



Guide to Writing Archaeological Impact Assessment Report Management Summaries

Archaeological impact assessment management summaries serve two main purposes; they provide a synopsis of the report for clients and they are the report description within the Provincial Archaeological Assessment Report Library annotated bibliography. To provide consistency in the structure of this important report component, please consider the following tips and recommendations in addition to the required content for a management summary within the BC Archaeological Impact Assessment Guidelines (Appendix A – Guidelines for Report Content).

Management Summary

Write this section of the report last instead of first. Management Summaries should be a condensed version of the entire report, presenting pertinent information in an abbreviated format. Information presented in the Management Summary should be discussed in greater detail in the body of the report under the appropriate section. In general, Management Summaries should describe briefly where you went, how big it is, how hard you looked, what you found, why it is important and what you recommend for management.

Please include the following in Management Summaries:

- General type of development (e.g. oil and gas blanket, residential development, forestry, etc.)
- Location of study area in relation to significant geographical features such as towns, major streams or waterbodies, etc.
- Area surveyed (e.g. approximately 52.5 ha.) or, if blanket, number of study areas.
- List of new sites identified during assessment and previously recorded sites within the assessment area if relevant / revisited.

- If sites found, include a brief description, how big, how deep, what was recovered and site significance. Key findings such as:
 - Short statement regarding nature and amount of artifacts collected, if significant. (Generally not appropriate for blanket permits.)
 - Short statement regarding amount and nature of faunal remains collected, if significant / applicable (e.g. “A large assemblage of faunal remains was recovered from the site and includes a wide variety of taxa representing a marine orientation. A broad season of occupation is suggested by the presence of the lingcod (fall-winter), fur seal (winter), goldeneye (fall spring), common murre (spring), small herring (summer) and shearwater (summer)”). (Generally not appropriate for blanket permits.)
 - Any other important information (e.g. human remains were identified; a thousand post-1846 CMTs were identified, etc....or.... “Archaeological site XxYy-12 was previously recorded on the subject property, no remaining evidence of this site was identified during this assessment.”)
- General management recommendations, specifically whether additional permitted archaeological work is recommended.
- A statement informing proponents that all archaeological sites, whether recorded or unidentified, are protected by legislation and may not be altered, damaged, moved, excavated in, or disturbed in any way without a permit issued under either Section 12 or Section 14 of the *Heritage Conservation Act*. NOTE: Make sure the information that additional work is to be completed under permit is included in this section. Sometimes the Management Summary is the only part of the report that your client will read. If you don’t tell them here that they need subsequent permits, they may not find it elsewhere in the report.