**TOOL E:**

**ICF SERVICES SUMMARY TOOL (Bilateral ICF)**

**PURPOSE: To assist municipalities in developing the content and structure of their ICF bylaws.**

***DEFINITIONS:***

*Intermunicipal – is a service that is provided to two or more municipalities. This can be provided by one or more municipalities or by a third party such as a service commission, municipal controlled corporation, authority etc.*

*Third Party – is a service that is provided by another entity that is not a municipality.*

**Services Summary**

# Services to be provided municipally by Municipality A:

1. Individual municipal service provided by a third party to Municipality A:
2. Services to be provided municipally by Municipality B:

# Individual municipal service provided by a third party to Municipality B:

# Intermunicipal services to be shared by Municipality A and B:

# Intermunicipal services provided by a Third Party:

1. **Optional:** Which services are you going to work toward sharing in the interim period?

Confirm that Transportation, Water, Waste Water, Solid Waste, Recreation, and Emergency Services are each addressed in the above summary listing.

**TOOL E:**

**ICF SERVICES SUMMARY TOOL (Multilateral ICF)**

**PURPOSE: To assist municipalities in developing the content and structure of their ICF bylaws.**

**Services Summary**

# Services to be provided by Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

# Services to be provided municipally by Municipality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list **each additional** municipality):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List the Services to be Provided by individual municipalities** | | | | |
| **Municipal Service** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **…** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| … |  |  |  |  |

# Individual municipal services provided by a third party (list **each service provided by a third party**):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List the Services to be Provided by a third party to a municipality** | | | | |
| **Municipal Service** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **…** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| … |  |  |  |  |

# Services to be provided intermunicipally (complete for **each combination** of municipalities):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List the Services to be Provided intermunicipally** | | | | |
| **Municipal Service** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **…** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| … |  |  |  |  |

# Intermunicipal services provided by a third party:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List the Services to be Provided intermunicipally by a third party (commission, authority, etc.)** | | | | |
| **Municipal Service** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **Municipality \_\_\_\_\_\_** | **…** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| … |  |  |  |  |

1. **Optional:** Which services are you going to work toward sharing in the interim period?

Confirm that Transportation, Water, Waste Water, Solid Waste, Recreation, and Emergency Services are each addressed in the above summary listing.

Please note: additional sheets may be necessary.

Please note: municipalities may need to create their own version of Tool E (multilateral ICF) in order to adequately document services and municipalities unique to their context.

**TOOL E:**

**ICF SERVICES SUMMARY TOOL**

***PURPOSE: To assist municipalities in developing the content and structure of their ICF bylaws.***

**Intermunicipally Shared Services**

1. For each service to be provided on a shared or intermunicipal basis:
   1. Who is the **lead** municipality?
   2. **Describe** how the service is being provided:
   3. How is the service **funded**?
   4. What is the timeline for implementation (if newly joint)?
   5. What is the transition plan (if newly joint)? Describe the decommissioning strategy for the current service.
2. The questions below are optional as they can be over-arching for the entire ICF as opposed to an individual service basis.
   1. What is the term of review? (must not exceed 5 years)
   2. What is the binding dispute resolution process?

**TOOL F:**

Dispute Resolution Process Requirements Checklist

1. The following questions are optional but may be beneficial in the planning of new services to assist both parties understanding any subsequent service development planning.
   1. Describe details on the planning, locating, and developing infrastructure to support the service.

**Things to Consider:** The responses for this section **do not** need to be included in the ICF bylaw and could form a separate agreement between the municipalities involved. Including this within the ICF bylaw will create the need to amend it should any of the conditions

listed in this section change.

* 1. Describe the provisions for developing infrastructure for the common benefit of residents of both municipalities.