

Enrolment

Although it is not required for a municipality to officially enroll, a letter of commitment signed by the CAO or other member of senior management is a strong tool for supporting municipal champions later in the process. It also allows FCM staff to keep track of which municipalities are involved in retrofit activity so that they can provide as much support as possible.

A municipal government can demonstrate interest in the process by signing a letter of commitment (Template Section 1, p. 1). The letter of commitment demonstrates support from senior staff to begin a systematic process of exploring energy-efficiency options for the municipality's building portfolio.



Team/Partnership

At this first stage, the team would include at least the energy management champion who has demonstrated interest in the program, and the senior manager endorsing the letter of commitment.



Information Requirements

No technical information is required at the enrolment stage.



Action Items

- Complete model letter of commitment on corporate letterhead and obtain senior staff signature
- Send completed letter of commitment to FCM.



Template Material

- Model letter of commitment



Next Steps

- Review Section 2 of the Program Guide
- Contact TerraChoice Environmental Services to arrange for the first phase of your Green Leaf™ Assessment. They are expecting your call.

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Federation of Canadian Municipalities Municipal Building Retrofits



Section 1 Overview and Enrolment

Guide

All templates in this guide are available in text and PDF format on the accompanying CD ROM or on the Knowledge Network at <http://kn.fcm.ca>.

Guide to LOC Template

Template Section 1 Page 1

All templates in this guide are available in text and PDF format on the accompanying CD ROM.

The letter of commitment is the first stage of FCM's MBR process. It demonstrates a commitment to a comprehensive building retrofit process and informs FCM staff of your intention to utilize the MBR process and resources.

Letter of Commitment Template	
<p>(Date)</p> <p>Mayor Yves Ducharme President Federation of Canadian Municipalities 24 Clarence Street Ottawa, Ontario K1N 5P3</p> <p>Re: Retrofitting Municipal Buildings</p> <p>Dear Mayor Ducharme,</p> <p>[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 greenhouse gas emissions. To that end, the [Municipality Name] is committed to following the municipal building retrofit process advocated by FCM.</p> <p>I am pleased to confirm that our staff will undertake the following actions:</p> <ul style="list-style-type: none"> • Appoint [name of contact] as our representative to oversee planning and implement of a comprehensive building retrofit program; • Form a committee to oversee the process [if appropriate for your municipality]; • Develop a plan to identify a full set of retrofit options and funding alternatives; • Set targets for efficiency and reduced costs and monitoring progress toward them; • Present our plan to council, with a view to a comprehensive retrofit program; and • Consider retrofit techniques suitable for Green Municipal Funds applications by incorporating innovative technical, design, or implementation components. <p>I understand that FCM will provide supporting materials and model documents that will be of assistance to our representative, that FCM may provide additional support such as workshops, and that our representative can contact FCM for additional information.</p> <p>I recognize that FCM's Green Municipal Funds (GMF) is 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.</p> <p style="text-align: right;">Yours truly,</p> <p style="text-align: right;">Signed, (Municipal Manager, Town/City Clerk)</p> <p style="text-align: center;">Template Section 1 - Page 1</p>	<p>(Date)</p> <p>Mayor Yves Ducharme President Federation of Canadian Municipalities 24 Clarence Street Ottawa, Ontario K1N 5P3</p> <p>Re: Retrofitting Municipal Buildings</p> <p>Dear Mayor Ducharme,</p> <p>[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 greenhouse gas emissions. To that end, the [Municipality Name] is committed to following the municipal building retrofit process advocated by FCM.</p> <p>I am pleased to confirm that our staff will undertake the following actions:</p> <ul style="list-style-type: none"> • Appoint [name of contact] as our representative to oversee planning and implement of a comprehensive building retrofit program; • Form a committee to oversee the process [if appropriate for your municipality]; • Develop a plan to identify a full set of retrofit options and funding alternatives; • Set targets for efficiency and reduced costs and monitoring progress toward them; • Present our plan to council, with a view to a comprehensive retrofit program; and • Consider retrofit techniques suitable for Green Municipal Funds applications by incorporating innovative technical, design, or implementation components. <p>I understand that FCM will provide supporting materials and model documents that will be of assistance to our representative, that FCM may provide additional support such as workshops, and that our representative can contact FCM for additional information.</p> <p>I recognize that FCM's Green Municipal Funds (GMF) is 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.</p> <p style="text-align: right;">Yours truly,</p> <p style="text-align: right;">Signed, (Municipal Manager, Town/City Clerk)</p> <p style="text-align: center;">Template Section 1 - Page 1</p>

Letter of Commitment Wording

The clauses presented in the letter of commitment template represent the basic requirements of a sound energy management strategy. There is, of course, some flexibility to reflect local reality (for example, a committee may not be required or appropriate for your municipality).

Letter of Commitment Endorsement

A senior staff member with the authority to commit the resources required under the program should endorse the letter of commitment. In smaller municipalities, this may be the town or city manager, and in larger ones, the director of facilities.

Mailing Address

The letter of commitment should be completed on corporate letterhead, and sent to FCM at the address listed on the template.

What Happens to the Letter of Commitment?

The letter of commitment officially opens the MBR process file for your municipality and allows FCM staff to contact the person named as your representative.