Company Letter Head

Insert date *FNC#*

Consultation contact name (as identified on Aboriginal Consultation Office’s website).

First Nation

Address

Dear consultation contact name:

Re: Proponent name, project name, FNC# (e.g., FNC205020126)

The Aboriginal Consultation Office (ACO) has directed *proponent name* to consult with you on our proposed *project name*. This project has been assessed as requiring Level 2-Standard Consultation by the ACO. Please find the attached information package on *project name*, including the following table detailing each proposed activity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity # | Activity Type | ATS Legals | Area/Distance | Applicable Act | Regulatory Body |
| *FNC#-001* | *Access road (LOC)* | *NW to SW 4-44-4-W4M* | *4.2km* | *Public Lands Act* | *AER* |
| *FNC#-002* | *License for Diversion of Water* | *SW 4-44-4-W4M* | *0 ha (point source)* | *Water Act* | *AER* |

This project is being proposed for the following reasons:

*Reasons: a, b, c*

*Identify any known potential short- and long-term adverse impacts to First Nation’s Treaty rights and traditional uses.*

This project has a proposed construction start date for *insert anticipated date* and will take approximately *insert duration* to complete. The project’s anticipated life-cycle is *insert duration*.

Please review all relevant information included and provide a response within 15 GoA working days. The response should include a written submission identifying any concerns.

If you have concerns, please provide the following information:

* What specifically is the concern?
* Where specifically is the concern located in relation to the proposed project/activity footprint?
* What is the significance of the concern?
* How are Treaty rights and traditional uses impacted by the proposed project/activity?
* What (if any) are the First Nation proposal(s) that effectively address the concern?

Upon receipt of your written submission, consultation should be completed within 20 GoA working days as per *The Government of Alberta’s Guidelines on Consultation with First Nations on Land and Natural Resource Management 2014*.

Please also include reference to the File Number for Consultation (FNC#).

For general information regarding Alberta’s consultation process, including timelines and the proponent’s obligations under the process, please refer to the Aboriginal Consultation Office website at: <https://www.alberta.ca/indigenous-consultations-in-alberta.aspx>. If you have any questions or wish to meet to discuss this project further, please contact me at telephone number/email at your earliest convenience.

Sincerely,

Proponent name (for proponent-led consultation)