

PURPOSE: For two or more municipalities to determine how to approach the ICF process.



Compare with your municipal neighbours:

- i. Desired outcomes of the ICF/IDP: what collectively do you want to achieve with ICFs and IDPs?
- ii. Service inventory: establish what services do the municipalities want to negotiate?
- iii. IDP Focus Areas: Determine the status of the IDP. Does an IDP need to be prepared, or updated or do the municipalities agree that an IDP is not needed?



Given your answers to the questions above, **what are some approaches that would be effective and efficient to negotiating and exploring these identified services?** The following are process options. They are not an exhaustive list and are provided to helpcreate discussion.

- i. **<u>Separate</u>** negotiations with all municipalities;
- Negotiation by identified municipalities on <u>individual services</u> that would serve all municipalities;
- iii. Negotiation of an <u>overarching ICF for multiple municipalities</u> (i.e. County and 4 summer villages around the same lake)



How are you going to negotiate? Develop an intermunicipal Negotiation Committees Terms of Reference/Negotiation Protocols using **Tool D: Sample ICF Terms of Reference**.

- i. Who needs to be on the negotiation committee?
- ii. When and where should they meet?
- iii. How are you going to keep the respective councils informed and get their input?
- iv. How are we going to communicate with the public and media?

## TOOL C INTERMUNICIPAL PREPARATION



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Determine what assistance and information is needed to negotiate the identified services and/or iDP:

- i. Should we consider engaging a mediator immediately?
  - i. What might be some potential benefits of engaging a mediator early on?
- ii. What information is needed to negotiate and make a decision on the service?
  - i. Given the information needed, how are we going to get the information? Do we have in-house resources or do we need to contract it out?
- iii. various other tools could be provided in this section, including: Asset Management, etc.

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if you are not able to reach agreement on some intermunicipal services by April 1, 2020, how are municipalities going to address those services?



Once you've negotiated your services, you can use **<u>Tool E: ICF Summary Tool</u>** to determine how to summarize your services in your ICF.