

Letter of Commitment Template

(Date)

Councillor John Schmal
President
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

Re: Retrofitting Municipal Buildings

Dear Councillor Schmal,

[Municipality Name] is interested in pursuing effective building management, reducing costs and protecting our investment in facilities by regular maintenance and renewal. We recognize that a well-planned program of building retrofits will contribute to these objectives, as well as reducing green-house gas emissions. To that end, the [Municipality Name] is committed to following the municipal building retrofit process advocated by FCM.

I am pleased to confirm that our staff will undertake the following actions:

- Appointing [name of contact] as our representative to oversee planning and implementation of a comprehensive building retrofit program;
- Forming a committee to oversee the process; [if appropriate for your municipality]
- Developing a plan to identify a full set of retrofit options and funding alternatives;
- Setting targets for efficiency and reduced costs and monitoring progress toward them;
- Presenting our plan to council, with a view to a comprehensive retrofit program; and
- Considering retrofit techniques suitable for Green Municipal Funds applications by incorporating innovative technical, design, or implementation components.

I understand that the Federation of Canadian Municipalities (FCM) will provide supporting materials and model documents that will be of assistance to our representative. I understand that FCM may provide additional support such as workshops, and that our representative can contact FCM for additional information.

I recognize that FCM's Green Municipal Funds (GMF) are available to support any particularly innovative projects and that following FCM's eight-step process will help [municipality name] to develop a strong GMF application.

Yours truly,

Signed,
(Municipal Manager, Town/City Clerk)