Company Letter Head

Insert date *FNC#*

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

Metis Settlement or Credibly Asserted Métis Community\*

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 3-Extensive 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 Metis Settlements* *or Credibly Asserted Métis Community members’ harvesting or traditional use activities.*

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 20 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 harvesting and traditional use activities impacted by the proposed project/activity?
* What (if any) are the Metis Settlement or Credibly Asserted Métis Community proposal(s) that effectively address the concern?

Upon receipt of your written submission, consultation should be substantially underway or completed within 60 GoA working days as per *The Government of Alberta’s Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management 2016.*

**For Level 3 projects with Environmental Impact Assessments:** Upon receipt of your written submission, consultation is expected to be completed within the applicable regulatory timelines.

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)

*\*Credibly Asserted Métis Community (CAMC) 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.*

*CAMCs 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.*