TOOL A

Individual Municipal Preparation

Purpose: to get your municipality ready for the ICF process, whether you are making a framework or reviewing one, and to start thinking about what you want out of it.

#	Question
1	Which municipalities share a common boundary with you, requiring an ICF and, where applicable, an IDP? Please list them.
2	Which other municipal partners do your neighbours have to establish an ICF with? Please list them. It shows how much work the region faces in total.

3	Which other municipalities do you currently share services with?
4	Are there First Nations or Metis Settlements you share services with now, or could in the future?
5	What do you want out of an ICF and an IDP? For example: better relations with your neighbours; better services for residents; drawing in business and new residents; growth you can manage; something else.
6	Service list: fill in **Tool B**. List the services you provide that help the other municipalities, and the ones they provide that help you. Check that all five mandatory categories are covered. List the services you want to talk about, and say why.

7	IDP check: what work does your IDP need? Do you have one with the neighbours listed above? If you do, does it meet what the MGA asks (see **Tool H**), and does it match how the area is growing now? If you do not, is an IDP needed? If both parties agree it is not, both must pass a resolution saying they talked it over and reached that view.
8	Focus areas: where is your region growing, and what does that mean for services? Does your IDP show it, if you have one?
9	If you cannot reach agreement on some shared services, how will the municipalities handle them? See **Section 6**.
10	If you are reviewing an ICF you already have: which parts of it, and of the agreements under it, need a look? Are the mandatory categories covered? What has changed since it was approved, in growth, in costs, in service levels, or in new buildings?