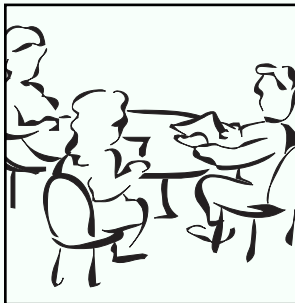




Federation of Canadian Municipalities Municipal Building Retrofits



Section 3 Post Assessment Review

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>.

Municipal Building Retrofit Program Post Assessment Review Meeting Agenda

Location: *[insert meeting room location]*

Date: *[insert date]*

Time: *[insert time]*

Meeting Purpose:

As part of the Municipal Building Retrofit process (MBR), during this meeting we will review MBR process and the findings of the Green Leaf™ Assessment, and determine options for the creation of an action plan.

Agenda

Time	Item	Details	By	Duration
9:30	Introductions & Welcome	Introductions and overview of meeting purpose and objectives	Mun. Staff	15 min
9:45	MBR overview	Overview of MBR and Green Leaf™ & Energy-Efficiency Team	FCM	30 min
10:15	Action Plan overview	Presentation of purpose and framework of action plan	FCM	15 min
10:35	Break	Coffee	All	5 min
10:40	Green Leaf™ Assessment	Presentation of findings of Green Leaf™ Assessment results	Mun. Staff	20 min
11:00	Action Plan	Open discussion of steps required to assemble an action plan. Task list, timeframe and responsibilities	Mun. Staff	40 min
11:40	Meeting wrap-up	Conclusions, questions and next steps	Mun.	20 min

Suggested Participants

This meeting is an excellent opportunity to begin building the internal partnerships that will be required to move the retrofit program forward. Internal partners contribute skills, expertise, information and the authority to commit resources. Please see the section on Partnerships in the Resource Manual (on the accompanying CD, or at <http://kn.fcm.ca>) for more information.

Table 3-1 Internal Partners

Internal Partner	Name	Implementation Role (suggested)	Phone	E-mail
Energy Manager		<i>Co-ordinate Building Retrofit Program. Provide information on energy costs and initiatives.</i>		
Building Manager		<i>Identify building portfolio and define candidate buildings.</i>		
Environmental Manager		<i>Provide guidance to link building retrofit to environmental initiatives such as green procurement, waste management.</i>		
Engineering Manager		<i>Provide technical expertise and knowledge.</i>		
Building Technician		<i>Provide information on specific building equipment problems.</i>		
Legal Staff		<i>Review legal issues relating to contracts and liabilities.</i>		
Chief Financial Officer		<i>Provide financial expertise. Keep officer informed of various financing options.</i>		
Financial Manager		<i>Identify asset renewal schedule for building portfolio and provide financial expertise.</i>		
Municipal Councillor		<i>Ensure communication between team and municipal council.</i>		
Municipal Manager		<i>Ensure good fit between retrofit program goals and council objectives.</i>		
Communications Manager		<i>Ensure program goals and objectives are clearly communicated. Assist with retrofit communications plan.</i>		
Other?				