

Proponent Handbook

*Voluntary Engagement with First Nation and Métis Communities to Inform
Government's Duty to Consult Process*

January 2024

Table of Contents

Introduction	3
What is the Duty to Consult?	4
How Does Proponent Engagement Link to the Duty to Consult?	4
Purpose of the Handbook	5
The Value of Voluntary Proponent Engagement	5
Potentially Impacted Communities	6
Who Should Be Contacted?	6
Gathering Relevant Information	7
Time and Depth of Engagement	7
Documenting Relevant Engagement in Project Proposals to Inform Government’s Duty to Consult Process	8
Engagement Summary	8
Detailed Engagement Log	9
Voluntary Early Engagement Summary.....	9
Moving from Proponent Engagement to Government Consultation	10
Upon Receiving a Project Proposal	10
When a Project Triggers the Duty to Consult?	10
What are the Timelines for the Consultation Process?	12
Summary	13
Contact Information	13
Glossary	14
Appendix A: Is My Project Likely to Trigger Government’s Duty to Consult?	15
Appendix B: Notes On Facilitating Effective Engagement	16
Principles of Good Engagement	17
Build a Strong Relationship:	17
Facilitate Productive Meetings:.....	18
Information Sources	18
Appendix C: Engagement Summary for Project Proposals	19
Appendix D: Detailed Engagement Log	20
Appendix E: Voluntary Early Engagement Summary	21

NOTE: This Handbook does not contain and is not intended to provide legal advice.

The government encourages proponents to engage early with First Nation and Métis communities, building relationships which will provide opportunities to discuss a full range of interests.

Introduction

The Government of Saskatchewan has a duty to consult with and accommodate, as appropriate, First Nation and Métis communities before making a decision that has the potential to adversely impact Aboriginal and Treaty rights and traditional uses. *The First Nation and Métis Consultation Policy Framework (CPF)* guides the province's approach to the duty to consult. The CPF was revised in 2023 following engagement with First Nation and Métis communities and organizations, industry organizations, project proponents, and municipal organizations in the summer and fall of 2022. Participants emphasized the importance of strong relationships throughout the engagement and consultation processes. As well, industries that engage with First Nation and Métis communities shared that they have long relationships with communities and consider relationships important. Building relationships also takes time and must be intentional, but it is ultimately worth the effort.

The Proponent Handbook: Voluntary Engagement with First Nation and Métis Communities to Inform Government's Duty to Consult Process has been revised to reflect the 2023 CPF. The importance of relationships and voluntary early engagement have a stronger emphasis. Furthermore, relevant information and documentation from early engagement and outreach efforts by the project proponent will be considered to inform government's duty to consult process, can serve to enhance the consultation process, and help government identify potential impacts to Aboriginal and Treaty rights and traditional uses.

Both public and private sectors realize that engaging First Nation and Métis communities early in a project development process can enhance project planning. For proponents, the outcome of early engagement can provide information that contributes to developing a more comprehensive project proposal, facilitating project review.

Project proposals submitted to government that have the potential to adversely impact Aboriginal and Treaty rights and traditional uses will trigger government's duty to consult.

What is the Duty to Consult?

The Government of Saskatchewan has a duty to consult with First Nation and Métis communities when contemplating decisions or actions that have the potential to adversely impact the exercise of:

- Aboriginal and Treaty rights, such as the right to hunt, fish and trap for food on unoccupied Crown lands and other lands to which First Nation and Métis people have a right of access for these purposes; and
- Traditional uses of lands and resources, such as the gathering of plants for food and medicinal purposes and/or the carrying out of ceremonial and spiritual observances and practices on unoccupied Crown lands and other lands to which First Nations and Métis have a right of access for these purposes.

As the government’s duty to consult processes is guided by the CPF. Proponents are advised to familiarize themselves with this document. <https://www.saskatchewan.ca/residents/first-nations-citizens/duty-to-consult-first-nations-and-metis-communities>.

How Does Proponent Engagement Link to the Duty to Consult?

When a proponent submits a project proposal to government for authorization, government will assess whether the project triggers the duty to consult. Where the duty to consult is triggered, government has a constitutional obligation to ensure First Nation and Métis communities are appropriately consulted and accommodated by the CPF in advance of issuing authorizations.

Many project proponents currently engage First Nations and Métis communities during project planning before seeking project authorization. Proponent early engagement with First Nation and Métis communities can build trust and better relationships and lead to more meaningful conversations where impacts to a project are shared. Furthermore, good relationships carry on beyond an engagement process and throughout the lifecycle of any approved project.

Where a proponent anticipates the duty to consult may be triggered, they may voluntarily collect and document relevant information in their project proposal to inform government’s duty to consult process. This “voluntary proponent engagement” occurs before a project proposal is submitted, while “government’s duty to consult” is assessed after submitting of a project proposal.



Relevant information and documentation from early engagement and outreach efforts by the project proponent will be considered to inform the government’s duty to consult process and can serve to enhance the consultation process and help government identify potential impacts to Aboriginal and Treaty rights and traditional uses. The Voluntary Early Engagement Summary may be useful for this purpose.

Purpose of the Handbook

This Handbook, which applies to any proposed project associated with lands and resources¹:

- Differentiates between “voluntary proponent engagement” and “government’s duty to consult”;
- Provides advice on identifying potentially impacted First Nation and Métis communities, who to contact in the communities, how to build an understanding of the proposed project and time, depth of engagement and cost considerations;
- Clarifies what information is relevant to inform government’s duty to consult process;
- Provides guidance on how to clearly document relevant engagement efforts in a project proposal; and
- Clarifies how government will use the relevant information provided to inform its duty to consult.

The Value of Voluntary Proponent Engagement

Voluntary engagement gives proponents and First Nation and Métis communities an opportunity to:

- Establish a working relationship to carry through the life cycle of the project;
- Become fully informed of the nature, potential implications, and opportunities associated with the proposed project;
- Identify a full range of interests, opportunities and issues, including the project’s potential adverse impacts on a community’s ability to hunt, fish and trap for food or to carry out traditional uses;
- Pro-actively discuss project adjustments to address interests and issues; and
- Control and manage project timelines with increased confidence.

In advance of submitting a project proposal, a proponent may:

- Consider the potential for their project to trigger government’s duty to consult (**Appendix A**); and
- Voluntarily collect and document relevant information in their project proposal to inform government’s duty to consult process.

Prior to engaging communities, proponents are advised to contact the ministry, agency, or Crown corporation responsible for project authorizations to discuss potentially impacted First Nation and Métis communities and relevant engagement plans. Government will work with proponents throughout the engagement process to provide information and assist when appropriate.

Government will accept relevant information and documentation from proponent engagement processes as part of their consultation record and will rely on it along with other relevant information to inform government’s duty to consult. As much as possible, government’s duty to consult process will not duplicate relevant proponent engagement, facilitating informed and timely decisions. Proponent engagement does not replace the government’s responsibility for the duty to consult.

¹ Other existing regulatory processes may also require the collection of First Nation and Métis land use information related to hunting, fishing and trapping for food and the carrying out of traditional uses. Projects that trigger an Environmental Assessment are subject to requirements detailed in the Proponents Guide: Consultation with First Nations and Métis for Saskatchewan Environmental Impact Assessment. For information, visit: <http://www.environment.gov.sk.ca/EnvironmentalAssessment>.

Where federal approvals are required, proponents are encouraged to contact the appropriate Government of Canada department or agency.

Potentially Impacted Communities

Proponents who decide to initiate voluntary engagement should begin by identifying a list of potentially impacted First Nation and Métis communities in close proximity to the proposed project. The most up-to-date information can be found at:

- [Crown-Indigenous Relations and Northern Affairs Canada](#);
- [Government of Canada – Aboriginal and Treaty Rights Information System](#);
- [Federation of Sovereign Indigenous Nations](#);
- [Métis Nation – Saskatchewan](#) (*while MN-S is conducting review of Locals contact the ministry, agency or Crown responsible for information*).

The identification of traditional territories is also critical. Traditional territories refer to geographic areas within which First Nation and Métis communities historically exercised Aboriginal and Treaty rights, undertook traditional uses and continue to do so today.

Information or maps on First Nation and Métis traditional territories are not readily available, and traditional territories may overlap, which means that:

- More than one community may need to be engaged;
- Additional First Nation and Métis communities may identify an interest in the project area as information becomes public; and
- Offsite impacts identified during the project authorization stage may impact more distant communities whose traditional territories fall within the project area.

Proponents should contact the responsible ministry, agency or Crown corporation as early as possible to discuss the list of communities they plan to engage.

Who Should Be Contacted?

Once a list of potentially impacted communities has been generated, proponents should contact the elected leadership of the First Nation(s) or Métis Local(s) to:

- Seek their support and advice on engagement activities; and
- Establish a community contact and liaison, such as a First Nation Land Manager, Band Administrator, or Consultation Coordinator.

To ensure transparency, proponents should communicate to First Nation and Métis communities that information gathered during community engagement will form a component of the project proposal submitted to government; therefore, the engagement is not “off the record,” also termed “without prejudice.”

Gathering Relevant Information

Relevant information is shared and gathered through discussions with the community. The success of these discussions will depend on building an understanding of the nature and scope of the project in relation to the community and its members (**Appendix B**). Although proponents do not always have final project details at the outset, they may still build an understanding of the proposed project by ensuring information provided on the proposed project is complete, easy to read and includes:

- Names of proponent and contact people; and
- Project details such as:
 - scope and location of the project, including maps;
 - type of work to be carried out;
 - the short, medium and long-term plans in the area;
 - any potential adverse impacts on the community's ability to access lands and fish and wildlife resources;
 - mechanisms to avoid, minimize or mitigate any potential adverse impacts the community's ability to hunt, fish and trap for food or to carry out traditional uses;
 - relevant data, reports, studies and reviews; and
 - expected project and regulatory timelines.

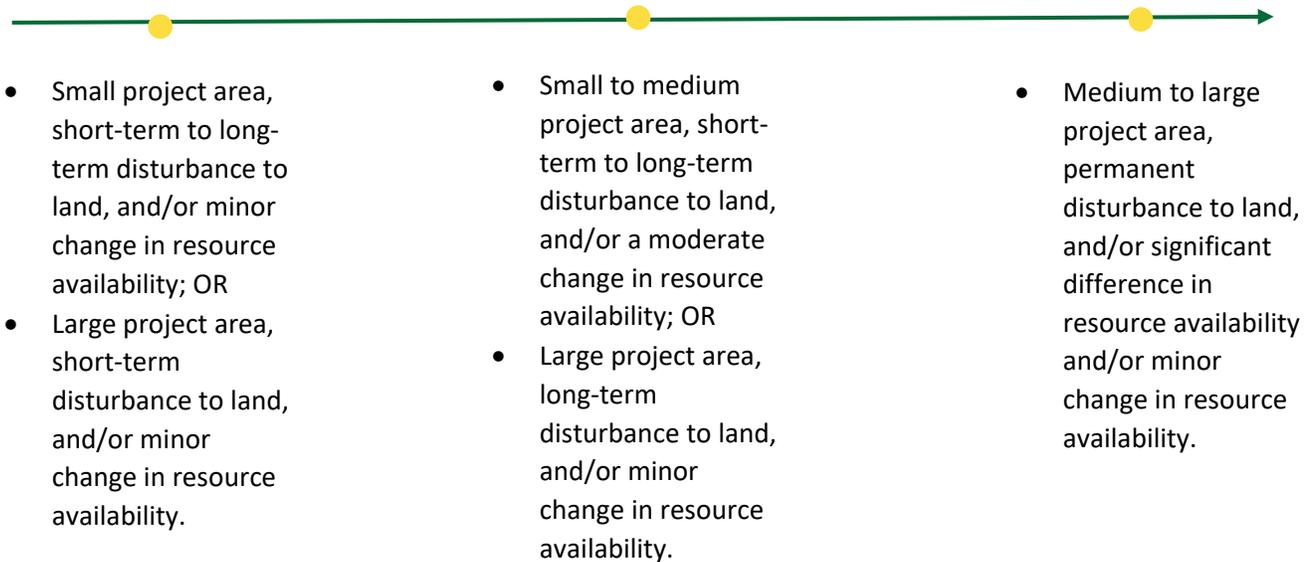
Relevant information in a project proposal that will help inform government's duty to consult process includes:

- The engagement plan and process used to inform the community(ies) about the project proposal;
- How the community(ies) are using the land within the project area to hunt, fish and trap for food and carry out traditional uses;
- The project's potential to adversely impact the community's ability to hunt, fish and trap for food and carry out traditional uses; and
- How the project has been adjusted to avoid, minimize, or mitigate adverse impacts identified by the community(ies) on their ability to hunt, fish and trap for food and carry out traditional uses. For example, this might include adjusting the timing of certain activities or modifying the location or boundaries of the project.

Time and Depth of Engagement

In determining the time and depth of engagement, proponents should consider the project's potential to adversely impact a community's ability to hunt, fish and trap for food and carry out traditional uses. Engagement should be commensurate with the duration and magnitude of the impacts. Proponents are encouraged to take the time necessary to ensure that the relevant issues are addressed meaningfully.

Time and Depth of Engagement



Costs

Proponents are responsible for the costs associated with their engagement, including the collection of information and any necessary adjustments to the project to avoid, minimize, or mitigate potential adverse impacts on a First Nation or Métis community's ability to hunt, fish and trap for food and to carry out traditional uses in the project area.

Proponents may wish support to First Nation and Métis communities if necessary to facilitate their participation in the engagement process.

Documenting Relevant Engagement in Project Proposals to Inform Government's Duty to Consult Process

Proponents should dedicate a section in their project proposal summarizing the relevant information gathered during the engagement.

Engagement Summary

An Engagement Summary should be included for each First Nation or Métis community summarizing:

- Name(s) of community contact(s) and liaison(s);
- Potential adverse impacts to the First Nation or Métis community's ability to hunt, fish and trap for food and to carry out traditional uses in the project area;
- What actions have been integrated into the proposed project to avoid, minimize or mitigate potential adverse impacts on the community's ability to hunt, fish and trap for food and to carry out traditional uses;
- Any outstanding issues or information gaps and why they are outstanding; and
- A list of any failed attempts to engage and why they were unsuccessful.

A template is provided in **Appendix C** to assist proponents.

Detailed Engagement Log

Proponents should document all engagement activities for each First Nation or Métis community and include this information in the project proposal or an Appendix. A suggested template is provided in **Appendix D**. Detailed information includes, but is not limited to, a list of:

- Community contact(s) and liaison(s);
- Dates and types of engagement activities, including all meetings with leaders, Elders, Knowledge Keepers, traditional users and community members;
- Telephone conversations (who was involved, information discussed, action items and results); and
- A list of all failed attempts to engage, including dates, times and efforts to overcome this challenge.

Supporting materials include, but are not limited to:

- Written correspondence (e-mails, letters, handwritten notes);
- Copies of meeting agendas, participant lists, meeting notes, presentations;
- Studies conducted, reports and any other information provided to the community; and
- Any other relevant information used to inform the community engagement.

Proponents should always keep a permanent record of all engagement and all supporting materials for future reference and provide them to government if necessary.

Voluntary Early Engagement Summary

Proponents may choose to complete a voluntary engagement summary document and submit it with the project proposal. See **Appendix E**.

In the summary, proponents may include information such as:

- A list of First Nation and Métis communities engaged;
- Impacts to Aboriginal and Treaty rights and traditional uses identified by First Nation and/or Métis community(ies) and whether accommodations have been discussed;
- Spiritual, cultural and gathering sites in the area of the proposed project;
- Heritage or conservation information regarding the site;
- Anticipated positive outcomes from the project; and
- Other considerations.

Moving from Proponent Engagement to Government Consultation

The government is ultimately responsible for managing and implementing the duty to consult.



Upon Receiving a Project Proposal

Government will review the project proposal to determine if the duty to consult is triggered. The duty to consult is triggered if the proposed project has the potential to impact any Aboriginal or Treaty rights or traditional uses adversely.

Government makes this determination by asking the following questions:

- Is the proposed project on unoccupied Crown lands or occupied Crown lands where the Crown permits a right-of-access for the purpose of exercising Aboriginal and Treaty rights and carryout traditional uses?
- Will the proposed project limit First Nation and Métis communities' right of access to unoccupied Crown lands or occupied Crown lands where the Crown permits a right-of-access?
- If the proposed project is on private land, is there a potential for off-site impacts on unoccupied Crown lands and occupied Crown lands where First Nation or Métis communities have a right-of-access?
- If the proposed project is on private land, is there a potential for off-site on Reserve lands, unoccupied Crown lands, or occupied Crown lands with a right of access?
- Do the environmental impacts of the proposed project have the potential to adversely impact:
 - The fish and wildlife resources First Nation and Métis communities may use to exercise rights such as the ability to hunt, fish and trap for food to carry out traditional uses on unoccupied Crown lands or occupied Crown lands where the Crown permits a right of access; or
 - The resources used by First Nation and Métis communities on unoccupied Crown lands or occupied Crown lands where the Crown permits a right of access?

When a Project Triggers the Duty to Consult?

Government will:

- Consider relevant proponent engagement information on the specific adverse impacts of the project on a community's ability to exercise rights such as the ability to hunt, fish and trap for food and to carry out traditional uses;

- Consider accommodation measures that have been integrated into the project to avoid, mitigate or minimize adverse impacts on rights such as the ability to hunt, fish and trap for food and carry out traditional uses;
- Identify environmental impacts that have not been mitigated that have the potential to adversely impact the resources used to exercise rights, such as the ability to hunt, fish and trap for food and to carry out traditional uses; and assess the level of consultation and time frames using the Duty to Consult Assessment Chart in the CPF. The Assessment Chart (pg. 14) can be found at: <http://www.gr.gov.sk.ca/Consult-Policy-Framework>.

Provide Notification

Government will provide potentially impacted First Nation and Métis communities with notification that:

- Seeks validation of the engagement information provided in the project proposal and outlines government's understanding of the proponent's engagement activities, the specific adverse impacts identified by the community and accommodation measures;
- Identifies government's assessment of potential adverse environmental impacts from the project on the resources used to exercise rights such as the ability to hunt, fish and trap for food and to carry out traditional uses, and how the project may affect the community's right of access; and
- Requests a response within the timelines guided by the CPF, confirming the proponent's engagement activities and seeking additional or new information on the potential impacts of the project on the community's ability to hunt, fish and trap for food and to carry out traditional uses.

After the community responds, government will determine the need for further consultation and may:

- Undertake additional consultations;
- Assign procedural aspects of consultation to the proponent; or
- Request that the proponent participate in an additional consultation with government and First Nation and Métis communities to address any outstanding matters.

Accommodate

Government will accommodate, where appropriate, by minimizing or avoiding potential adverse impacts to rights and traditional uses. Accommodation may include one or more of the following:

- Attaching certain conditions to project approvals;
- Requiring proponents to adjust the proposed activity;
- Delaying making a decision or issuing an approval pending further consultations; or
- Denying the application.

Changes to project activities requiring government authorization or new information received from First Nation and Métis communities on potential impacts to rights, such as the ability to hunt, fish and trap for food and to carry out traditional uses, will initiate further assessment of government's duty to consult obligations.

What are the Timelines for the Consultation Process?

The chart below summarizes the DTC Assessment Chart.

	Level 1	Level 2	Level 3
Completed Permit Application Timeline to Written Notification Letter sent	Six calendar days	Six calendar days	14 calendar days
Written Notification Letter (Received by Registered Mail)	Five days of being sent	Five days of being sent	Five days of being sent
Community Intent to Participate and Funding Application	30 calendar days after letter deemed received	30 calendar days after letter deemed received	30 calendar days after letter deemed received
Funding Application Process	Seven calendar days	Seven calendar days	Seven calendar days
Community Consultation Response Due	45 days from intent to participate or funding approval	60 days from intent to participate or funding approval	75 days from intent to participate or funding approval
Consultation Complete – Government Response on Outcome of the Duty to Consult	10 calendar days to report on outcome of duty to consult	15 calendar days to report on outcome of duty to consult	20 calendar days to report on outcome of duty to consult

Note: Depending on the situation, only one extension, not exceeding 30 days, will be granted (i.e., for extenuating circumstances).

Summary

Early engagement allows the time necessary for proponents and First Nation and Métis communities to establish a working relationship to carry through the life cycle of the project and explore a full range of interests and opportunities.

This improved understanding can contribute to the development of a more comprehensive project proposal that can help inform government's duty to consult process, facilitating timely and informed decision making.

Contact Information

Proponents are encouraged to contact the responsible ministry, agency, or Crown corporation as early as possible in the project development process. Proponents may also reach out to the Aboriginal Consultation Unit, Ministry of Government Relations for contact information and general inquiries relating to the CPF, or the Proponent Handbook at:

Aboriginal Consultation Unit
Lands and Consultation Branch
Ministry of Government Relations
410 - 1855 Victoria Avenue
Regina, Sask. S4P 3T2
Toll free: 1-877-879-7099
Email: aboriginal.consultation@gov.sk.ca

Glossary

The terms below are consistent with the First Nation and Métis Consultation Policy Framework. Additional terms related to government's duty to consult are outlined in the CPF: <https://www.saskatchewan.ca/residents/first-nations-citizens/duty-to-consult-first-nations-and-metis-communities>.

Accommodation: Accommodation means avoiding or minimizing any adverse impacts on Aboriginal and Treaty rights and traditional uses. If avoidance is not possible, accommodation to minimize impacts may include attaching certain conditions to project approvals; requiring proponents to adjust the proposed activity, delaying making a decision or issuing an approval pending further consultations, or denying the application to conduct an activity.

Environmental Impacts: Specific impacts on the fish and wildlife resources and physical effects on landscape, habitat and surrounding areas.

Proponents: An entity that seeks permission or permits from government to undertake a proposed project is known as the project proponent. A proponent may be a private company, ministry, agency, Crown corporation, or a municipality.

Responsible Ministry, Agency or Crown Corporation: Government of Saskatchewan ministry, agency or Crown corporation responsible for project authorizations.

Right of Access: First Nation and Métis communities can exercise their Aboriginal and Treaty rights to hunt, fish and trap for food and carry out traditional uses on unoccupied Crown land, including public water bodies and on occupied Crown land where there is a right of access to engage in the specific activity. A right of access for hunting, for example, will exist whenever licensed hunters are allowed onto occupied Crown land during hunting season. Lands that the Crown leases for agricultural or other purposes are considered to be similar to privately owned lands. First Nation and Métis communities can only access these lands to exercise their Aboriginal and Treaty rights to hunt, fish and trap for food or to engage in traditional uses with the consent of the lessee, but there is no right of access.

Traditional Uses: First Nation and Métis traditional uses of lands and resources, such as the gathering of plants for food and medicinal purposes and the carrying out of ceremonial and spiritual observances and practices on unoccupied Crown lands and other lands to which First Nation and Métis people have a right of access for these purposes.

Aboriginal and Treaty Rights: Aboriginal and Treaty rights include First Nations and Métis communities' right to hunt, fish and trap for food on unoccupied Crown lands and other lands to which they have a right-of- access for those purposes.

Appendix A: Is My Project Likely to Trigger Government’s Duty to Consult?

Upon submission of a project proposal, government determines whether the duty to consult is triggered. The duty to consult is triggered if the proposed project has the potential to impact Aboriginal and Treaty rights and traditional uses. This table is intended to help proponents understand the relevant considerations.

Land Status and Right of Access	Yes/ No	Description
<ul style="list-style-type: none"> • Will the proposed project limit right-of-access to a First Nation or Métis community on unoccupied Crown lands or occupied Crown lands where First Nation and Métis communities have a right-of-access to hunt, fish, and trap for food and carry out traditional uses? 		
<ul style="list-style-type: none"> • Is the proposed project on private land or Agricultural leased Crown land with off-site impacts that have the potential to adversely impact Aboriginal and Treaty rights, such as the right to hunt, fish, and trap for food and carry out traditional uses on: <ul style="list-style-type: none"> ○ unoccupied Crown lands; ○ occupied Crown lands where First Nation and Métis communities have a right-of-access; or ○ First Nation Reserve land? 		
Disturbances to Land and Resources	Yes/ No	Description
<ul style="list-style-type: none"> • Does the proposed project create a disturbance (e.g. excavation, construction, noise, traffic, tree removal) in or outside the project area that has the potential to adversely impact Aboriginal and Treaty rights, such as the right to hunt, fish, and trap for food and carry out traditional uses on: <ul style="list-style-type: none"> ○ land (e.g. wildlife habitat and spiritual/cultural/gathering sites); and/or ○ resources (e.g. fish, wildlife, and medicinal plants)? 		

If you have answered yes to one or more of the above questions, the duty to consult may be triggered when this proposed project is submitted for review. Proponents are advised to contact the ministry, agency, or Crown corporation responsible for project authorizations as early as possible to discuss engagement plans.

Appendix B: Notes On Facilitating Effective Engagement

Effective engagement involves listening, communicating clearly, ensuring meaningful opportunities exist to engage with the community, and developing good working relationships between proponents and First Nation and Métis communities. The following section provides tips on ways to build relationships and facilitating productive meetings. Additional information sources to support effective engagement are provided below.

During engagement, avoid terms specific to government's duty to consult processes, such as "notification" and "consultation," to avoid confusion.

Principles of Good Engagement

The following five principles are the foundation of effective and meaningful engagement and guide the Government of Saskatchewan's engagement efforts.

Transparency: Proposed initiatives have a clearly defined purpose, scope and decision points with processes open to public scrutiny.

Relevancy: Participant needs and wants are considered with appropriate information readily available to support their involvement in a meaningful way.

Inclusion: Opportunities for involvement are promoted, and a various ideas and ways of understanding are accepted. Various interaction methods reflect diversity, reduce barriers to participation, and offer a variety of ways for participation.

Accountability: What was heard and how engagement informed the decision is reported to the communities and proponents.

Adaptability: Through engagement, we can learn from experiences and adapt approaches.

Build a Strong Relationship by:

- Engaging as early as possible and being open to project adjustments;
- Conveying a willingness to help the community understand the proposed project and consider all concerns;
- Learning about, recognizing and respecting First Nation and Métis cultural activities, traditional practices and knowledge and uses of lands and resources;
- Identifying your specific interest in discussing the proposed project's potential adverse impacts on the community's ability to hunt, fish and trap for food and to carry out traditional uses;
- Understanding the importance of Elders, Knowledge Keepers, women and youth and ensuring their participation in engagement activities;
- Acting with honour, openness, transparency and respect;
- Developing a comprehensive and flexible engagement plan with the leadership with a clear focus and goals;
- Providing opportunities to meet with leaders, Elders, Knowledge Keepers, traditional users and community members;
- Encouraging community engagement in all phases of the project;
- Discussing community priorities and recognizing that the community members may have broader interests in the project; and
- Following up regularly and demonstrating an interest in the community through a regular presence.

Facilitate Productive Meetings by:

- Asking about cultural practices before meeting with the community, e.g. feasts, opening prayers, tobacco, sharing responsibilities, opportunities to speak;
- Holding meetings in locations convenient for the community;
- Being prepared to listen and allow time for meaningful discussion;
- Committing to providing new information about the proposed project when available;
- Allowing time for Elders, Knowledge Keepers and traditional users to share their knowledge in culturally appropriate ways, such as storytelling, often in Indigenous languages; and
- Supporting translation services where necessary.

Information Sources

Best Practices

- Mineral Exploration Guidelines for Saskatchewan 2012, First Nation & Métis Community Engagement; <https://www.saskatchewan.ca/business/agriculture-natural-resources-and-industry/mineral-exploration-and-mining/mining-permits>

First Nation and Métis Contact Information

- Crown-Indigenous Relations and Northern Affairs Canada; <https://www.canada.ca/en/crown-indigenous-relations-northern-affairs.html>
- Federation of Sovereign Indigenous Nations; www.fsin.ca
- Métis Nation – Saskatchewan; <https://metisnation.sk.com>. *(while MN-S conducting review of Locals contact the ministry, agency or Crown responsible for information).*

Maps

- Agricultural Crown Land Map Viewer; <https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=ACLMVE>
- GeoSask; www.geosask.ca/Portal/
- Information Services Corporation; <https://www.isc.ca/MapsandPhotos/Maps>
- Ministry of Environment; <https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=saskinteractive>

Appendix C: Engagement Summary for Project Proposals

An Engagement Summary should be prepared for each First Nation or Métis Community engaged. Based on the proponent’s understanding of how First Nation and Métis communities are using unoccupied Crown land, or occupied Crown land to which they have a right of access in the project area, to hunt, fish and trap for food and to carry out traditional uses, the engagement summary should contain information on:

- Specific project activities identified by the community with the potential to adversely impact hunting, fishing and trapping for food and carrying out traditional uses;
- How the proponent has addressed the potential impacts;
- Any outstanding issues the proponent was unable to address, indicating why the issue could not be resolved; and
- Any information gaps identified by the community.

Engagement Summary			
Date:		Project Contact:	
Project Name:		Organization	
First Nation or Métis community:			
First Nation or Métis community contact:			
Describe how the project will adversely impact the First Nation or Métis community’s ability to hunt, fish and trap for food, and carry out traditional uses.		Describe actions to avoid, minimize or mitigate specific adverse impacts to the First Nation or Métis community’s ability to hunt, fish and trap for food and carry out traditional uses.	
<i>e.g. traditional plants are gathered on SE 1/4 where access road is proposed.</i>		<i>e.g. access road route changed to avoid SE 1/4 and SW 1/4.</i>	
Description of Outstanding Issues		Comments / Proposed Actions	
Information Gaps Identified by the Community		Comments / Proposed Actions	

Appendix D: Detailed Engagement Log

First Nation or Métis Community:					
Date	Activity (e.g. Letter, E-mail, Phone Call,	Proponent contact	First Nation or Métis community contact	Purpose	Notes
01/05/2024	Letter	John Smith, Operations Manager	Chief A.L Taylor	Introduction	Chief Taylor provided an outline of the proposed project and an invitation to meet and discuss further.
02/16/2024	Meeting	John Smith, Operations Manager	Chief A.L Taylor Councilor - G.S Raymond	Follow up to January 15th letter on project overview	Discussion on the proposed project and cursory overview of potential impacts, and concerns explicitly related to the local fishery.

Appendix E: Voluntary Early Engagement Summary

Voluntary Early Engagement Summary

Name of Project _____

Date of Submission _____

Submitted to (Ministry/Agency/Crown) _____

Please complete the categories of the table below. If a category does not apply, please indicate with an N/A.

The table is intended to gather information about the proposed project and nearby community(ies). Complete and accurate information is essential. If, at a future time, it is determined that the duty to consult has been triggered, the information may be used during consultation with the community(ies).

All information is provided voluntarily.

#		
1.	<p>Engagement</p> <p>Have you engaged any First Nation or Métis community(ies) about the project, and if so, what is/are the name(s) of the community(ies)?</p> <p>Have you spoken with anyone else about the project?</p>	

2.	<p>Impact to Community(ies)</p> <p>a) Does the First Nation or Métis community(ies) expect to be affected by the project, and if so, what are the anticipated impacts?</p>	
	<p>b) Have any accommodations been discussed with the community(ies) due to the impacts?</p>	
3.	<p>Spiritual Sites</p> <p>Are you aware of any previously identified spiritual, cultural, or gathering sites in the area of the proposed project?</p>	
4.	<p>Site Information</p> <p>Is there any heritage or conservation information available regarding the site, either through information provided by the community or in your research of the area?</p>	

	<p>Various sources can be used, such as archives and the local knowledge of community members.</p>	
<p>5.</p>	<p>Positive Outcomes</p> <p>a) Do you believe the project may result in positive outcomes for the community(ies)?</p> <p>If so, please describe them.</p>	
	<p>b) What was learned that could be helpful to the community(ies) or that should be recognized?</p>	
<p>6.</p>	<p>Other Proponent Considerations</p> <p>Are there any other factors to consider?</p>	

saskatchewan.ca

