TOOL C

Intermunicipal Preparation

Purpose: for two or more municipalities to decide how to approach the ICF process. Once the services are negotiated, use **Tool E** to summarize them in your ICF.

#	Step
1	Compare notes with your neighbours. Cover three things. What do you want to achieve together? Which services will you negotiate over, including each mandatory one? And where does the IDP stand: does one need to be written or updated, or do you agree you do not need one?
2	Given those answers, how should you negotiate over the services on the list? You could hold separate talks with each municipality. You could ask named municipalities to lead on services that would serve everyone. Or you could build one framework for several parties, such as a county and four summer villages around the same lake. These are starting points, not a full list.
3	How will you negotiate? Build the committee's terms of reference and ground rules using **Tool D**. Who sits on the committee? When and where will they meet? How will councils stay in the loop and have their say? How will you talk to the public and the media?

#	Step
4	What help, and what facts, do you need to negotiate the services and the IDP? Should you bring in a mediator now, and what would you gain by doing it early? What do you need to decide on each service, including costs, revenue, and how much it gets used (see **Section 5**)? Can your own staff pull that together, or do you need to hire out? Asset management resources may help here too.
5	If you cannot agree on some services by the applicable deadline, how will the municipalities handle them?