

# The Government of Alberta's Proponent Guide to First Nations and Metis Settlements Consultation Procedures



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Indigenous Relations, Government of Alberta

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# About this document

The Government of Alberta's Proponent Guide to First Nations and Metis Settlements Consultation Procedures (Proponent Guide) supplements Alberta's First Nations and Metis Settlements consultation guidelines.

The requirements and procedures outlined in the Proponent Guide are specific to Alberta Energy Regulator-administered activities falling under the *Public Lands Act*, *Water Act*, *Environmental Protection and Enhancement Act*, and the *Mines and Minerals Act (Section 8)*. Refer to Appendix A for information about activities regulated by Alberta Environment and Parks.

The direction found within this document is intended to meet the administrative requirements needed to satisfy the Crown's duty to consult.

The Proponent Guide provides project proponents with information and direction for all three stages of the consultation process:

1. Pre-consultation Assessment
2. Proponent-led consultation
3. Adequacy Assessment

This includes administrative steps, submission standards and requirements.

Use this document with the Government of Alberta's First Nations and Metis Settlements consultation policies and guidelines, and not as a stand-alone reference.

Refer to the following Government of Alberta documents when carrying out consultation activities:

- *The Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management, 2013.*
- *The Government of Alberta's Guidelines on Consultation with First Nations on Land and Natural Resource Management, July 28, 2014.*
- *The Government of Alberta's Policy on Consultation with Metis Settlements on Land and Natural Resource Management, 2015.*
- *The Government of Alberta's Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management, April 1, 2016*

The order of authority in case of conflict is:

- 1) Policies
- 2) Guidelines
- 3) Proponent Guide

## About this version

The Aboriginal Consultation Office (ACO) provides current and relevant information to all parties involved in the consultation process. This version clarifies existing processes and includes new requirements since the last edition.

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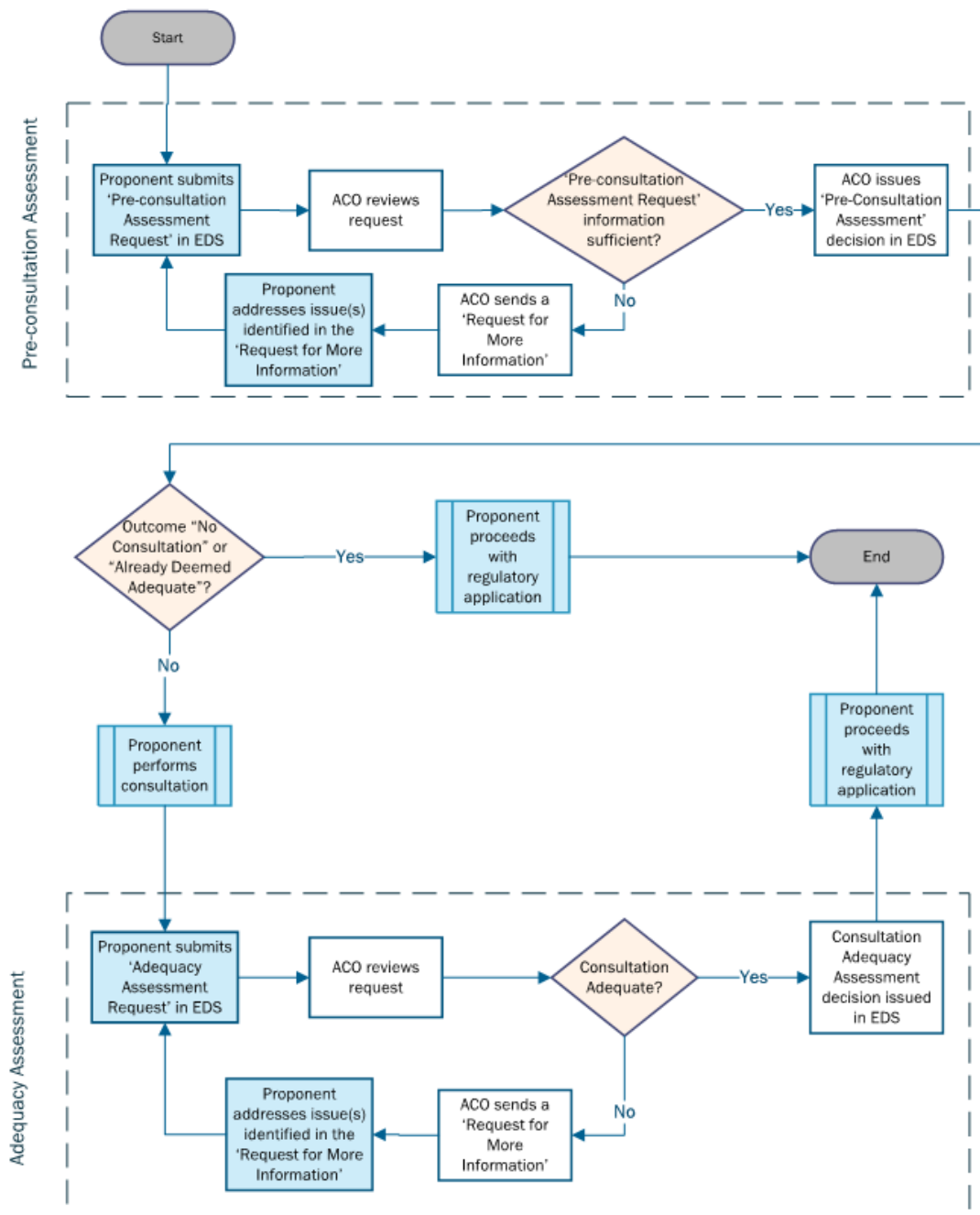
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# List of Acronyms

Acronym	What it stands for	Acronym	What it stands for
ACO	Aboriginal Consultation Office	GoA	Government of Alberta
AER	Alberta Energy Regulator	HRA	<i>Historical Resources Act</i>
AEP	Alberta Environment and Parks	HRV	Historical Resource Value
ATS	Alberta Township Survey	IR	Indigenous Relations
CA	Consultation Advisor	MMA	<i>Mines and Minerals Act</i>
EDS	The Electronic Disposition System	PLA	<i>Public Lands Act</i>
EIA	Environmental Impact Assessment	PLAR	Public Lands Administration Regulation
EPEA	<i>Environmental Protection and Enhancement Act</i>	ROC	Record of Consultation
FA	<i>Forests Act</i>	WA	<i>Water Act</i>
FNC	File Number for Consultation		

## Consultation Process Flowchart



# 1. Pre-consultation Assessment

## 1.1 Information Requirements for Completing a Pre-consultation Assessment Request

The Pre-consultation Assessment Request (Assessment Request) is the first stage in Alberta's First Nations and Metis Settlements consultation process. This stage begins with a proponent's successful submission of an Assessment Request and ends with a Pre-consultation Assessment decision made by the ACO.

An Assessment Request is an electronic submission entered in the Electronic Disposition System (EDS) in order to obtain consultation requirements of a proposed project or activity requiring regulatory approval. Refer to Appendix A for information on EDS.

Review of this submission will result in a Pre-consultation Assessment decision that will indicate whether consultation is required. If consultation is required, the decision will identify both the level of consultation and the First Nation(s) and/or Metis Settlement(s) to be consulted.

When completing an Assessment Request in EDS, proponents will need to provide information two ways:

- Data entry
- File upload

### BEST PRACTICES

#### Consultation on Multiple Approvals

When planning consultation for a project, consider all the anticipated regulatory applications.

Combining multiple anticipated regulatory applications into a single consultation helps prevent duplication of consultation efforts.

Please contact the ACO for direction.

### Following Requirements and Standards

The EDS User Manuals outline acceptable standards for data submission.

Proponents must follow the naming conventions and scanning standards outlined in the EDS User Manuals. All electronically scanned supporting documentation must be in PDF format.

Non-adherence to any outlined requirements (ACO - Table 1) or standards (EDS Manuals) will prompt the ACO to request additional information and place the review on hold.



Table 1: Pre-consultation Assessment Request Requirements

Reference Number	Information Name	Description	Requirements/Standards
1	Disposition Type	Type of Disposition (e.g. MSL, LOC, WAC, EPC etc.)	<p>Select from the drop-down list in EDS for each disposition.</p> <p>All activities selected must be identifiable on either the:</p> <ul style="list-style-type: none"> <li>• map</li> <li>• sketch and/or</li> <li>• survey plan</li> </ul> <p><b>Notes:</b> Apply for any <b>incidental activities</b> requiring Consultation Assessment as per the PLAR as separate activities under the same FNC.</p> <p>Apply for <b>pipelines</b> that span multiple townships under one FNC.</p> <p>Use the New Sites field for <b>all</b> WAC/EPC applications.</p> <p>Combination Assessment Requests that include activities regulated under multiple Acts are accepted only for AER regulated activities.</p> <p><b>Amended sites/As-builts:</b> Enter the disposition number.</p>
2	Purpose Type	The Purpose Type/Activity Code as identified in PLAR	Select from the drop-down list in EDS for each disposition.

Reference Number	Information Name	Description	Requirements/Standards
3	Area	Total area (in hectares) or total length (in kilometers)	<p>Area/length entered in EDS must match the area/length indicated on the map(s), survey(s) or sketch(s) provided.</p> <p><b>Note:</b> For WA applications with a point withdrawal location, enter a “zero” value.</p> <p><b>Note:</b> When applying with a buffer, the total area as submitted within EDS should be exclusive of the buffer.</p>
4	Alberta Township System (ATS) Location	<p>The ATS “From” and “To” points that encompass the location of the project.</p> <p>Two diagonal corners represent these points.</p>	<p>ATS locations entered for each activity must match the map(s), survey(s) or sketch(s) provided. Refer to Figure 1.</p> <p>Buffers must be included within the ATS “From” and “To” locations, (where applicable). Refer to Figure 5 in Appendix B</p>
5	Client Remarks	Additional information required for assessment.	<ul style="list-style-type: none"> <li>• Previous consultation, include related FNC and relevant information.</li> <li>• Supporting information that would inform the ACO’s review.</li> <li>• Buffer information <ul style="list-style-type: none"> <li>• size</li> </ul> </li> <li>• Amendment information <ul style="list-style-type: none"> <li>• administrative</li> <li>• operational</li> </ul> </li> <li>• Duration of activity <ul style="list-style-type: none"> <li>• lifespan of project</li> </ul> </li> </ul> <p><b>Surface Material Exploration (SME) programs:</b></p> <ul style="list-style-type: none"> <li>• Number of test holes planned</li> <li>• Total area of disturbance, including access and test holes</li> <li>• Number of days required for exploration</li> </ul>

Reference Number	Information Name	Description	Requirements/Standards
6	Map, Sketch, or Survey Plan  Shapefile (FA submission only)	A detailed visual depiction of the activity or activities.	<p>General requirements:</p> <ul style="list-style-type: none"> <li>• scale</li> <li>• legend</li> <li>• north arrow</li> <li>• ATS grid</li> <li>• developed or undeveloped surveyed government road allowances</li> <li>• registered and unregistered roads</li> <li>• theoretical road allowances</li> <li>• hydrography with labels</li> <li>• wetlands with labels</li> <li>• First Nation reserves / Metis Settlements</li> </ul> <p>Specific requirements:</p> <ul style="list-style-type: none"> <li>• label dispositions</li> <li>• label identifying the site as new, amendment, or as-built</li> <li>• area(s) in hectares/length(s) in km</li> <li>• activity dimensions</li> <li>• show new and existing (previously disposed) areas</li> <li>• <b>consultation buffer</b>, where applicable</li> </ul> <p>GEO program requirements:</p> <ul style="list-style-type: none"> <li>• line locations</li> <li>• line type</li> <li>• access</li> <li>• incidental clearings</li> <li>• total program area</li> <li>• program spacing to the nearest metre (by source and receiver)</li> <li>• program length (by source and receiver)</li> </ul> <p><b>Notes:</b> Clearly illustrate the location of the activity/project in relation to any easily identifiable or commonly known landmarks.</p> <p>Submit map(s), plan(s), or sketch(es) as 1 file per FNC.</p>

Reference Number	Information Name	Description	Requirements/Standards
7	Supporting Information (where applicable)	<p>Additional relevant project information:</p> <ul style="list-style-type: none"> <li>• technical reports</li> <li>• other regulatory applications</li> <li>• client remarks</li> </ul>	<p>Provide a brief explanation of any supporting documentation included in the request within the Client Remarks section in EDS.</p> <p>Supporting information may include:</p> <ul style="list-style-type: none"> <li>• technical reports highlighting potential impacts of the proposed activity/project</li> <li>• applicable regulatory applications</li> <li>• any additional information considered important to the Pre-consultation Assessment Request</li> </ul> <p><b>Note:</b> Submit the supporting information as 1 PDF file per FNC, except where system limitations do not permit the user to do so.</p>
8	Water Act/EPEA Supplemental Form (where applicable)	Additional information required for assessment.	Include the completed Water Act/EPEA supplemental form located on the Indigenous consultations in Alberta webpage.

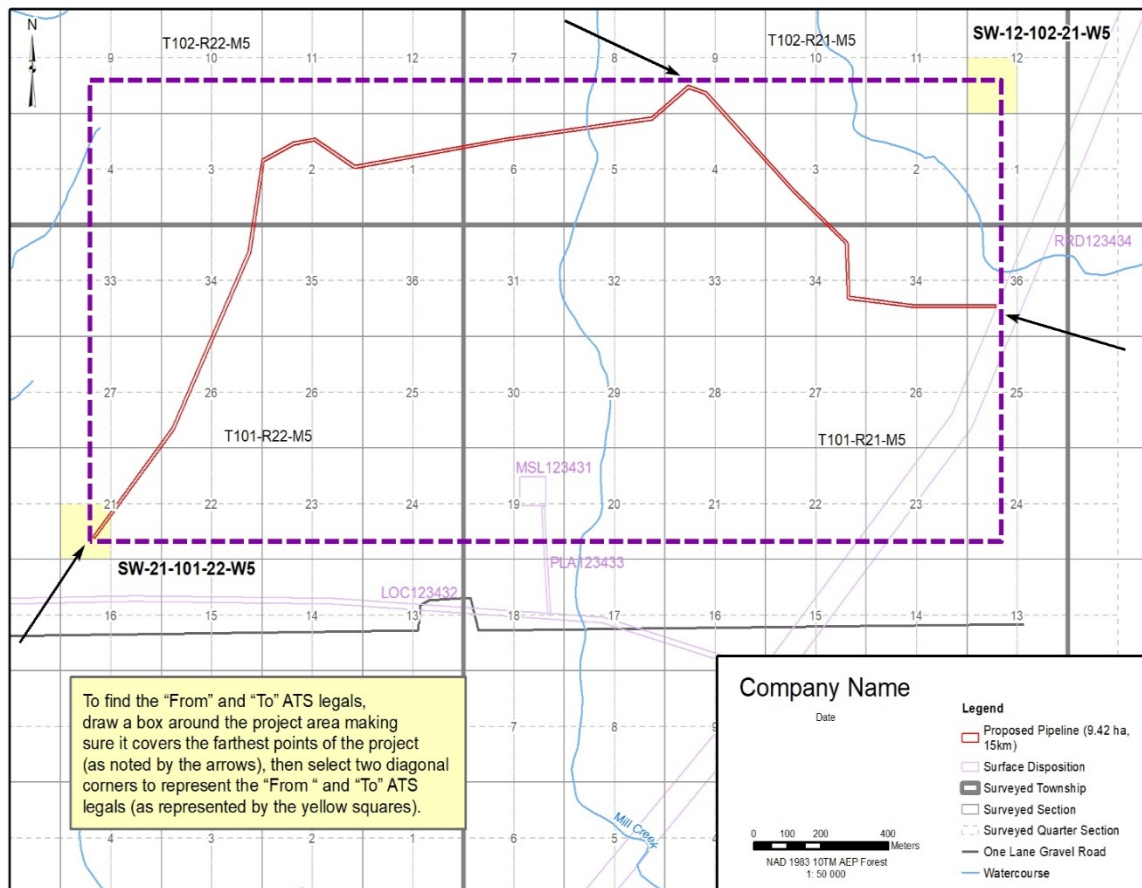
### 1.1.1 “From” and “To” ATS Locations

Figure 1 illustrates how to use the “From” and “To” points to encompass the total area of the project or activity:

- Draw a theoretical box around the entire activity (linear or non-linear).
- The “From” and “To” points represent two diagonal corners of that box.
- Enter these two points into EDS for each applied activity.

Refer to Figure 5 and 6 in Appendix B to determine “From” and “To” points when applying with or without a buffer to the proposed project or activity.

Figure 1 – ATS Locations



## 1.2 Pre-consultation Assessment Request Review

Submitting an Assessment Request will prompt EDS to generate an email notification to the ACO that the FNC is ready for review and another to the proponent confirming the Assessment Request has been submitted.

The ACO bases their direction and decision on the information available to them, including all information submitted. Proponents are to submit complete project information so an accurate assessment can be conducted by the ACO.

To make proponent changes to the Assessment Request, email the ACO Inbox at [ir.fnconsultlands-eds2110ea@gov.ab.ca](mailto:ir.fnconsultlands-eds2110ea@gov.ab.ca) to have it released through EDS.

Once revisions are complete, re-submit the Assessment Request for review.

### Submission Deficiencies

For any deficiencies identified during the ACO review, the ACO will issue a Request for More Information to the proponent.

Once the revisions are complete, submit the Assessment Request for re-review.

A Request for More Information will add to the established timelines.

### 1.3 Pre-consultation Assessment Decision

Once the ACO has reviewed the Assessment Request, EDS will send an auto generated decision indicating one of the following:

#### **Adequacy Assessment decision: No Consultation Required**

- Proponent can proceed with the regulatory process.

#### **Adequacy Assessment decision: Already Deemed Adequate**

- Consultation was previously completed and assessed as adequate.
- Indicates the First Nation(s) and/or Metis Settlement(s) with which consultation was previously deemed adequate.
- The proponent can proceed with the regulatory process.

#### **Pre-consultation Assessment decision: Consultation Required**

- Indicates the required level of consultation.
- Indicates required First Nation(s) and/or Metis Settlement(s) to be consulted.
- Additional instructions (where applicable).
- HRV 4c sites (where applicable).

The Pre-Consultation Assessment decision is valid for 6 months from the date of issue, due to potential changes in consultation areas. If consultation has not been initiated with the identified First Nation(s) and/or Metis Settlement(s) within 6 months of the Pre-Consultation Assessment decision, contact the ACO reviewer for direction.

#### **Scope of decision**

The ACO decision applies ONLY to those activities listed on the Pre-consultation Assessment decision.

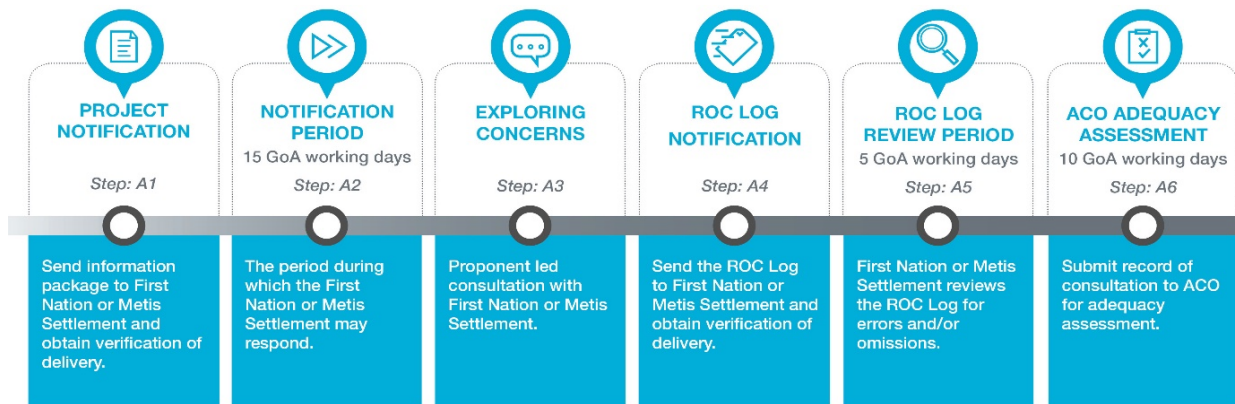
#### **Historic Resource Value (HRV) 4c Sites**

ACO's consultation requirements are independent of Culture, Multiculturalism and Status of Women's (CMSW) Historic Resources Management Branch's (HRMB) *Historical Resources Act* approval process. If a project area includes HRV 4c site(s), the ACO will inform proponents and direct them to contact CMSW.

## 1.4 Levels of Consultation

The ACO will note the level of consultation in the Pre-consultation Assessment decision. Each level of consultation has specific requirements and timelines.

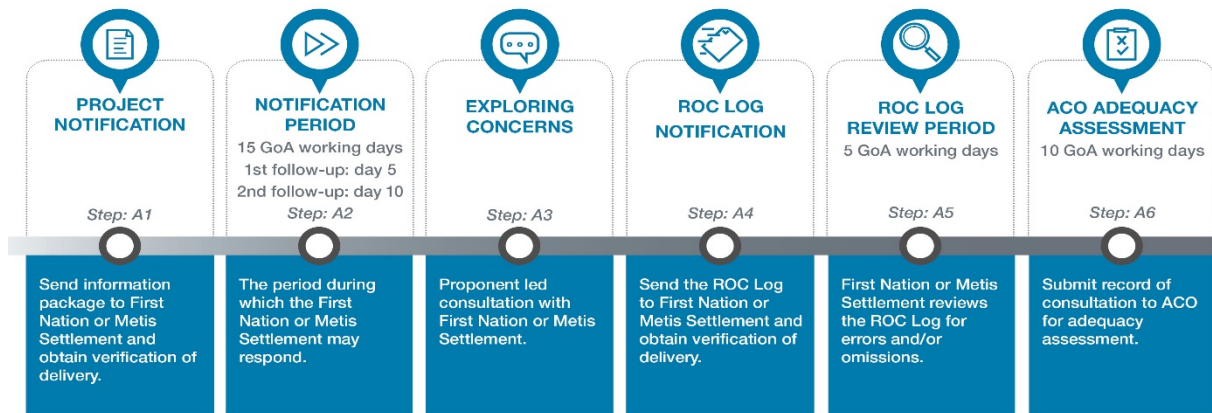
**Figure 2: Level 1: Streamlined Consultation Timelines**



Step	Level 1: Streamlined Consultation Timeline Descriptions
A1	The notification period begins on the GoA working day following verified receipt of the project notification (also known as "information package") by the First Nation or Metis Settlement.
A2	<p>The notified First Nation or Metis Settlement has up to 15 GoA working days to respond to the project notification.</p> <ul style="list-style-type: none"> <li>If a response is received – go to A3.</li> <li>If the 15 GoA working day notification period concludes, and: <ul style="list-style-type: none"> <li>the proponent has a verified delivery receipt for the project notification, and</li> <li>the First Nation or Metis Settlement has not responded, then go to A6.</li> </ul> </li> </ul>
A3	<p>If the First Nation or Metis Settlement responds to the project notification, consultation should be complete within 15 GoA working days of response to notification. The 15 GoA working day exploring concerns phase begins on the GoA working day following receipt of a valid response.</p> <p><b>Note: The timeline for completing the consultation process will be driven by the particular circumstances arising within each case. While consultation should be complete within the timelines noted, there may be cases where more time is required to complete a reasonable consultation process.</b></p> <ul style="list-style-type: none"> <li>Once consultation has concluded – go to A4.</li> </ul>
A4	<ul style="list-style-type: none"> <li>If review of the ROC Log is required, this review period commences the GoA working day following verified delivery of the ROC Log – go to A5.</li> <li>If no review of the ROC Log is required - go to A6.</li> </ul>
A5	<p>The First Nation or Metis Settlement has 5 GoA working days to review the ROC Log for errors and/or omissions.</p> <ul style="list-style-type: none"> <li>If the First Nation or Metis Settlement identifies errors and/or omissions, update the ROC Log - go back to A4.</li> <li>If the 5 GoA working day ROC Log review period has concluded and no errors and/or omissions are identified, the proponent may submit the record of consultation to the ACO for an adequacy assessment – go to A6.</li> </ul>
A6	<p>The ACO will review the record of consultation for adequacy within 10 GoA working days. This timeline is extended when deficiencies are identified in the ROC or may be extended for appropriate reasons related to individual project circumstances.</p>

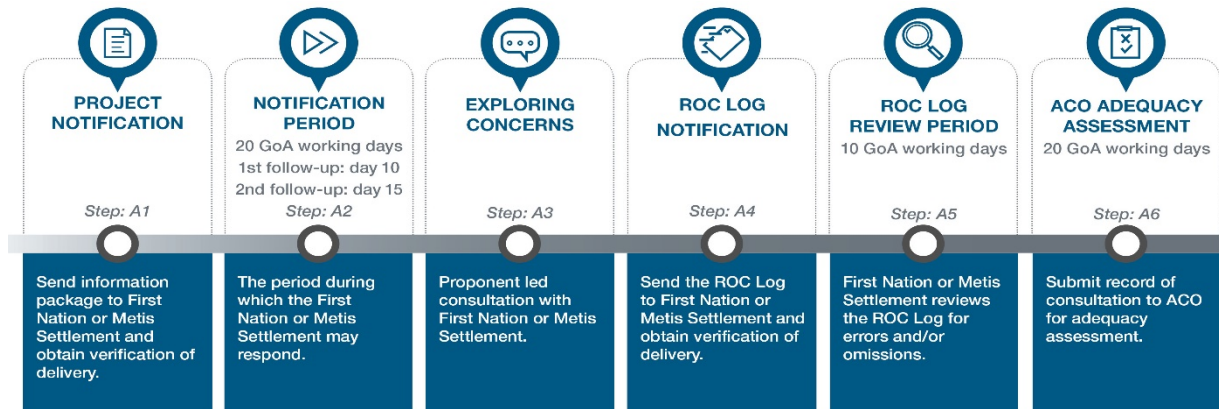


**Figure 3: Level 2: Standard Consultation Timelines**



Step	Level 2: Standard Consultation Timeline Descriptions
A1	The notification period begins on the GoA working day following verified receipt of the project notification (also known as "information package") by the First Nation or Metis Settlement.
A2	<p>The notified First Nation or Metis Settlement has up to 15 GoA working days to respond to the project notification.</p> <ul style="list-style-type: none"> <li>If a response is received from the First Nation or Metis Settlement – go to A3.</li> <li>If no response is received from the First Nation or Metis Settlement within approximately 5 GoA working days of the initial project notification, the proponent will follow-up.</li> <li>If a response is still not received from the First Nation or Metis Settlement within approximately 10 GoA working days of initial project notification, the proponent will follow-up a second time.</li> <li>If the 15 GoA working day notification period has concluded and a First Nation or Metis Settlement has not responded, the proponent will provide the First Nation or Metis Settlement with the ROC Log – go to A4.</li> </ul>
A3	<p>If the First Nation or Metis Settlement responds to the project notification, consultation should be complete within 20 GoA working days of response to notification. The 20 GoA working day exploring concerns phase begins on the GoA working day following receipt of a valid response.</p> <p><b>Note:</b> The timeline for completing the consultation process will be driven by the particular circumstances arising within each case. While consultation should be completed within the timelines noted, there may be cases where further time is required to complete a reasonable consultation process.</p> <ul style="list-style-type: none"> <li>Once consultation has concluded – go to A4.</li> </ul>
A4	<ul style="list-style-type: none"> <li>If review of the ROC Log is required, this review period commences the GoA working day following verified delivery of the ROC Log – go to A5.</li> <li>If no review of the ROC Log is required - go to A6.</li> </ul>
A5	<p>The First Nation or Metis Settlement has 5 GoA working days to review the ROC Log for errors and/or omissions.</p> <ul style="list-style-type: none"> <li>If the First Nation or Metis Settlement identifies errors and/or omissions, update the ROC Log - go back to A4.</li> <li>If the 5 GoA working day ROC Log review period has concluded and no errors and/or omissions are identified, the proponent may submit the ROC to the ACO for an adequacy assessment – go to A6.</li> </ul>
A6	<p>The ACO will review the record of consultation for adequacy within 10 GoA working days. This timeline is extended when deficiencies are identified in the ROC or may be extended for appropriate reasons related to individual project circumstances.</p>

**Figure 4: Level 3: Extensive Consultation Timelines**



Step	Level 3: Extensive Consultation Timeline Descriptions
A1	The notification period begins on the GoA working day following verified receipt of the project notification (also known as “information package”) by the First Nation or Metis Settlement.
A2	<p>The notified First Nation or Metis Settlement has up to 20 GoA working days to respond to the project notification.</p> <ul style="list-style-type: none"> <li>If a response is received from the First Nation or Metis Settlement – go to A3.</li> <li>If no response is received from the First Nation or Metis Settlement within approximately 10 GoA working days of initial project notification, the proponent will follow-up.</li> <li>If a response is still not received from the First Nation or Metis Settlement within approximately 15 GoA working days of initial project notification, the proponent will follow-up a second time.</li> <li>If the 20 GoA working day notification period has concluded and a First Nation or Metis Settlement has not responded, the proponent will provide the First Nation or Metis Settlement with the ROC Log – go to A4.</li> </ul>
A3	<p>Consultation should be completed or substantially underway within 60 GoA working days of response to notification. The 60 GoA working day exploring concerns phase begins on the GoA working day following receipt of a valid response.</p> <p><b>For Level 3 projects with EIAs:</b> Consultation is expected to be completed within the applicable regulatory timelines if the First Nation or Metis Settlement responds to the project notification.</p> <p><b>Note: The timeline for completing the consultation process will be driven by the particular circumstances arising within each case. While consultation should be complete within the timelines noted, there may be cases where more time is required to complete a reasonable consultation process.</b></p> <ul style="list-style-type: none"> <li>Once consultation has concluded – go to A4.</li> </ul>
A4	<ul style="list-style-type: none"> <li>If review of the ROC Log is required, this review period commences the GoA working day following verified delivery of the ROC Log – go to A5.</li> <li>If no review of the ROC Log is required - go to A6.</li> </ul>
A5	<p>The First Nation or Metis Settlement has 10 GoA working days to review the ROC Log for errors and/or omissions.</p> <ul style="list-style-type: none"> <li>If the First Nation or Metis Settlement identifies errors and/or omissions, update the ROC Log - go back to A4.</li> <li>If the 10 GoA working day ROC Log review period has concluded and no errors and/or omissions are identified, the proponent may submit the record of consultation to the ACO for an adequacy assessment – go to A6.</li> </ul>
A6	The ACO will review the ROC for adequacy within 20 GoA working days This timeline is extended when deficiencies are identified in the ROC or it may be extended for appropriate reasons related to individual project circumstances.

## 2. Proponent-led Consultation - Information Sharing and Exploring Concerns

Proponents carry out the procedural aspects of consultation as per the Government of Alberta's Consultation Policies and Guidelines.

Proponents develop a comprehensive information package that provides project/activity information to the identified First Nation or Metis Settlement.

The verifiable receipt of the information package by the First Nation or Metis Settlement initiates the notification period.

Once proponents receive a response, they will engage with the First Nation or Metis Settlement and work to address concerns related to the First Nation's Treaty rights and traditional uses or the Metis Settlement members' harvesting and traditional use activities through meaningful consultation in relation to the proposed project/activity.

**Note:** The timeline for completing the consultation process will be driven by the particular circumstances arising within each case. While consultation should be completed within the timelines noted, there may be cases where further time is required to complete a reasonable consultation process.

Proponents document all consultation activities throughout the consultation process through a Record of Consultation (ROC) Log.

When required, the proponent provides the ROC Log to the First Nation or Metis Settlement upon conclusion of the consultation.

## 2.1 Consultation Contacts

First Nations and Metis Settlements provide the GoA with their designated consultation contact(s) and their preferred method(s) of communication.

Proponents are required to use the First Nation's and/or Metis Settlement's consultation contacts listing, using at least one of the prescribed consultation methods found on the Indigenous consultations in Alberta webpage.

Proponents are required to check for listing updates prior to sending out communications that require verification of delivery.

The official contact and all noted cc's must be included at these times:

- sending the information package
- completing the official follow-ups, when required
- sending the ROC Log and Consultation Concern and Response Table (CCRT), if used

Proponents may use any one of the methods on the listing, following any specific instructions listed in the note section for each First Nation or Metis Settlement.

### Consultation Contacts Listing

Exclusive use of consultation contacts or contact methods outside of the listing will not be accepted and may result in further consultation requirements and extended timelines.

### Consultation Pause

Emergency situations as well as First Nation/Metis Settlement/ACO office closures may trigger a temporary consultation pause.

Please refer to the Indigenous consultations in Alberta webpage to ensure there are no current pauses in place.

## 2.2 Information Package Requirements

Notify each identified First Nation or Metis Settlement about the project or activity by sending an information package.

An information package must use clear language and terminology to allow the potentially impacted First Nation or Metis Settlement to have a clear understanding of the proposed project/activity and its potential impacts.

The information package includes:

### 1. Notification Letter (containing)

- FNC
- Notice that the proponent has been directed to consult with the First Nation or Metis Settlement on the proposed project/activity
- Level of consultation
- List of each activity type, applicable act and regulatory body
- Any associated activities (PLA, WA and/or EPEA application numbers)
- Project details
  - purpose of the proposed project/activity
  - relationship of project/activity to existing and future projects
  - location of the proposed project/activity
  - project schedule for construction, operation and anticipated life of the project/activity
- Any known potential short- and long-term adverse impacts to the First Nation's Treaty rights and traditional uses or the Metis Settlement members' harvesting and traditional use activities
- Description and intent of the consultation buffer, where applicable
- Note the proximity to any HRV 4c sites, where applicable
- A request that the First Nation or Metis Settlement respond within the prescribed period with concerns that are spatially located and explain how the proposed project/activity may adversely affect the First Nation's Treaty rights and traditional uses or the Metis Settlement members' harvesting and traditional use activities
- A link or reference to the Indigenous consultations in Alberta webpage, which lists a description of the consultation process and associated timelines
- The proponent's contact information
- For projects requiring an Environmental Impact Assessment (EIA), ensure the First Nation or Metis Settlement is aware of and has an opportunity to provide input into the EIA terms of reference and into the EIA. For more information, please contact the ACO.

### Notification Letter

You can find notification letter templates on the Indigenous consultations in Alberta webpage.

## **2. Mapping**

- Map, survey plan or sketch as per submission requirements.  
(Refer to Section 1.1 - Table 1)
- When a buffer is included, clearly illustrate it on all maps, sketches or survey plans.  
(Refer to Appendix B)

### **2.2.1 Level 3 Project - Information Package Requirements**

For Level 3 projects, the information package must be reviewed and approved by the ACO prior to the start of consultation. An information package approval letter will be issued to the proponent.

The information package approval letter provides additional details on bimonthly reviews of cumulative ROC Logs, Consultation Concern and Response Tables, supporting documentation, and other matters specific to Level 3 Extensive Consultation.

**Note:** The requirement of information package approval replaces the previously applicable requirement of approval of the proponent's consultation plan.

## 2.3 Information Package – Verification of Delivery

Verifiable delivery is required when proponents provide the information package to the First Nation or Metis Settlement.

The notification period begins on the GoA working day following the verified delivery of the information package.

Proponents are required to use the First Nation's or Metis Settlement's consultation contacts listing, including the prescribed consultation methods located on the Indigenous consultations in Alberta webpage.

### 2.3.1 Verifiable Delivery Methods

#### Email

- Include any cc's listed in the official consultation contact listing
- A copy of the email sent, and
- Delivery and/or read receipt

#### Registered mail or courier

- Proof of delivery (tracking slip)
- Proof of signature, if possible

Note: If the First Nation or Metis Settlement has not picked up the information within 5 GoA working days of the **first verifiable delivery attempt**, the ACO will consider the package delivered as of the 6<sup>th</sup> GoA working day.

#### Electronic submission

- Application summary (required)
- System generated notifications (optional)

Note: The ACO considers the use of tools such as Community Knowledge Keeper or Traditional Land Use Portal optional.

#### Fax

- A copy of the transmission receipt.

#### Personal delivery

- A document with the date, name and signature of the First Nation's or Metis Settlement's representative who received the information package.

### Two or More Delivery Methods

In cases where an information package is sent via two or more acceptable delivery methods (e.g. email and registered mail), the ACO will use the first successfully delivered method for timeline purposes.

### No Delivery Receipt

Where a proponent is unable to provide a delivery receipt, an email response from the First Nation's or Metis Settlement's consultation contact confirming receipt of the notification email may suffice.

## 2.4 Consultation with First Nations and Metis Settlements

### 2.4.1 General Conduct and Expectations

When carrying out the delegated aspects of consultation, proponents are to act in good faith during all aspects of the consultation process.

- Provide the First Nation or Metis Settlement with reasonable time to respond.
- Respond to all questions and concerns in a timely manner.
- Take reasonable measures to explore issues and/or concerns raised.
- Consider options to avoid, minimize or mitigate adverse impacts to the First Nation's Treaty rights and traditional uses or Metis Settlement members' harvesting and traditional use activities.
- Update all First Nation(s) and/or Metis Settlement(s) involved in the consultation about any changes to the proposed project/activity.

#### Consultation Delays

If consultation inactivity exceeds 6 months, proponents are to contact the ACO for direction on how to proceed.

### 2.4.2 Responses

Following the receipt of the information package, the First Nation or Metis Settlement has a defined time to review the information and provide a response to the proponent. The response should describe specific First Nation's Treaty rights and traditional uses or Metis Settlement members' harvesting and traditional use activities that may be impacted by the project/activity at that location.

The initial response might also be the First Nation or Metis Settlement asking questions or requesting clarification on the proposed project/activity and its details.

Once the proponent receives the response, the exploring concerns phase starts.

A First Nation or Metis Settlement may provide a response indicating they have no objection to the proposed project/activity. Refer to Appendix C – Letters of Non-Objection.

#### BEST PRACTICES

##### Site Visits

As per the current Policy and Guidelines, site visits are not a requirement of consultation.

Before committing to a site visit, discuss and agree to timelines and results reporting.

Follow up on the outcome of the site visit before sending the ROC Log.



### 2.4.3 Follow-Ups

The follow-up is a proponent's request for the First Nation or Metis Settlement to provide feedback about whether the proposed project may adversely impact the First Nation's Treaty rights and traditional uses, or Metis Settlement members' harvesting and traditional use activities by the project at that location.

For Level 2 and Level 3 consultation, if there has been no response to the information package from the First Nation or Metis Settlement, the proponent will follow up as per the prescribed timelines.

Send all follow-ups to the First Nation's or Metis Settlement's official consultation contact(s) using the methods listed on the consultation contacts listing found on the Indigenous consultations in Alberta webpage.

#### Follow-ups

The ACO does not consider resending the information package to a First Nation or Metis Settlement a follow-up.

A reply that acknowledges having received an information package is not the same as feedback on a project/activity. You will need to follow up if you do not receive feedback.

### 2.4.4 Concerns

During the course of consultation, a First Nation or Metis Settlement may identify concerns.

The proponent should work with the First Nation or Metis Settlement to explore those concerns and consider options to avoid, minimize or mitigate those impacts.

Ask the following questions when exploring concerns:

- What specifically is the concern?
- Where specifically is the concern located in relation to the proposed project/activity footprint?
- How are the First Nation's Treaty rights and traditional uses, or the Metis Settlement members' harvesting and traditional use activities, impacted by the proposed project/activity?
- What is the significance of the concern?
- What (if any) are the First Nation's or Metis Settlement's proposal(s) to effectively address the concern?

#### BEST PRACTICES

##### Concluding Consultation

Before closing consultation and sending the ROC Log to the First Nation or Metis Settlement for review, ensure that:

- all concerns/issues have been responded to reasonably
- all commitments/requests have been addressed

Provide reasonable and adequate time for responses.

## 2.5 Record of Consultation (ROC) Log

Proponents will maintain a complete record of consultation efforts. Use the ROC Log template form located on the Indigenous consultations in Alberta webpage.

Proponents prepare and maintain a ROC Log for each First Nation or Metis Settlement consulted.

Generally, the first entry in the ROC Log will contain details about sending the information package, and the final entry will contain details about sending the ROC Log to the First Nation or Metis Settlement for review or for their record.

Ensure that each log submitted contains a complete, detailed, accurate and chronological account of all consultation activities.

Proponents are to reply to all communications received from the First Nation or Metis Settlement involved in the consultation and include those details in the ROC Log.

Include details for both successful and unsuccessful communications.

For projects requiring an Environmental Impact Assessments (EIA), the ROC Log should identify that the First Nation or Metis Settlement has had an opportunity to provide input into the EIA terms of reference and into the EIA.

### Supporting Documents

Proponents are to gather and maintain all supporting documentation such as:

- Emails
- Letters
- Meeting minutes
- Memos
- Phone conversation notes
- Portal printouts (TLU Portal, CKK, etc.)

These are required to substantiate entries in the ROC Log.

## 2.5.1 Completing the ROC Log

The ROC Log must include in the header:

- FNC
- First Nation or Metis Settlement consulted
- Company or proponent name
- Project/Activity name or ID
- Level of consultation
- Date range (required for bimonthly reporting)
- Additional comments (when required)

Each communication between the proponent and the First Nation or Metis Settlement should have its own entry in the ROC Log.

Capture the following information in the appropriate columns for each entry in the ROC Log:

### **Date of the communication column**

- Select date from calendar

### **First Nation or Metis Settlement representative(s) and proponent representative(s) column**

- Add the full names of all representative(s) involved in the communication or attempted communication

### **Method of contact column**

- Select method of contact from drop-down list

### **Documentation provided column**

- Always mark the yes/no checkbox to indicate whether there is a supporting document for the entry.

### **Purpose and details of contact column**

- Add the purpose or intent of the communication
- Include the key points of the communication

**Issue(s) or concern(s) expressed column**

- Include **all** issues and/or concerns raised during consultation even if it is believed to be outside the scope (such as cumulative impacts) of delegated consultation.
- Include **all** issues and/or concerns raised in a letter of non-objection, where applicable.
- Include any outstanding issues.

**Proponent's mitigation measures column**

- Information on mitigation or avoidance measures suggested by the First Nation, Metis Settlement or proponent. Ensure that these measures are reasonably responsive to the concerns expressed.
- Information on project/activity changes made in response to issues or concerns raised.
- Include any future commitments.

## Purpose and Details of Contact (ROC Log column)

Summarize all information.

Refrain from cutting and pasting the supporting documents to this column as duplication of documentation adds to review times.

### 2.5.2 Sending the ROC Log

Address all outstanding items before closing consultation and sending the ROC Log. The ROC Log documents all interactions from the start to the end of consultation.

Each ROC Log sent for review must include a notice that explains the following:

- Review is to identify errors and/or omissions.
- Timelines associated with the review.
- Proponent's plans to apply for an adequacy assessment.

When a valid Letter of Non-Objection has been received, no review of the ROC Log for errors and/or omissions is required. Send the ROC Log to the First Nation or Metis Settlement with a notice indicating it is for their records only. Refer to Appendix C.

#### ROC Log Notice

When sending the ROC Log for review, proponents are encouraged to use the ROC Log notification letter template provided for their convenience.

The template letter is located on the Indigenous consultations in Alberta webpage.

### Level 1: Streamlined Consultation - No Response Received

If the 15 GoA working day notification period concludes, and:

- **the proponent has a verified delivery receipt for the project notification, and**
- **the First Nation or Metis Settlement has not responded, then**

there is no requirement to provide the First Nation or Metis Settlement with the ROC Log.

The proponent may request an adequacy decision from the ACO.

### 2.5.3 Record of Consultation (ROC) Logs for Level 3 Projects

For Level 3 projects, cumulative ROC Logs, Consultation Concern and Response Tables (CCRTs), verification of delivery, and supporting documents must be submitted to the ACO for a bimonthly review every two months. The ACO also requires that the cumulative ROC Log and CCRT be shared with those First Nation(s) and/or Metis Settlement(s) identified in the Pre-Consultation Assessment every two months.

If, for any reason, the required cumulative ROC Logs and CCRTs are not provided to the ACO for three consecutive two-month periods (i.e. six months), the ACO will consider consultation “dormant” and will provide notification to the proponent and Indigenous communities in writing. Removing a project from consultation dormancy may require a new Pre-Consultation Assessment together with re-approval of the information package, and may affect timelines, including those for future bimonthly reviews and Adequacy Assessments.

## 2.5.4 Consultation Concern and Response Table (CCRT)

The CCRT is a cumulative listing of all concerns raised during consultation. The CCRT is used in conjunction with the ROC Log and concerns are organized by topic/theme. Upon completion of consultation, the final version of the CCRT must be sent with the ROC Log to the First Nation or Metis Settlement. The CCRT template can be found on the Indigenous consultations in Alberta webpage and is used at the direction of ACO staff. As directed, proponents will maintain a CCRT for each First Nation or Metis Settlement being consulted.

Include these details in the CCRT:

- All concerns raised during consultation, verbatim, even if they are believed to be outside the scope of delegated consultation.
- The proponent's proposed mitigations measures. Suggested or agreed upon, plans to accommodate the concern(s) through avoidance, minimization or mitigation and must reflect considerations of any input received by the First Nation or Metis Settlement review of proposed mitigations measures.
- Any First Nation or Metis Settlement responses to the proponent's proposed mitigation measures.

For projects requiring an EIA, document concerns and mitigation discussed during the EIA process within the CCRT as listed above. In addition, provide the ACO with a copy of the final Terms of Reference and the completed EIA.

## 2.5.5 Completing the Consultation Concern and Response Table

The CCRT must include in the header:

- FNC
- First Nation or Metis Settlement consulted
- Version
- Company or proponent name
- Project/Activity Name/ID
- Additional comments, when required

Capture the following information in the appropriate columns for each concern in the CCRT:

### Document or meeting reference

- Identify supporting document or meeting reference including date.
- Multiple entries in the row are acceptable, as the concern may have been expressed more than once.

### Issue(s) or concern(s) expressed

- One concern per row.
- Include all issues and/or concerns raised during consultation, verbatim, even if they are believed to be outside the scope of delegated consultation.

**Proponent's mitigation measures**

- Include mitigation or avoidance measures suggested or agreed to. Ensure these measures are reasonably responsive to the concerns expressed.
- This column must reflect consideration of any input received by the First Nation or Metis Settlement review of proposed mitigation measures.
- Include any future commitments.

**Response to the Proponent's proposed mitigation measures**

- Include responses to the proponent's proposed mitigation or avoidance.
- Include measures expressed by the First Nation or Metis Settlement.

## 2.6 ROC Log – Verification of Delivery

Verifiable delivery is required when proponents provide the ROC Log to the First Nation or Metis Settlement.

The ROC Log review timeline begins on the GoA working day following the verified delivery of a ROC Log.

Proponents are required to use the First Nation's or Metis Settlement's consultation contacts listing including the prescribed consultation methods located on the Indigenous consultations in Alberta webpage.

### 2.6.1 Verifiable Delivery Methods

#### Email

- Include cc's listed in the official consultation contacts listing.
- A copy of the email sent, and
- Delivery and/or read receipt.

#### Registered mail/courier

- Proof of delivery (tracking slip).
- Proof of signature, if possible.

Note: If the First Nation or Metis Settlement has not picked up the ROC Log within 5 GoA working days of the **first verifiable delivery attempt**, the ACO will consider the ROC Log delivered as of the 6<sup>th</sup> GoA working day.

#### Electronic submission

- Application summary (required)
- System generated notifications (optional)

Note: The ACO considers the use of tools such as Community Knowledge Keeper or Traditional Land Use Portal optional.

#### Fax

- A copy of the transmission receipt.

#### Personal delivery

- A document with the date, name and signature of the First Nation's or Metis Settlement's representative who received the ROC Log.

### Two or More Delivery Methods

In cases where an ROC Log is sent via two or more acceptable delivery methods (e.g. email and registered mail), the ACO will use the first successfully delivered method for timeline purposes.

### No Delivery Receipt

Where a proponent is unable to provide a delivery receipt, an email response from the First Nation's or Metis Settlement's consultation contact confirming receipt of the notification email may suffice.



## 2.7 ROC Log Review

If a ROC Log review is required, a First Nation or Metis Settlement has a defined time to review the ROC Log for any errors and/or omissions.

The time provided for review of the ROC Log is not intended to be an extension to the consultation period.

**Table 2: ROC Log Review Timelines**

Levels of Consultation	ROC Log Review Period (GoA working days)
Level 1: Streamlined, if required.	5
Level 2: Standard	5
Level 3: Extensive (including projects with EIAs)	10

When a First Nation or Metis Settlement identifies and advises the proponent of an error and/or omission in the ROC Log, the proponent will revise the ROC log accordingly and send the revised ROC Log to the First Nation or Metis Settlement for their records:

- This requires no additional review period.
- The proponent can submit the entire record of consultation (including the ROC Log) to the ACO and request an adequacy assessment. Submit both the original and the revised ROC Logs.

### ROC Log Deficiencies

In cases where the ACO finds deficiencies in the ROC Log during the review for adequacy, the ACO will direct the proponent to address the deficiencies.

Once revised the ROC Log must be sent to the First Nation or Metis Settlement.

The ACO will indicate if an additional review for errors or omissions is required, or if it is only for their records.

### 3. Adequacy Assessment Submission and Review

In assessing adequacy, the ACO will review information gathered during the Pre-consultation Assessment, the consultation record and any information provided by the First Nation(s) and/or Metis Settlement(s), and/or any other pertinent information.

The ACO will consider at a minimum:

- Were all identified First Nation(s) and/or Metis Settlement(s) provided project/activity information and given an opportunity to participate in the consultation process?
- Did the proponent provide project/activity specific information within a reasonable time before approvals were required or before the project was scheduled to start?
- If the First Nation provided site-specific concerns about how the proposed project/activity may adversely impact their Treaty rights and traditional uses, did the proponent make reasonable attempts to avoid and/or mitigate those potential impacts?
- If a Metis Settlement provided site-specific concerns about how the proposed project/activity may adversely impact their harvesting or traditional use activities, did the proponent make reasonable attempts to avoid and/or mitigate those potential impacts?
- Did the proponent indicate how they intend to avoid and/or mitigate any potential adverse impacts to the exercise of the First Nation's Treaty rights and traditional uses?
- Did the proponent indicate how they intend to avoid and/or mitigate any potential adverse impacts to the exercise of Metis Settlement members' harvesting or traditional use activities?
- Were general concerns expressed by First Nation(s) and/or Metis Settlement(s) responded to or addressed?

### 3.1 Submitting Consultation Records for Review

The ACO requires thorough documentation of all consultation completed with each First Nation and/or Metis Settlement.

For submission requirements review Table 3: Adequacy Assessment Submission Requirements.

The Consultation Summary Checklist is a tool developed to help proponents better understand the adequacy assessment submission requirements, submit more complete and accurate applications, reduce delays, and improve processing times. See Appendix D.

#### Submitting Records

Submit all documents via EDS.

They must all be in PDF form in accordance with EDS document type.

Scanning must meet the standards set in EDS User Manuals.

The ACO does not accept the use of online cloud storage (Drop Box, Google Drive, One Drive etc.) for file submission.

All documents submitted to the ACO for review must be exact copies of those sent to the First Nation or Metis Settlement.

**Table 3: Adequacy Assessment Submission Requirements**

Reference Number	Document Name	Description	Requirements/ Standards	EDS Document Type
1	Information Package	Plain language project/activity description and mapping that provides details of the proposed project/activity.	Submit as one file per First Nation or Metis Settlement.	Notification Package
2	Verification of Delivery of Information Package	Proof that the proponent successfully delivered the information package to each First Nation or Metis Settlement.	Submit as one file per First Nation or Metis Settlement.  If sent by email, include the original email.	Notification Verification
3	Record of Consultation (ROC) Log	The log maintained to document consultation efforts.	Submit only the ROC Log as one file per First Nation or Metis Settlement.	Record of Consultation
4	Supporting Documents (where applicable)	Documents that support or substantiate the entries recorded in the ROC Log.	Submit as one file per First Nation or Metis Settlement.  Organize in chronological order.  Do NOT submit duplicate email chains.  <b>Note:</b> When a First Nation or Metis Settlement identifies errors and/or omissions, submit the original ROC Log as a supporting document.	Consultation Supporting Doc

Note:  
See 4 con't

Reference Number	Document Name	Description	Requirements/ Standards	EDS Document Type
4 cont'd	Supporting Documents (where applicable)	Documents that support or substantiate the entries recorded in the ROC Log.	<b>Level 3 Projects</b> Proponents will work with a Consultation Advisor (CA) to determine which supporting documents are to be included in their submission.  <b>Note:</b> Include the CCRT, if applicable.	Consultation Supporting Doc
5	Verification of Delivery of ROC Log	Proof that the proponent successfully delivered the ROC Log to each First Nation and/or Metis Settlement.	Submit as one file per First Nation or Metis Settlement.  Include the ROC Log Review letter or equivalent.  Include the cover email, if sent by email.	Record of Consultation Verification
6	Letter of Non-Objection (where applicable)	Letter received by the proponent from a First Nation or Metis Settlement indicating they have no objection with the project/activity proceeding forward in the regulatory process.	Submit as one file per First Nation or Metis Settlement.	Letter of No Concern to be changed to Letter of Non-Objection pending EDS update)

### 3.2 ACO Adequacy Assessment Review

The ACO adequacy assessment review is intended to ensure that the fulfillment of the delegated procedural aspects of consultation have been carried out in compliance with Alberta's Policies and Guidelines.

If the review finds consultation to be incomplete, the ACO will advise the proponent of this through EDS as a Request for More Information or an ACO representative will contact you directly. The ACO will outline the deficiencies, and the proponent will be required to address those deficiencies prior to a re-review.

The proponent will resubmit with additional documentation when they are confident that they have addressed all deficiencies.

#### Adequacy Assessment Review

Proponents are responsible to ensure that:

- documentation meets the requirements
- procedures have been followed
- timelines have been adhered to

The ACO can place a review on hold if there are missing documents, unclear information or non-adherence to procedures and timelines. The ACO would then request more information or direct additional consultation.

This may require an additional review period, creating delays before the proponent receives an Adequacy Assessment Decision from the ACO.

### 3.3 ACO Adequacy Assessment Decision

Once the ACO deems consultation adequate, they will provide the decision electronically through EDS.

For all activities regulated by the AER, the ACO will send an ACO Report to the First Nation(s) and/or Metis Settlement(s) involved in the consultation, the AER, and the proponent.

Once the ACO has deemed consultation adequate, the proponent (referencing the FNC), may proceed with the appropriate regulatory application process.

An Adequacy Assessment decision that has not been utilized as part of the regulatory application within **two years** of issuance by the ACO (decision date), may cease to be valid and proponents will be required to seek a new decision from the ACO.

## Appendix A: The Electronic Disposition System (EDS)

EDS is a web-based tool managed by Alberta Environment and Parks (AEP). The Aboriginal Consultation Office (ACO) does not manage the system and all system inquiries regarding EDS should be directed to the AEP EDS team.

Proponents use EDS to electronically apply to the ACO for consultation direction on activities regulated by the Alberta Energy Regulator (AER) under these acts:

- *Public Lands Act*
- *Water Act*
- *Environmental Protection and Enhancement Act*

### Getting access to EDS

Proponents are required to have a Client ID and a User ID to utilize EDS and will need to contact the AEP EDS team to apply for both.

### Using EDS for Consultation Requests

Proponents create and manage consultation requests by logging in to EDS and selecting Option 1: First Nation(s)/Metis Settlement(s) Consultation Submissions.

Proponents have the ability to:

- Create and submit a Pre-consultation Assessment Request
- Amend a Pre-consultation Assessment Request
- Respond to a Request for More Information
- View a submission status
- Submit a request for an Adequacy Assessment
- Cancel a File Number for Consultation (FNC)

Proponents can refer to the EDS First Nation Consultation User Guide for detailed instructions and information on EDS.

## AEP Approvals

For consultation direction on *Public Lands Act* dispositions falling under the administration of AEP, use EDS and the submission standards outlined in this document.

For other activities administered by Government of Alberta ministries, please contact the appropriate regional office.

The ACO provides consultation advice and recommendation to these ministries upon their request.

## Appendix B: Buffers

The buffer is optional, and is a defined area of land surrounding a proposed project/activity footprint. It provides proponents with a mechanism to account for revisions and prevent duplication of consultation.

The buffer is only applicable to the proposed project/activity footprint as applied for and requiring consultation listed in the Pre-consultation Assessment decision.

### Buffer Limits

Linear Disturbances:

- ≤ 30m
- Measure from either side of the applied for or existing adjacent linear disturbance.

Non-Linear Disturbances:

- ≤ 100m
- Measure from the perimeter of the proposed project/activity footprint.

### Buffer Requirements

Pre-consultation Assessment Request:

- Indicate the intention to use a buffer in the Client Remarks section in EDS.
- Include the buffer within the ATS “From” and “To” locations.
- Exclude the buffer area from total area in the activity’s “Area/Distance” field in EDS.
- Include the buffer on sketches/surveys/maps submitted in the Pre-consultation Assessment Request.

Information Package:

- Include a description of the buffer and its intent in the notification letter and clearly illustrate the buffer on the appropriate maps, sketches and/or surveys.
- Inquire with the First Nation or Metis Settlement to identify any concerns they may have within the buffer area and proposed project/activity.

### Buffer Consultation Adequacy Assessment Decision

- A note regarding buffer adequacy will be listed within the Adequacy Assessment decision.

### Revisions within the Buffer

Revisions can be made only if the following factors are present:

- 1) The buffer area and proposed project/activity footprint was consulted on,
- 2) The project/activity footprint remains within the buffer area
- 3) Consultation was deemed adequate
- 4) Expansion is no greater than 10% (up to a maximum of 0.5 hectares) of the disturbance’s total area (if applicable).

## Buffer

Using a buffer may change the ATS “From and To” points that guide the ACO in determining the First Nation(s) and/or Metis Settlement(s) that the proponent is directed to consult with.



Figure 5: ATS Locations with a buffer

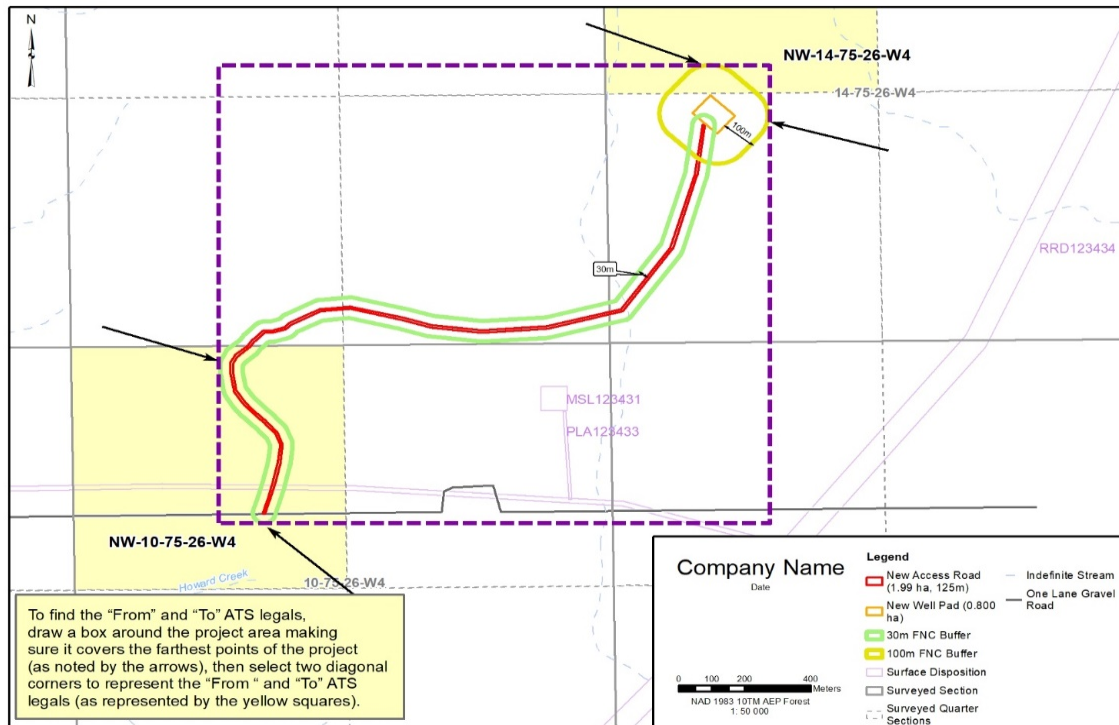
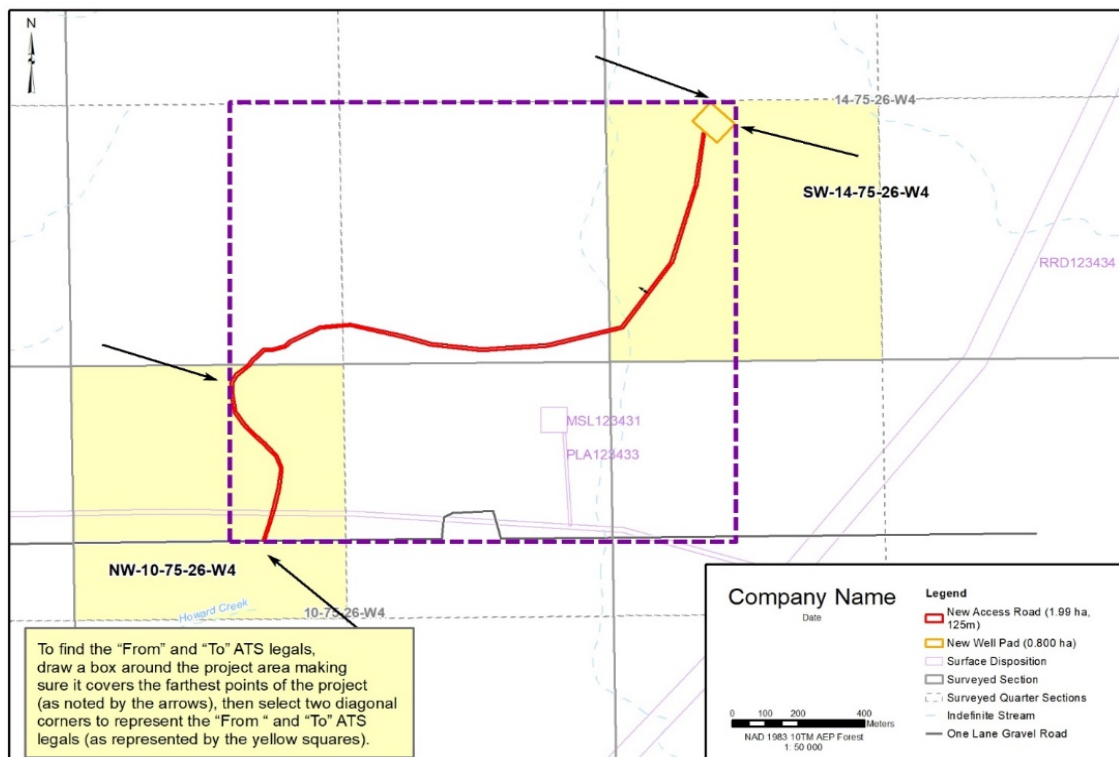


Figure 6: ATS Locations without a buffer



## Appendix C: Letters of Non-Objection

The ACO recognizes that in some cases a First Nation or Metis Settlement may provide a letter to the proponent indicating that they have no objection with the project proceeding forward in the regulatory process.

When in receipt of a valid Letter of Non-Objection, consultation can be considered concluded. No review of the ROC Log for errors and omissions is required. Send the ROC Log to the First Nation or Metis Settlement with a notice indicating it is for their records only.

The Letter of Non-Objection must contain the following information:

- FNC
- Company or proponent name
- Project name and/or legal land location
- Confirmation there are no objections with the project proceeding forward in the regulatory process.

The ACO will accept the following formats:

Letter:

- On First Nation's or Metis Settlement's official letterhead
- Signed by the official consultation contact as identified in the consultation contacts listing on the Indigenous consultations in Alberta webpage

Email:

- must be sent by the First Nation's or Metis Settlement's official consultation contact as identified in the consultation contacts listing located on the Indigenous consultations in Alberta webpage.

Electronic submission (i.e. Community Knowledge Keeper/Traditional Land Use Portal):

- A summary and/or document provided via an electronic submission as identified in the consultation contacts listing on the Indigenous consultations in Alberta webpage.

### Valid Letter of Non-Objection

Contact the ACO if you have questions about the acceptability of a Letter of Non-Objection.

## Appendix D: Consultation Summary Checklist

This tool can help you better understand the adequacy assessment submission requirements, submit more complete and accurate applications, reduce delays, and improve processing times.

It is an **optional** tool and there is no requirement to upload the checklist as part of the adequacy assessment submission.

### Do you have the following documentation?

*Note: Each section below represents a separate file for uploading (1 per First Nation / Metis Settlement) and are identified as per the document type in EDS.*

#### Notification Package (required)

- ☐ Notification letter
- ☐ Map, sketch and/or survey plan
- ☐ Any other information provided to the First Nation/Metis Settlement in the information package
- ☐ Information package uploaded is identical to the one supplied to the First Nation / Metis Settlement

#### Notification Verification (required)

- ☐ Proof (e.g. delivery receipt) the information package was sent to the correct contact using an approved contact method
- ☐ If sent by email, include the original email.

#### Consultation Supporting Doc (if applicable)

- ☐ All written communications (e.g. emails, printouts from community consultation portals retrieved after the ROC Log was sent, meeting notes, etc.) are uploaded
- ☐ Communications are chronological with no repeated documents

#### Letter of Non-Objection (if applicable)

- ☐ The letter meets the criteria described in Appendix C of the Proponent Guide
- ☐ If not, the ROC Log was sent for a 5 Government of Alberta business day review

#### Record of Consultation (required)

- ☐ All communications with the First Nation/Metis Settlement regarding consultation have been entered
- ☐ All concerns, including statements of initial concerns and those from letters of non-objection
- ☐ The date the ROC Log was sent to the First Nation/Metis Settlement is entered
- ☐ The copy of the ROC Log provided to the ACO is identical to the one supplied to the First Nation/Metis Settlement

#### Record of Consultation Verification (required - if sent)

- ☐ 5 Government of Alberta business days have concluded since the ROC Log was delivered (if applicable)
- ☐ If sent by email, include the original email
- ☐ Include Record of Consultation Log Review Letter, if applicable
- ☐ Proof (e.g. delivery receipt) the ROC Log was sent to the correct contact using an approved contact method (official consultation contact listing)

Incomplete consultation records will result in the file being returned.