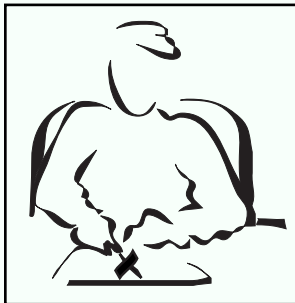




# **Federation of Canadian Municipalities Municipal Building Retrofits**



## **Section 1 Overview and Enrolment**

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### **Templates**

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>.



## Letter of Commitment Template

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(Date)

Mayor Yves Ducharme  
President  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

Re: Retrofitting Municipal Buildings

Dear Mayor Ducharme,

[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.

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

- 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.

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.

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.

Yours truly,

Signed,  
(Municipal Manager, Town/City Clerk)

