

**DISPUTE RESOLUTION PROCESS SUGGESTIONS**

**TOOL F**

**PURPOSE: To assist municipalities in preparing their dispute resolution process.**



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| **DOES YOUR DISPUTE RESOLUTION PROCESS ADDRESS:** |
|  **How notice of the dispute will be given and to whom?** |
| **Frequency of when the parties are to meet and the process they will follow to resolve the dispute, including, without limitation, negotiation, facilitation, and mediation?** |
| **How a decision maker will be chosen and what powers, duties and functions the decision maker will have?** |
|  **The decision maker’s practice and procedures?** |
|  **A binding dispute resolution mechanism?** |
| **How any costs incurred as part of the dispute resolution process are to be shared among the parties?** |
| **How records of the dispute resolution process are maintained, and who maintains the records?** |
|  **How parties or the public, or both, are identified?** |
| **When parties or the public, or both, may be notified of the dispute?** |
| **If and how parties or the public, or both, will be engaged in the dispute resolution process?** |
| **The overall time it will take to complete the process? (overall timeline to resolve dispute not to exceed 1 year)** |

**PLEASE NOTE**

Please note, as outlined in **s**[**708.34**](http://www.qp.alberta.ca/documents/Acts/m26.pdf)[**of the MGA**](http://www.qp.alberta.ca/documents/Acts/m26.pdf), if the dispute resolution process is not completed within

1 year from the date the notice of the dispute is given, any party may request the Minister to appoint an arbitrator.

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