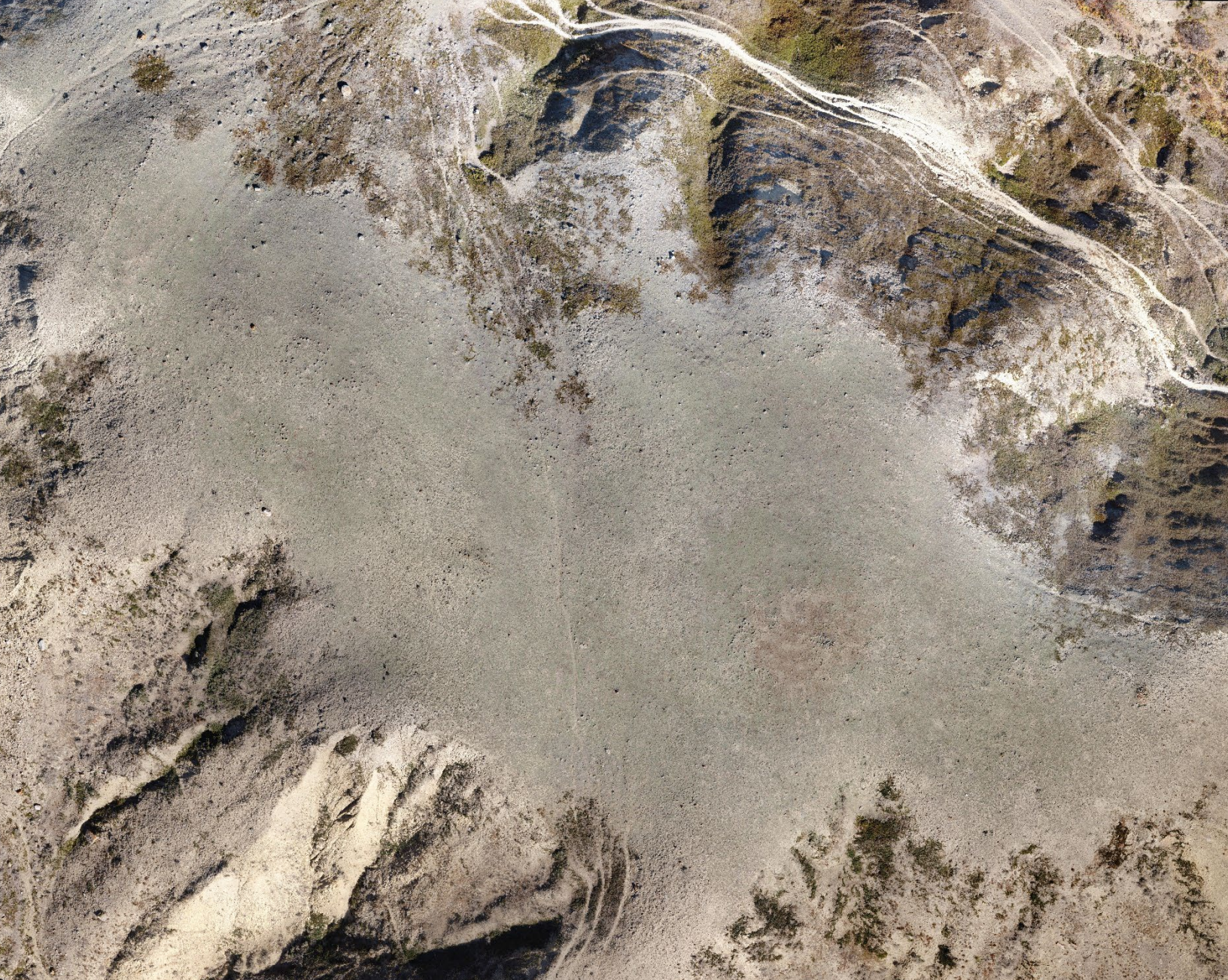




Shapefile Submission: A Guide

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Shapefiles

Introduction

The Heritage Conservation Branch (HCB) operates using a Geographic Information System (GIS) database which in turn supports the Heritage Resource Screening (HRS) system. In order for the HCB to operate in a systematic, comprehensive and methodical manner, the GIS database must be continuously supplied with up-to-date data. Shape files are an essential contribution to the GIS database which provide the HCB and HRS system with information regarding archaeological site boundaries, recommended avoidances of archaeological sites, and areas previously assessed within the province of Saskatchewan.

This guide provides Heritage Professionals (HP) with instructions on how to provide these key shape files, including formatting and defining field attributes for each shape file provided. Shape files are submitted to the HCB via the HRS system under the Permit Results Summary screens. When applicable, shape files for archaeological site boundaries and avoidance buffers are submitted with the Site Form Data. Assessment Area shape files are provided on the Assessment or Research Results screen.

Assessment Area

The Assessment Area is considered to be the area that was assessed by a Heritage Professional. This includes survey areas under a Heritage Resource Impact Assessment (HRIA) permit, the excavation areas under a HRIA – Mitigation permit, the research area under a research permit (Type A), and the collection area under an avocational permit (Type B). The area should be represented as a polygon (single and/or multiple). If a right-of-way (ROW) was assessed, the polygon will span the length of the assessed area and include the width of the ROW.

A template for the assessment area is available to Heritage Professionals on the Resources for Heritage Professionals webpage. The following fields should be completed on the template. Once completed, the template can be saved as a zipped shape file and submitted on the Assessment and Research Results screen of the associated permit number on the HRS system.

Permit Number

Provide the associated permit number for the assessed area. The format for archaeological permit numbers is AYYYY-### and palaeontological permit numbers is PYYYY-###.

Heritage Review Number

If applicable, provide the associated heritage review number for the assessed area. If there are multiple review numbers associated with the assessed area, they will need to be contained in their own record (row) for the shape file (Figure 1).

	FID	Shape *	PermitNum	HeritageRe	Assessment	SiteAssess	DevType	Proponent	PermitHold	Affiliatio
1	0	Polygon	A2026-123	25-1289	HRIA	0	OIL	Energy Company	John Doe	Heritage Conservation Company
2	1	Polygon	A2026-123	000068	HRIA	0	OIL	Energy Company	John Doe	Heritage Conservation Company
3	2	Polygon	A2026-123	000155	HRIA	0	OIL	Energy Company	John Doe	Heritage Conservation Company
Click to add new row.										

Figure 1: Multiple Heritage Review Numbers Example

Assessment Type

Choose from one of the following archaeological or palaeontological assessment types. Type the associated **code** in the field.

Assessment Type	Code	Description
HRIA	HRIA	Heritage Resource Impact Assessment
HRIA-M	HRIAM	Heritage Resource Impact Assessment – Mitigation
Type A	TYPEA	Research Permit
Type B	TYPEB	Avocational Permit
Comprehensive	COMP	Comprehensive Permit

Site(s) Assessment

Indicate if archaeological or palaeontological sites were found or visited by inputting 1. If no sites were visited during the assessment input 0 into the field.

Development Type

Choose from one of the following development types. Type the associated **code** in the field.

Development Type	Code	Description
Aggregate Development - Aggregate Pit - Borrow or Clay Pit - Geophysical Testing - Physical Testing - Other	AGG	Open-pit mining of loose aggregate and binders, or invasive and non-invasive methods of investigating the presence of subsurface deposits of aggregates.
Agricultural Activity - Intensive Livestock Operation - Irrigation - New Cultivation - Water Drainage Project - Plant Site - Small Water Supply Project - Other	AGRI	Large scale agricultural activities include modification of lands or the construction of facilities for the purpose of housing large amounts of animals or processing plants.
Crown Land Sale	CROWN	The sale of Crown (Provincial) owned lands.
Electrical Transmission - Transmission Line - Distribution Line - Power Generation - Other	ELEC	Electrical lines designed for the distribution of electricity or the construction of facilities that produce electricity.

Exploration Project • Drilling Program • Geophysical Program • Hand Sampling Program • Other	EXPL	The investigation of surface and subsurface conditions to map, mineral and oil and gas deposits may utilize methods that are invasive or less-invasive.
Forestry Industry and Wildfire Related • Operating Plan • Operating Plan Amendment • Mill/Plant Site • Peat Harvesting Operation • Fire Control Activity • Other	FORST	Forestry activities that include fire control and harvesting or modifying areas of forests. Includes facilities to process raw forestry products or the extraction of peat.
Mining Project • Open Pit Mine • Shaft Mine • Mill/Plant Site • Reclamation Project • Other	MIN	Mines that extract subsurface minerals. This includes facilities that process the extracted raw materials. Reclamation of disused facilities is included.
Management Planning • Official Community Plan • Management Plan • Conservation Plan • Other	MAN	Plans and strategies to guide land use and manage and protect land and resources.
Oil and Gas • Transmission Pipeline • Wellsite • Flowline • Integrity Project • Plant/Battery Site • Reclamation Project • Other	OIL	All activities and facilities related to the extraction of oil and gas as well as maintenance and reclamation projects of oil and gas facilities.
Recreational Facility • Campground • Marina • Other	REC	Land used for recreational purposes.
Subdivision • Commercial/Industrial • Cottage/Residential • Agricultural • Tie Code • Other	SUB	Land that has been zoned for commercial, residential, or agricultural use, or has been proposed to be divided or linked.
Transportation Infrastructure • Grid/Municipal Road • Highway • Bridge • Rail Line/Yard • Other	TRANS	Transportation related activities including municipal roads, highways, railways and auxiliary facilities and structures.
Utility Infrastructure • Telecommunication • Natural Gas • Water Service • Other	UTL	A network system that provides a service or a product to a house or business. Includes the installation of service transport materials or small scale-facilities.
Waste, Sewage, and Water Facility • Reservoir/Dam/Flood Control • Sewage Treatment • Water Treatment • Waste Disposal/Landfill • Other	WAT	Large-scale facilities that control water, sewage and waste.

Miscellaneous	MISC	Any project that does not fit in the listed types of development types.
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Proponent/Developer

Provide the name of the Developer Company. If the developer is not associated with a company, input the first and last name of the developer.

Permit Holder

Provide the first and last name of the Permit Holder that appears on the associated Permit.

Affiliation

If applicable, provide the name of the company/institution affiliation of the Permit Holder.

Archaeological Site Boundary

The Archaeological site boundary is considered to be the limits of the archaeological site that contains *in situ* archaeological material and/or where archaeological material was discovered *in situ* but was subsequently removed. The archaeological site boundary should be verified by a testing methodology that determines where the archaeological site area ends and/or by natural features in the environment/landscape that may obstruct the likelihood of the site's continuation across the landscape (e.g., cliff edge, waterbody, etc.). Please see Appendix C of the SARR Guide for approved standardized methods when delineating an archaeological site boundary.

Known archaeological site boundaries can be updated simply by providing a new shapefile of an updated archaeological site boundary.

A template for the archaeological site boundary is available to HPs on the Resources for Heritage Professionals webpage. The following fields should be completed on the template. Once completed, the template can be saved as a zipped shape file and submitted on the Maps and Data Upload screen of the Site Form Data Wizard on the HRS system.

Borden

Provide the Borden number of the associated archaeological site which has been assigned by the HCB. For new sites, leave this field blank.

Site Type

Choose one of the following site types for the archaeological site. Type the associated **code** into the field.

Site Type	Code	Description
Artifact Find	ARF	Five or fewer artifacts observed and/or collected.
Artifact Scatter	ARS	Six or more artifacts observed and/or collected.
Artifact/Feature Combination	AFC	Where a combination of artifacts observed and/or collected and features are present at an archaeological site.
Feature(s)	FET	Feature(s) are present that are not identified as a SSN.
SSN - Burial(s)	SNB	A site that consists of partial or complete skeletal remains of one or more individuals. Associated features may also be present (i.e., cairn, mound, stone circle, etc.)
SSN - Effigy	SNE	Surface stone outline in human or animal form.
SSN - Medicine Wheel	SNM	A stone feature consisting of at least two of the following: a large central cairn, a stone ring(s), and/or radiating lines (i.e., spokes).
SSN - Rock Art	SNR	Painted, carved, or incised rock art.

Limits

Choose how the archaeological site boundary was determined from the following Boundary Limits. Type the associated **code** into the field.

Boundary Limits	Code	Description
Arbitrary	ARB	The site boundary was determined arbitrarily with no testing but sufficiently encompasses all known site features and activities. See Appendix C of the SARR guide for delineating default standards for archaeological site boundaries.
Legacy	LEG	The boundary was established prior to launch of HRS in 2025.
Tested	TEST	The boundary was determined using the approved testing methods.
Constrained	CNSTR	The boundary is constrained by physical barriers, including natural landforms.
Combination	COMBO	The boundary was determined using a combination of 2 or more of the listed limit types.

Avoidance Buffer

The avoidance buffer is the area surrounding the archaeological site that is deemed a protective measure from proposed development project activities. Development projects are not permitted to utilize this space without a professional archaeological involvement/assessment to protect the archaeological site integrity. This area is sterile of archaeological material and is strictly enforced to

provide an impediment/protective measure between a development project and the archaeological site.

Avoidance measures are recommended to protect the archaeological site integrity. An appropriate avoidance buffer is left to the discretion of the HP; however, a minimum of a 10 m avoidance buffer is mandatory for all archaeological sites. If the HP recommends less than a 10 m avoidance buffer around the archaeological site, sufficient testing needs to be conducted in the area that is less than 15 m from a positive shovel test, find spot or feature. Sufficient testing includes test spacing at less than 5-meter intervals.

Existing avoidance buffers can be updated simply by providing a new shapefile of an updated avoidance buffer.

A template for the avoidance buffer is available to HPs on the Resources for Heritage Professionals webpage. The following fields should be completed on the template. Once completed, the template can be saved as a zipped shape file and submitted on the Maps and Data Upload screen of the Site Form Data Wizard on the HRS system.

Borden

Provide the Borden number of the associated archaeological site which has been assigned by the HCB. For new sites, leave this field blank.

Limits

Choose how the avoidance buffer was determined from the following Buffer Limits. Type the associated **code** into the field.

Buffer Limits	Code	Description
Arbitrary	ARB	The buffer has been set at an arbitrary distance that sufficiently protects the archaeological site integrity.
Landscape	LAND	The avoidance buffer follows the natural landscape contours which naturally protect the archaeological site integrity.
Combination	COMBO	The buffer was determined using a combination of both arbitrary and landscape limit types.