safe than sorry: do not hesitate to report potential or suspected finds. Follow the directions below and use the contact information listed the Chance Find Protocol.**

1. If heritage resources, including human remains are encountered, stop work immediately.
2. Notify manager/supervisor or designate about the discovery.
3. Mark-off area with “flagging tape” to identify and restrict the area.
4. Record the GPS location, date, time, estimate of site and feature extent, and a brief description of the setting and access to the site. Photos may ask to be provided for identification purposes.
5. The manager/supervisor or designate will contact the qualified heritage consultant of
  - Or contact Historic Resources Branch for a list of qualified consultants at phone: 204-945-2118 email: [HRB.archaeology@gov.mb.ca](mailto:HRB.archaeology@gov.mb.ca)
6. In the case of **possible found human remains**, the Manager/ Supervisor or designate will contact both
  - Historic Resources Branch at (204) 945-2118
  - Local police authority





## 9.2 Human Remains: What to expect after notification for possible found human remains

**Under no circumstances should site information be shared with the media or the public. Site locations are protected by the Freedom of Information and Protection of Privacy Act (FIPPA).**

Communication should be limited to the local police authority or the Historic Resources Branch.

1. The local police authority will immediately attend the site and further secure the site.
2. The local police authority may notify the Medical Examiner's (ME) Office of a potential case of founding human remains as per *The Fatalities Inquiries Act*.
3. The local police authority and/or the ME's office may contact the Historic Resources Branch (HRB) or their own forensic anthropology consultant.
4. The police and their consultant will determine if the remains are:
  - a. Human or animal
  - b. Forensic or archaeological in nature.
5. If the remains are forensic in nature or cannot be immediately assessed, the police authority and ME will have jurisdiction over the area.
6. If remains are determined to be non-forensic (i.e., archaeological) in nature and their reburial is deemed appropriate, HRB will be responsible for their exhumation and reburial as per Manitoba Burial Policy

## 9.3 What to expect after notification for possible heritage objects

1. The HRB will determine if a heritage resource management strategy needs to be implemented by \_\_\_\_\_ to mitigate the effects of the project on the heritage resources. HRB will determine if additional heritage mitigation work will be required.
2. If further mitigation work is required, \_\_\_\_\_ may need to contract their qualified heritage consultant to conduct a Heritage Resources Impact assessment (HRIA) of the proposed project location, in order to identify and assess any heritage resources that may be negatively impacted by development. The Branch will work with the \_\_\_\_\_'s heritage consultant to draw up terms of reference for this project.

## 9.4 Best Photography and Heritage Resource Documentation Practices

Photographs, when carefully and thoughtfully taken, contain invaluable information and are one of the primary means for recording archaeological sites and artifacts. Apart from the basics of confirming your photographs are in proper focus, unobstructed and taken in a suitable light, below are some useful tips to keep in mind when photographing heritage resources.

1. Use location services on cell phone to geo-reference photos. If your phone is unable to take coordinates, then mark a point using a GPS device and write down the coordinates, date and time of the discovery.
2. Take aerial photos from planes, helicopters, UAVs
3. Take overview, midrange and close up shots of areas/points of interest

4. Take 360 degree perspective shots from point of interest
5. Use a scale (e.g., person, object such as coins, lighters) when taking a close-up photograph of an artifact
6. Consider cataloguing photos with software that can pull metadata from photographs
7. Ask yourself what information you require from the photograph and what you need to convey to your supervisor, heritage consultant or HRB.

# 10 HRPP Manager/Supervisor and Designate Statement of Responsibilities

## 10.1 Manager/Supervisor Statement of Responsibilities

I \_\_\_\_\_, have read and understood Heritage Resource Protection Plan (HRPP) of \_\_\_\_\_ . I am aware of my role and responsibilities as outlined in the HRPP. I will adhere to *The Heritage Resources Act (Manitoba 1986)* and, the *Policy Concerning the Reporting, Exhumation and Reburial of Found Human Remains (1987)*. I am aware that it is my responsibility to ensure that all onsite employees, contractors and subcontractors read the HRPP and sign their statement of responsibilities and that I may be asked to provide evidence to demonstrate that onboarding for the HRPP has been completed.

Date:		Signature:	

## 10.2 Designate Statement of Responsibilities

I \_\_\_\_\_, have read and understood Heritage Resource Protection Plan (HRPP) of \_\_\_\_\_ . I am aware of my role and responsibilities as outlined in the HRPP. I will adhere to *The Heritage Resources Act (Manitoba 1986)* and, the *Policy Concerning the Reporting, Exhumation and Reburial of Found Human Remains (1987)*.

Date:		Signature:	