

Please note: The following guideline may be updated from time to time. **If there is a discrepancy between this guideline and the grant agreement, the terms of the grant agreement shall prevail.**

**Period Reports are required for approved applicants (producers) with grant agreements in any Program Year in which Eligible Production is reported.**

## **Submission of Period Reports**

- Period Reports are a requirement under Section 5.3 of all Bioenergy Producer Program Grant Agreements.
- An Period report is required starting with the first Program Period in which Eligible Production is reported.
- Completed Period Reports are due on or before July 31, 2018 following Program Period 1, June 30, 2019 for Program Period 2 and June 30, 2020, following Program Period 3.
- The Alberta Climate Change Office requires a signed Report Certification (Tab 12) to be submitted in pdf (Adobe Acrobat) format. The Period Report and Schedule A must be submitted in Excel format.
- When submitting documents electronically, any completed schedules and supporting documents should be submitted as separate documents from the Period Report in pdf or Excel format.
- The Alberta Climate Change Office will accept multiple attachments in a single email, or a series of emails for the same submission.
- Period Reports, Attachments and Report Certification must be submitted by email to [BPP@gov.ab.ca](mailto:BPP@gov.ab.ca).
- Email subject line must follow the following nomenclature:
  - [grant number]\_[company name]\_Period\_Report\_Program\_Period\_[1 or 2 or 3]
- Documents must follow the following nomenclature:
  - [grant number]\_Period\_Report\_Program\_Period\_[1 or 2 or 3]
  - [grant number]\_Period\_Report\_Program\_Period\_[1 or 2 or 3]\_Attachment\_[name of attachment]

## **Period Reporting Compliance and Consequences**

Requirements and potential consequences of non-compliance for late or deficient Period Reports are addressed in Sections 5 of the grant agreements.

Please refer to Sections 5 and 6 of the grant agreement for other reporting requirements.

Late or deficient reports may count as a compliance incident under Section 5.11, which may contribute to grounds for termination under Section 6.1.

## **Assurance Standards (Tab 4)**

Assurance refers to the confidence level that a third party validator uses to express a written conclusion concerning an applicant's compliance.

With respect to verification of the calculation of Eligible Production, and the verification of the measurement of Eligible Production (Tab 4 of this form), the person providing assurance must be satisfied with all data and assertions used as evidence to assert that a criterion has been met.

Calculation of eligible production must be verified and signed-off by a qualified engineer prior to being verified by a qualified third-party accounting firm. Calculation of eligible production for each quarter must be included in the verification, which may include (at the verifier's discretion) verification of supporting documentation of eligible production as part of each Quarterly Invoice.

Production must meet the criteria outlined in Schedule A of the Grant Agreement in order to be considered eligible to receive funding.

### **Level of Assurance**

For the purposes of a Bioenergy Producer Program Grant Agreement, demonstration of a limited level of assurance is sufficient.

### **Supporting Documentation**

Supporting documentation should be gathered and maintained on file in accordance with Section 4.9 of the Grant Agreement.

### **Site Visits**

Site visits are not mandatory; however they are encouraged, particularly for assurances relating to measurement of Eligible Production. It is up to the person determining the assurance if acceptable proof can be obtained without conducting a site visit or if one is needed to obtain the required level of assurance.

	<b>Section on Form</b>	<b>Tips for Producers</b>
	Grant Number	Please enter the nine-digit grant number on the top right corner of the form.
	Reporting for the Period Covering	Please Specify the Program Year and Period as applicable: Period 1 From October 1, 2017 to March 31, 2018 Period 2 From April 1, 2018 to March 31, 2019 Period 3 From April 1, 2019 to September 30, 2020
<b>1. General Information</b>		
	a. Company Name	Please enter the company name (the “Recipient”) found on page 1 of the Grant Agreement.
	b. Contact Information	Please provide contact information for the person completing the report to follow up with if the Alberta Climate Change Office has questions or concerns about the report.
	c. Facility Name and Location	Please enter the Project/Facility name as stated in the original application in Question 4 of the Application Form.  Identify the community (or closest community) stated in Section 1.1 of the grant agreement under “Facility”.
	d. Bioenergy Product	Please enter the product from the list provided. Product should match with what is stated in Schedule A of your Grant Agreement.
	e. Nameplate Capacity of the Facility	Please enter the total production capacity and unit of the facility as designed.
	f. Operating Capacity of the Facility	Please enter the production capacity and unit of the facility when operational.
	g. Is the facility co-located with another facility? If so please describe.	Please indicate if the facility is co-located with another facility and the nameplate capacity and unit of the co-located facility.
	h. Facility Completion Date	Please indicate the month and year the (bioenergy) facility was completed (i.e. construction of the facility complete.)
	i. Commissioning Date of the Facility	Please indicate the month and year the facility started (bioenergy) production.
<b>2. Material Changes during the Program Year</b>		
	Changes in facility management and bioenergy production operations may affect eligibility under the Bioenergy Program or may require an amendment to the grant agreement.	
	a. Changes in facility ownership or management	Attachments are required as supporting documentation for material changes.

	Section on Form	Tips for Producers
		<p>State “Not applicable” if no material changes.</p> <p>Please identify any changes compared to the latest information in the application (if this is the first Period Report), or the previous Period Report (if one was previously submitted) or the grant agreement including amendments.</p> <p>Examples: facility under new ownership; amalgamation of owner under another company; establishment of a limited partnership</p> <p>If the named Recipient has changed, a letter may be submitted at any time to request an amendment to the grant agreement.</p> <p>Please attach any supporting legal documents or correspondence confirming a corporate change (e.g. updated Corporate Registry report).</p>
	b. Changes to the Facility or Operations	<p>State “Not applicable” if no material changes.</p> <p>Please identify any changes compared to the latest information in the application (if this is the first Period Report), or the previous Period Report (if one was previously submitted) or the grant agreement including amendments.</p> <p>Examples: a change in technology, integration of a new production stream, a change in energy sources used in operations, or a change in measurement systems; change in bioenergy production capacity: increased, decreased or re-evaluated.</p> <p>Attachments are optional.</p>
	c. Changes in Bioenergy Product or Feedstock	<p>State “Not applicable” if no material changes.</p> <p>Please identify any changes compared to the latest information in the application (if this is the first Period Report), or the previous Period Report (if one was previously submitted) or the grant agreement including amendments.</p> <p>Examples: a change in feedstock material used (e.g., from plant oils to animal fats); diversification of feedstock; change in feedstock supplier or source; change in product specifications of the bioenergy product.</p> <p>Attachments are optional.</p>
<b>3. Attachments</b>		
	a. Completed Schedule A calculating greenhouse gas emissions reductions	<p>Please ensure you attach the Schedule A applicable to your Eligible Bioenergy Product.</p> <p>Please refer Life Cycle Emission Assessment Guideline for completing this assessment. This can be found on the BPP</p>

	Section on Form	Tips for Producers
		<p>website:</p> <p><a href="https://www.alberta.ca/assets/documents/bpp-lifecycle-emission-guideline.pdf">https://www.alberta.ca/assets/documents/bpp-lifecycle-emission-guideline.pdf</a></p>
	b. An audit report prepared by an accounting firm verifying the calculation of Eligible Production	<p>If you checked Yes, please ensure you attach the audit report applicable to your Eligible Bioenergy Product.</p> <p>If you submitted this information within the past six months, please refer to when and how it was submitted.</p> <p>Please refer to guidance notes on Assurance Standards at the top of this Guideline document.</p> <p>Report must include the following:</p> <ul style="list-style-type: none"> <li>• Conflict of Interest Checklist</li> <li>• Statement of Certification</li> <li>• Statement of Qualification</li> <li>• Statement of Verification</li> </ul>
	c. An Engineer's verification of Eligible Production measurement and calculations	<p>If you checked Yes, please ensure you attach the engineer's verification applicable to your Eligible Bioenergy Product.</p> <p>If you submitted this information within the past six months, please refer to when and how it was submitted.</p> <p>Please ensure that the authorizing Engineer signs the verification and provides their stamp or seal.</p> <p>Please refer to guidance notes on Assurance Standards at the top of this Guideline document.</p>
	d. A confirmation of calibration of measurement equipment is attached	<p>If you checked Yes, please ensure you attach confirmation of calibration applicable to your Eligible Bioenergy Product.</p> <p>If you checked No, please explain why in the Comments section below. If you submitted this information within the past 12 months, please refer to when and how it was submitted.</p>
	e. Comments	Use this space to identify any issues or assumptions in providing these attachments.
<b>4. Production Tab / Confirmation of Production</b>		
	a. Unit of Measure	Please state the unit of measure being used in your answers under Question 4 (e.g., MWh, kWh, Litres,).
	b. Committed Production	In the "Total Q1-Q4" column, enter the Annual Committed Production for the past Program Year stated in Schedule A of your grant agreement.

	<b>Section on Form</b>	<b>Tips for Producers</b>
	c. Quantity of Eligible Production Reported on Invoices	<p>Enter the production reported for each quarter on your invoices and provide a total in the “Total Q1-Q4” column. This quantity will be greater than the quantity of Supported Eligible Production identified in 4(f) below if the quantity reported exceeded the quantity qualifying for grant support.</p> <p>Report using the same number of decimal places used in Quarterly Invoices (see Invoicing Guidelines).</p>
	d. Adjustment to Eligible Production Reported on Invoices	<p>Compared to 4(c) and based on the audit report verifying production submitted with the Period Report, please list any adjustments by Quarter (e.g. Q1 production reduced by 20,000 litres, state as “-20,000 litres”; if Q3 production increased by 1,200 litres, state as “1,200 litres”).</p> <p>Report using the same number of decimal places used in Quarterly Invoices</p>
	e. TOTAL Eligible Production	This is the sum of the quantities stated in 4(c) and 4(d). This will be done automatically.
	f. Quantity of Supported Eligible Production.	<p>Enter the quantity of production that received grant support in each quarter. This amount will be less than the quantity of Eligible Production Reported under 4(c) if the total quantity reported exceeded the quantity qualifying for grant support.</p> <p>If payment is pending for any quarter, enter Pending or TBD (to be determined.)</p> <p>Enter 0 in quarters for which no grant support was received (e.g., enter 0 for the 4<sup>th</sup> Quarter if you fulfilled committed production prior to the 4<sup>th</sup> Quarter and therefore received no grant support for 4<sup>th</sup> Quarter production).</p> <p>Report using the same number of decimal places used in Quarterly Invoices (see Invoicing Guidelines).</p>
	g. Explanation if total production is less than 75 per cent of Committed Production	<p>Please provide an explanation if the Total Eligible Production (Total Q1-Q4) stated under 4(e) is less than 75 per cent of the Committed Production stated under 4(b).</p> <p>Check Not Applicable if Total Eligible Production (Total Q1-Q4) is equal to or greater than 75 per cent of the Committed Production stated under 3(b).</p>
	h. Explanation of any adjustments	<p>Please briefly explain the reason for the adjustment (e.g. production attributed to wrong quarter; calculation error; calibration error).</p> <p>Attach relevant documentation supporting your explanation, or reference other required attachments (see end of Period Report).</p>
	i. Do you expect to achieve Committed	Answer Yes if you expect to achieve at least 75 per cent of committed production.

	Section on Form	Tips for Producers
	Production in remaining Program Period?	If you answer No, the Period grant may be reduced for that year.
	j. If No, explain why not	Briefly explain circumstances that contribute to not being able to achieve at least 75 per cent of committed production in any year.
<b>5. Point of Consumption Tab</b>		
	a. Consumption or Disposition – Bioenergy Product (a)  b. Consumption or Disposition – Bioenergy Product (b)	Information about where the bioenergy product is consumed may be used by the Province to support calculation of direct greenhouse gas emissions benefits in Alberta, in addition to results reported in Schedule A. A BPP Grant Agreement does not require that production be consumed in Alberta.  If reporting on one product, enter as Product (a).  For the purposes of answering this question, you may assume all production is consumed in Alberta if: <ul style="list-style-type: none"> <li>• electricity is sold into the Alberta grid,</li> <li>• biogas or synthetic natural gas is placed in the Alberta distribution system, or</li> </ul> For liquid and solid biofuels (e.g. ethanol, biodiesel and wood pellets) answer to the best of your knowledge about your buyers.
	c. If your product is a liquid biofuel (e.g. ethanol or biodiesel), please specify the volumes consumed in Alberta	This applies only to liquid biofuels such as ethanol and biodiesel. Please indicate the volumes that were placed in the Alberta market under the Renewable Fuel Standard (RFS) and how much were sold in Alberta outside of the RFS.
	d. If your product was exported outside of Alberta, please specify the volumes	Provide the best estimate of the volumes transported to each market. This will form the basis to calculate the distance travelled in question f.
	e. How were the above amounts determined?	Examples of possible responses: <ul style="list-style-type: none"> <li>• assumptions about the buyer and where they retail the sold product; or</li> <li>• confirmation of export or delivery to point of consumption/end use.</li> </ul> Attachment of supporting documentation is optional.
	f. Please indicate the total distance travelled of your product, from facility	This should reflect the best estimate of the total distance traveled by each mode of transportation.  Note: these numbers are to be used when completing the LCA form as part of the Period Report.

	Section on Form	Tips for Producers
	to market, by mode of transportation	
<b>6. Bioenergy Feedstocks</b>		
	a. Feedstock type	<p>Please describe feedstock (e.g., municipal waste, canola, hog fuel, biogas from manure, and pyrolysis oil from wood biomass). Please mention the unit for each of the feedstock. (e.g, dry tonne, litres etc.), For weighed material, please specify in dry tonnes, if applicable.</p> <p>Enter as many feedstocks as applicable to your bioenergy production for the past Program Period.</p> <p>If you obtain the same feedstock from different sources you may report as one feedstock (e.g. Feedstock 1) and identify different suppliers/locations under 6 (e) and (f).</p> <p>If the feedstock is also a bioenergy product (e.g., a liquid biofuel), identify the type of bioenergy product and the biomass it was derived from.</p> <p>If there were more than four feedstocks used, please attach a separate table identifying all feedstocks and note “see attached” in one of the cells.</p>
	b. Is this feedstock from a waste stream?	A feedstock from a waste stream is a material that, if not used for bioenergy production, would normally be sent to a waste management facility for disposal or incineration.
	c. If Yes, what is the per cent of non-renewable content, by mass?	<p>This question pertains mainly to bioenergy production from municipal waste but may apply to other waste streams.</p> <p>If you answered No to (b) check Not Applicable.</p>
	d. If any of your answers to (e) are greater than 0%, attach calculations and sampling methodology.	<p>If you answered 0% for any or all feedstocks, check Not Applicable and proceed to the next question.</p> <p>This question relates to ensuring bioenergy produced from Municipal Waste meets eligibility requirements: the material contains at least 50% biomass by mass on an annual average basis, in accordance with the Municipal Waste Guideline (Alberta Environment and Parks.)</p> <p>If you submitted supporting documentation within the past year (e.g., with your application), check “Previously Submitted” and in the comments space at the end of Section 6 refer to the supporting documentation and when it was submitted.</p> <p>Otherwise, please attach supporting documentation for calculation of non- renewable content.</p>

	Section on Form	Tips for Producers
	e. Feedstock Supplier(s)	Please list as many as applicable to each feedstock and the volume of feedstock procured (please include the appropriate unit, e.g. ODT).  You may identify your own operations as a supplier.
	f. Location(s) of Feedstock Supplier(s)	Potential locations might be (but are not limited to): <ul style="list-style-type: none"> <li>• Nearby facilities (e.g., Facility X, Y,Z)</li> <li>• Forest Management Agreement (FMA) – please specify FMA #;</li> <li>• community x waste management facility; and</li> <li>• farmers in the counties of x, y and z.</li> </ul>
	g. Transportation Distance(s) to Bioenergy Production Facility	If the feedstock is from your own operations, within the boundaries of the “Facility” described in your grant agreement, enter 0 km.  Otherwise please specify the distance or range of distances (10 km, 25 km, 50 km, 75 km, 100 km, 150 km, 200 km or >200 km).
	h. Do you have any long-term agreement for feedstock supply?	If you have a feedstock supply agreement with a supplier, mention the length of the agreement in years and the price paid per unit amount of feedstock (e.g., \$ per tonne).
	i. Quantity of Feedstock used for Total Eligible Production stated in Question 4(e)	When stating quantity, please include a unit of measure.  For weighed material, please specify in dry tonnes, if applicable.  If you are providing an estimated quantity, please indicate “approximately”.
	j. If the facility generates feedstock (e.g. wood shavings, black liquor), how much was produced over the course of the Program Period (whether used for bioenergy production or not)	When stating quantity, please include a unit of measure.  For weighed material, please specify in dry tonnes, if applicable.  If you are providing an estimated quantity, please indicate “approximately”.
	k. Comments	This space is provided if you need to comment on your information.

## 7. Inputs Tab / Energy Inputs and Water Usage

	Section on Form	Tips for Producers
	a. Period of bioenergy production for which energy inputs and water usage are reported	<p>Please check which quarters the information pertains to. Please provide information for at least 2 quarters.</p> <p>However, if you only had bioenergy production in one quarter, then only report for that quarter.</p> <p>Note that, if your facility has multiple products (e.g., other grain products), the information provided should only pertain to <b>incremental</b> inputs for bioenergy production, not the entire facility.</p>
	b. Types of activities included	<p>Check all activities utilizing the identified energy inputs and water.</p> <p>Only include those activities that are within your overall operations. If, for example, you obtain tallow from an animal processing facility that is not included in your operations, you do not need to identify energy and water inputs associated with tallow production.</p> <p>Under “Other”, please identify any activities which are not identified on the form.</p> <p>Use the “Comments” area if you need to provide further explanation of these activities.</p>
	c. Water consumption	<p>Water consumed for the quarters identified in (a).</p> <p>If your bioenergy production results in net water production (usable), you may enter a negative value for water consumption.</p> <p>If your facility has multiple products (e.g., other grain products), the information provided should only pertain to <b>incremental</b> water consumption for bioenergy production, not the entire facility.</p>
	d. Electricity purchased from the grid	<p>Electricity purchased from the grid for the quarters identified in (a).</p> <p>If your facility has multiple products (e.g., other grain products), the information provided should only pertain to <b>incremental</b> electricity purchased for bioenergy production, not the entire facility.</p>
	e. Natural gas consumed	<p>Natural gas purchased (or obtained from own resources, if applicable).</p> <p>If your facility has multiple products (e.g., other grain products, glycerin), the information provided should only pertain to <b>incremental</b> natural gas consumption for bioenergy production, not the entire facility.</p>
	f. Gasoline fuel	<p>If the gasoline includes renewable content, please specify total litres of the blended fuel and specify the known (e.g. 20 per cent) renewable content or approximate (e.g., up to 2 per cent) renewable content.</p>

	Section on Form	Tips for Producers
		If your facility has multiple products (e.g., other grain products;), the information provided should only pertain to <b>incremental</b> gasoline consumption for bioenergy production, not the entire facility.
	g. Diesel fuel	<p>If the diesel fuel includes renewable content, please specify total litres of the blended fuel and specify the known (e.g. 20 per cent) renewable content or approximate (e.g., up to 2 per cent) renewable content.</p> <p>If your facility has multiple products (e.g., other grain products; glycerin), the information provided should only pertain to <b>incremental</b> diesel fuel consumption for bioenergy production, not the entire facility.</p>
	h. Other energy inputs , if applicable	<p>Examples: heating oil, coal, on site solar or wind energy. Please check the appropriate unit of measure.</p> <p>If your facility has multiple products (e.g., other grain products; pulp and paper products), the information provided should only pertain to <b>incremental</b> consumption for bioenergy production, not the entire facility.</p>
	i. Chemical input	<p>This could include catalysts, additives, enzymes etc. Please check the appropriate unit of measure.</p> <p>For example, catalyst sodium hydroxide or potassium hydroxide is used for biodiesel production process as a chemical input.</p> <p>If your facility has multiple products (e.g., other grain products; pulp and paper products), the information provided should only pertain to <b>incremental</b> consumption for bioenergy production, not the entire facility.</p>
<b>8. Co-products Tab</b>		
	a. Is the facility producing any co-product along with supported production?	The question pertains if the bioenergy production facility produces any co-product along with the product received funding. For example, canola meal and glycerol can be produced as a co-product as different stages of biodiesel production process.
	b. If yes, please provide additional information	If the facility produces co-products, please identify them. How much was produced (e.g, in litres,) in the Program Period? and what is the market value of the product (\$ per unit amount)?
<b>9. Environmental Benefits</b>		
	a. Is your facility regulated as a “Large Final Emitter”?	This question pertains to the Specified Gas Emitters Regulation under the <i>Climate Change and Emissions Management Act</i> . Large Final Emitters as defined under this regulation have obligations to reduce greenhouse gas emissions.
	b. If Yes, does your reporting as a Large Final Emitter include	The Large Final Emitter report on emissions may or may not encompass emissions and emissions reductions from production of the Eligible Bioenergy Product.

	Section on Form	Tips for Producers
	Eligible Bioenergy Product?	
	c. Have you submitted greenhouse gas emissions calculations for the Eligible Bioenergy Product under an Offset Protocol?	<p>This question pertains to the Specified Gas Emitters Regulation under the <i>Climate Change and Emissions Management Act</i>.</p> <p>Offset protocols are published on the Carbon Offsets Solutions website at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.alberta.ca/alberta-emission-offset-system.aspx">https://www.alberta.ca/alberta-emission-offset-system.aspx</a></li> </ul>
	d. If Yes, please provide the title of the Offset Protocol	Please provide information on your latest submission, if applicable.
	e. If reporting on an eligible liquid biofuel (ethanol or biodiesel), does this facility have a Validation Reference Number?	<p>This question pertains to the Renewable Fuels Standard Regulation and the Renewable Fuels Greenhouse Gas Emissions Eligibility Standard under the <i>Climate Change and Emissions Management Act</i>.</p> <p>For more information, please visit:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.alberta.ca/renewable-fuels-standard.aspx">https://www.alberta.ca/renewable-fuels-standard.aspx</a></li> </ul>
	f. (OPTIONAL) Other environmental benefits associated with the Eligible Bioenergy Production	<p>Use this space if you wish to describe other environmental benefits. Please quantify if possible.</p> <p>Examples: odour control, landfill avoidance, water quality.</p>
<b>10. Other Grants</b>		
	a. Has the facility received other types of funding in this Program Period?	<p>Please identify any funding received in the Program Period. Funding may be from municipal, provincial or federal sources. Examples include, but not limited to, Climate Change Emissions Management Corporation (CCEMC)/Emissions Reduction Alberta (ERA), Alberta Innovates, or EcoEnergy.</p> <p>This information may be used under section 2.5 of the Grant Agreement to revise the funding amount in the next Program Period.</p>
<b>11. Labour Tab / Labour Information</b>		
	a. How many and what types of jobs does the bioenergy production support at the facility?	<p>This is to identify the number and types of jobs directly supported by the production of bioenergy.</p> <p>For integrated facilities where bioenergy production is an add-on, please include only the incremental jobs resulting from the bioenergy production.</p>

	<b>Section on Form</b>	<b>Tips for Producers</b>
	b. How many employees fall within the following age ranges?	From the numbers entered in section a, please indicate the total number of staff that fall in each age range provided.
	c. What is the gender division of the jobs associated with the production of bioenergy	From the numbers entered in section a, please indicate the gender division for each job (either in number or percentage).
	d. What is the mean number of years of education or post-secondary education in your workforce?	Please provide the mean number of years of education in your workforce. For example, Two staff with a 2-year diploma, One staff with a 4-year diploma, and One staff with both a 4-year and 2-year diploma.  Mean number of years of education is 3.5.
	e. How many employees have been hired in the last year? How many have been let go?	Include a short description for each staff similar to section a. This includes seasonal staff or permanently terminated.  For integrated facilities where bioenergy production is an add-on, please include only the incremental jobs resulting from the bioenergy production.
	f. What is the average wage/salary for non-management staff? What is the average wage/salary for all staff?	From the numbers entered in section a, what is the average financial compensation?
	g. How many employees are classified as permanent full-time employees?	This is to identify how many employees are considered permanent full-time vs. how many are in a part-time/contract basis?
	h. How many and what types of indirect jobs does the production of bioenergy support?	This is to identify the number and types of jobs indirectly supported by the production of bioenergy.  For integrated facilities where bioenergy production is an add-on, please include only the incremental jobs resulting from the bioenergy production.
<b>12. Disclosure Tab / Signature Page</b>		
	Information Disclosure	Please review these terms and check the box to confirm you have read and understood them.

	<b>Section on Form</b>	<b>Tips for Producers</b>
	Submission of Period Report	<p>Please provide a dated signature.</p> <p>The individual signing the Period Report must be authorized to sign on behalf of the Applicant based on the application, the grant agreement or a letter to the department.</p> <p>If this is not currently the case, the Applicant should provide a letter to the Alberta Climate Change Office to authorize the individual to sign on behalf of the Applicant.</p>