

TOOL D

SAMPLE ICF TERMS OF REFERENCE



PURPOSE: For two or more municipalities to prepare a Terms of Reference for an Intermunicipal Negotiation Committee.

- 1 Project Objectives**
Describe the outcomes you would collectively like to achieve through the ICF process.

- 2 Roles and Responsibilities**
Who needs to be on the negotiating committee and what are their roles and responsibilities? List the membership of the ICF Negotiating Committee (INC).

- 3 Frequency and Location of Meetings**
Where, when and how often will your meetings be?

- 4 Communication Strategy**
How are you going to keep the respective councils informed and get their input? How will the public and media be informed on your progress and outcomes? Each municipality will need to ensure that their communication strategy and public input process are consistent or consider their public participation policy.

- 5 Risk Mitigation Strategies**
How are you going to plan for risks to the ICF process and create mitigation strategies? Who is responsible for tracking risks and identifying if risks become issues?

- 6 Decision Making Protocols**
How are decisions going to be made as you move through the negotiating process? What decision making abilities does the INC (or intermunicipal Committee (IMC)) have? Do you need a facilitator/ mediator?

- 7 Metrics of Success**
What does success look like for each municipality?

MGA
PART 7

Public
Participation