Company Letter Head

Insert date

Consultation contact name

First Nation/Metis Settlement or Credibly Asserted Metis Community\*

Address

Dear First Nation contact/Metis Settlements or Credibly Asserted Metis Community\* contact:

Re: Proponent name, project name, FNC#

As per Alberta’s consultation guidelines[[1]](#footnote-1), First Nations and/or Metis Settlements\* involved in consultation must be given the opportunity to review the consultation record for accuracy. In accordance with this requirement, please find the attached Record of Consultation (ROC) Log associated with *FNC#* for your review. Please be advised that you will have 5 GoA working days(for level 1 and 2) or 10 GoA working days (for level 3) to review the record for accuracy and, where applicable, comment back identifying any errors and/or omissions.

If you require any clarification regarding any of the content found within the ROC Log, please contact me within the above noted time period at telephone number, email. If you require general information about the ROC Log review period, then please refer to the Government of Alberta’s Proponent Guide to First Nations and Metis Settlements\* Consultation Procedures, located on the Aboriginal Consultation Office’s website.

Please be advised that upon completion of the ROC Log review period, *p*roponent name will be submitting their records to the Aboriginal Consultation Office in order to formally request an adequacy assessment.

Sincerely,

*Proponent Name/Representative*

*\*is defined as Metis Settlements as established under the Metis Settlements Act. Also includes any organization that the ACO has an established practice of consulting under The Government of Alberta's Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management, 2016.*

*Credibly Asserted Métis Communities (CAMC) have successfully demonstrated a credible assertion of Métis aboriginal rights through the Alberta Government's Métis Credible Assertion Process. Operationally, a CAMC may be represented by a Metis organization that has demonstrated to the GoA the authority to represent that CAMC. Consultation will occur under the GoA's Metis Settlements Consultation Policy.*

1. Alberta’s consultation guidelines are: *The Government of Alberta’s Guidelines on Consultation with First Nations on Land and Natural Resource Management (July 28, 2014)* and *The Government of Alberta’s Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management (2016)*. [↑](#footnote-ref-1)