

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MARCH 4, 2014
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	DELEGATED SIGNING AUTHORITY ENERGY CONSERVATION INCENTIVE APPLICATIONS

RECOMMENDATIONS

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the Director – Environment, Fleet & Solid Waste and the Division Manager, Facilities **BE DELEGATED AUTHORITY** to alternately sign, on behalf of the Corporation, applications for energy conservation incentives; it being noted that such delegated authority is to support the timely submission of incentive applications and does not supersede the Levels of Contract Approval Authority contained in schedule A of the Corporation of the City of London Procurement of Goods and Services Policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Relevant reports that can be found at www.london.ca under City Hall (meetings) include:

- Building Division Permit Applications (May 10, 2006 meeting of the Board of Control, Agenda Item #9)
- Quarterly Report on Internal Audit Results (September 26, 2013 meeting of the Audit Committee, Agenda Item #4)

BACKGROUND

Purpose

The purpose of this report is to obtain Council approval to delegate signing authority on behalf of the Corporation for energy conservation incentive applications in accordance with the recommendation contained in Observation #11 of the PricewaterhouseCoopers' (PWC) *Corporate Services/Finance - Facilities & Property Utilization* audit report tabled at the September 26, 2013 meeting of the Audit Committee.

Discussion

There are presently more than 50 potential energy conservation projects being considered across City of London Service Areas ranging in value from \$800 to more than \$300,000.

Each one of these projects is eligible for incentives either through the Ontario Power Authority (OPA) saveONenergy program or other incentive and grant programs offered through utility providers and organizations such as Union Gas and the Federation of Canadian Municipalities.

The submission of energy conservation incentive applications does not commit the City to undertaking or completing a proposed project. Acceptance of an incentive and/or grant application reserves funding that only becomes available to the City upon providing satisfactory evidence that the project is complete, is performing as designed and the contractors and/or material suppliers have been paid in full.

Applications for all saveONenergy incentives and many applications for other incentive and grant programs require the signature of an applicant authorized to bind the Corporation.

Currently the Mayor and City Clerk acquire the sole authority to bind the Corporation through passage of a by-law by Council subsequent to circulation through the administrative and governance approval processes of a staff report recommending such action be taken.

The elapsed circulation and approval time can range from five to eight weeks. There is potential in such instances for the Corporation to miss incentive and/or grant qualification deadlines and resultant cost savings opportunities as well as defer the start of projects to align with the administrative and governance approvals process required for staff reports.

The delegation of signing authority on behalf of the Corporation for energy conservation incentive applications will expedite the submission of such applications, advance the opportunities for cost savings, mitigate the risk of deferring project start dates and reduce the administrative and governance time consumed preparing and processing multiple reports seeking authority to bind the Corporation through passage of a by-law in these matters.

The delegation of signing authority on behalf of the Corporation for energy conservation incentive applications does not supersede the Levels of Contract Approval Authority contained in schedule A of the Corporation of the City of London Procurement of Goods and Services Policy.

ACKNOWLEDGEMENTS

This report was prepared with the assistance of Jamie Skimming: Manager – Air Quality and Daryl Diegel – Corporate Energy Management Coordinator.

SUBMITTED BY:	REVIEWED & RECOMMENDED BY:
STEVEN MACDONALD CORPORATE ENERGY MANAGEMENT ENGINEER, FACILITIES FINANCE	KEN OWEN DIVISION MANAGER, FACILITIES
REVIEWED & RECOMMENDED BY:	RECOMMENDED BY:
JAY STANFORD DIRECTOR – ENVIRONMENT, FLEET AND SOLID WASTE	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER