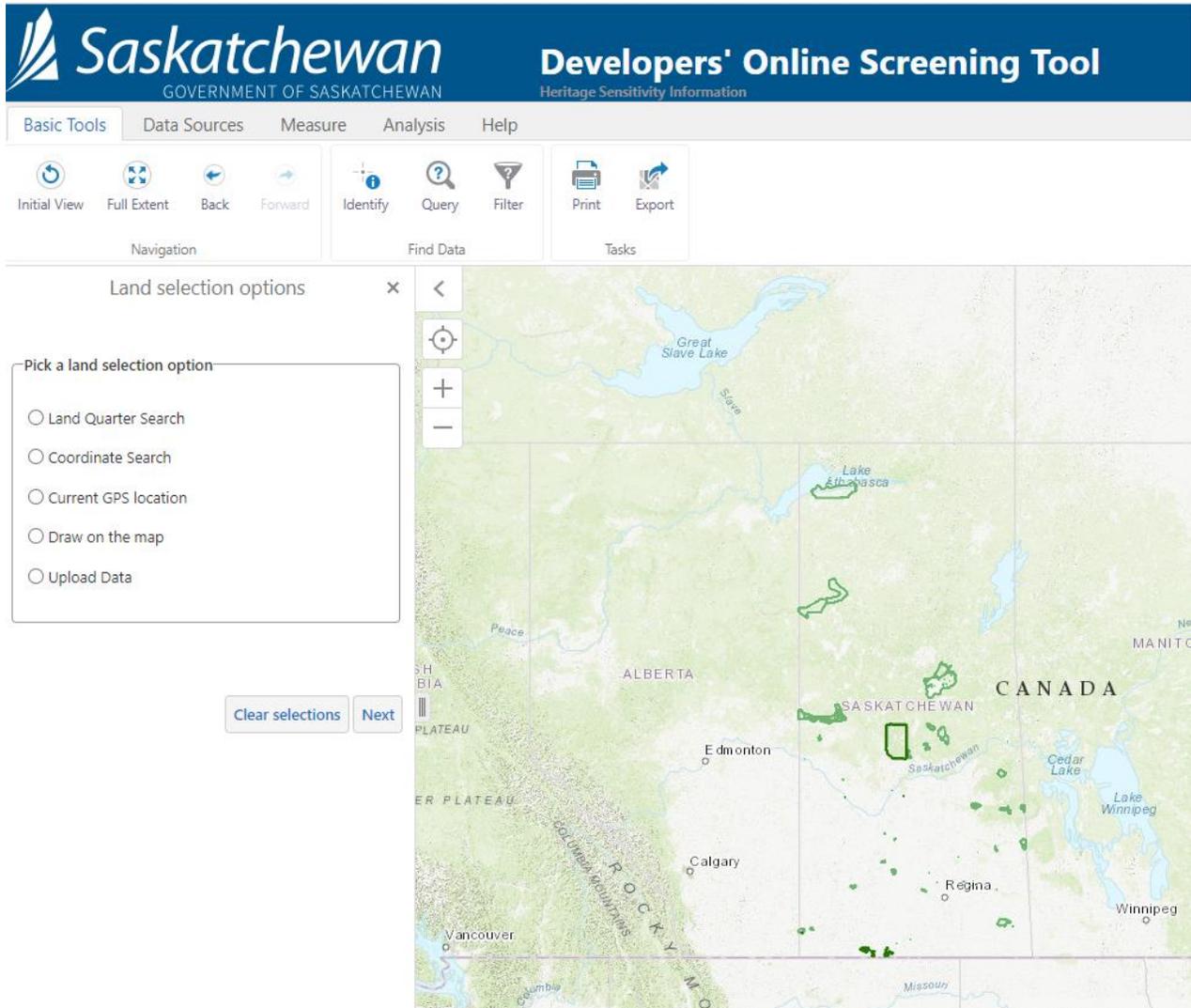![Government of Saskatchewan logo](Saskatchewan / GOVERNMENT OF SASKATCHEWAN)

Instructions for Using the Developers' Online Screening Tool

Version 1.0

September 2022

Note. The Developers' Online Screening Tool has not been tested on mobile or tablet devices and may not exhibit the full functionality of the tool. It is intended for use on a desktop computer or laptop only.

Intended Users

The Heritage Sensitivity information provided for the Developers' Online Screening Tool is a free searchable GIS-based database of quarter-sections that is intended to provide heritage sensitivity information to land developers, land agents acting on behalf of developers, municipal, provincial and federal governments/agencies, and professional archaeologists.

Tool Purpose

The Developers' Online Screening Tool is a service intended to expedite the heritage (archaeological) resources review and approval process for land and resource developers. The tool is used to screen any developments that will result in ground disturbance on provincially or privately owned land in Saskatchewan, and include oil and gas developments, road developments, gravel extraction, utilities, mining, mineral exploration, subdivisions, and many other types of land and resource developments subject to (heritage resources) regulatory review and approval. Depending on the screening results for any proposed development, either immediate heritage resource clearance is provided, or heritage sensitive lands – those containing or likely to contain archaeological resources – will be identified, prompting a review to ensure these sensitive areas are appropriately considered in development project planning and design.

Tool Updates

The screening tool is regularly updated. As search results are based on available data at the time of a search and may change over time, users should re-search their proposed development areas to verify the currency of the results if any time has elapsed since the original search.

Models predict if archaeological sites might occur in areas based upon characteristics of the landscape and the presence of known archaeological sites. Users of these data acknowledge that models are a representation of reality based on incomplete and imperfect information and therefore may not predict archaeological site presence of absence with full accuracy. A result of Not Heritage Sensitive does not preclude the existence of archaeological sites in the area of interest. In addition, newly discovered sites are continually being recorded and entered into the ministry inventory which may result in a change in the sensitivity value of a quarter-section over time.

Exemptions for Private Landowners

The Online Screening Tool is not intended for small scale, non-commercial activities undertaken by private landowners that constitute improvements to, or maintenance of, private property, as these usually have little or no impact on archaeological resources and may be exempt from heritage screening using the Online Screening Tool. Access the **Exempt Activities Checklist for Private Landowners** to identify if the proposed activity is exempt from archaeological heritage screening. If the activity is exempt, please retain a copy (paper or electronic) of the completed Checklist for your records. Include the completed checklist with any applications for regulatory approvals or permits that may be required for the proposed activity to confirm that heritage

concerns have been addressed. If the activity is not exempt, please continue with the Online Screening Tool. Breaking previously intact land for cultivation and gravel testing or extraction are examples of activities that are NOT exempt.

Projects on Federal Land
Development projects that occur on federally owned land must seek heritage clearance from those jurisdictions. This includes First Nation Land, and federal parks and historic sites.

Tool Instructions and Responses

1. Launch the tool from the Developers' Online Screening Tool webpage on Saskatchewan.ca, read the User Agreement and Accept the agreement.
2. Users can select a variety of methods to screen their project from the Land Selection Options tab. These options include:
   a. Land Quarter Search – input the different components that make up the Legal Land Description (LLD) which include Quarter Section, Section, Township, Range and Meridian. Multiple quarter sections can be added by choosing "Search Again" in the Land Selection Results page. When all quarters have been added, then the screening report can be generated.
   b. Coordinate Search – includes input of LAT/LONG and UTM coordinates
   c. Current GPS Location
   d. Draw on the Map – users can pan, scroll, or zoom across the map to the area they are looking for. Users can also input the nearest town or landmark into the search engine in the upper right corner of the tool to quickly move the map to their project area.
      Reminder: If the search engine function is used, the user must select the Land Selection Option tab in the left column to return to the land selection options.
      Users can select a variety of polygon or polyline shapes to draw their project.
   e. Upload Data – includes input of KMZ, KML, or Shapefiles. Click the Choose Files button to select the data for upload.
3. For projects with multiple components, additional land selection options can be used to continually add project components to the same screening. After each land selection option is used, the user can click "Search Again" (prior to generating the screening report) to return to the land selection options tab and choose another option that will then be added to the previous screening. When all project components have been added, choose the "Generate Screening Report" to obtain the screening results.
4. To start a new screening, make sure to click "Clear Selections" on the Land Selection Options tab to erase all previous selections.
5. After a project is inputted for screening, the Land Selection Results are displayed. These results will be one of the following three (3) responses:
   a. This selection is NOT heritage sensitive.
   b. This selection is conditionally heritage sensitive.
   c. This selection is heritage sensitive.

6. Every Land Selection Result will give further instructions to the user as to their next steps. This may involve submitting the project to the Heritage Conservation Branch for further review, or the project may receive immediate heritage clearance and the screening report can be used as proof of heritage clearance for the project.
7. Generate the Screening Report by clicking the button at the bottom of the Land Selection Results page, and then select the Screening Report link to initiate its download.
8. The Screening Report will contain the following pieces of information:
   a. Sensitivity Response
   b. Date/Time stamp
   c. Map showing the sensitivity grid and the development footprint.
   d. Instructions for next steps
   e. Answer to the road allowance question, if prompted by the tool to answer
   f. Listing of all the Parcel Descriptions (LLDs) impacted by the project and their sensitivity code
   g. Sensitivity Legend and Disclaimer
   h. Contact Us details
9. The Screening Report is a PDF document that can be saved and/or printed.
10. To view GIS base layers within this screening tool, open the Layers tab at the bottom of the left column. Users can turn various base layers on/off and the Heritage Sensitivity layer can be viewed for planning purposes without choosing a land selection option.
11. If users cannot locate the land selection options tab in the left column, it can also be found under the Analysis tab along the top row, choosing Check Heritage Sensitivity.

Future Revisions to the Instructions
Future revisions of this document are planned, which will expand upon many of the categories and instructions outlined above. These revisions will be based on user feedback and occur as updates to the tool are released.

Disclaimer
By using the Developers' Online Screening Tool, users acknowledge understanding of the Tool's purpose, scope and limitations. Users further acknowledge that the Tool is not a replacement for consultation with the Heritage Conservation Branch.