



# Calgary Approvals Coordination Bulletin

## June 8, 2022

### **Subject: Digital Signing of Development Agreements - DocuSign**

The Public Infrastructure team has successfully piloted a fully digital process for executing Development Agreements. We have found that this approach is significantly faster and more user-friendly than the current paper process. With the pilot agreements we observed that the overall process time to send and receive the executed agreement decreased from 5 days, to 1-2 depending on availability of the signing authorities involved and the delivery of the Letter of Credit.

As of July 1, 2022, the City will require digitally execution for all **NEW** Development Agreements. There is no cost to any parties signing the agreement, as this is borne by The City. To ensure a smooth process, please make sure that you have correctly identified the developer's signing authority before making the request. The agreement can be executed by The City once the developer has signed the agreement and The City has received the Letter of Credit.

The following steps will be followed when preparing and signing the Development Agreements using DocuSign:

- With the Request for review of the special clauses the Developer will provide the names, positions and the email addresses of all signing officers for each of the parties to the agreement;
- The Developer/Consultant submits the Request for Development Agreement in UDO;
- The Infrastructure Strategist will review the request and confirm the performance security amount based on the Developer Tiering and the provided Construction cost;
- The Infrastructure Strategist will prepare the Development Agreement pdf and attach it to UDO for review by the Developer and the Consultant;
- The Developer will have the LOC/Security Bond prepared and delivered to the City;
- The Infrastructure Strategist will prepare the Agreement for signing in DocuSign and will set up the signing order as follows:
  - o Signing officers for the Developer of Record
  - o Signing officers for the parties to the Agreement
  - o Public Infrastructure Coordinator
  - o Director of Calgary Approvals Coordination (CAC)
- Each of the signatories to the agreement will receive an email from DocuSign with a link to where they have to place their signature. The emails will be sent in consecutive order based on the above list after each previous signatory signs the Agreement;
- After the Director of CAC signs the Agreement, DocuSign will send a link to all signatories, informing them that the agreement is signed and they can download it if needed.
- The Infrastructure Strategist will receive an email from DocuSign as well and will download the executed agreement together with the Certificate of Completion and attach the pdf in UDO.

To further enhance our digital offerings, we are now working on the accepting Digital (SWIFT) Letters of Credit. All Banks in Canada that have SWIFT code can issue digital Letters of Credit. We encourage all developers to check with their Banks if the Banks can issue digital LOCs.

A separate Bulletin will be issued shortly once the digital LOC process is finalized.