TOOL F:

DISPUTE RESOLUTION PROCESS REQUIREMENTS CHECKLIST

*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? |
|  | 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) |

*Confirm that each of these mandatory areas, as outlined in* ***Section 24(1) Intermunicipal Collaboration Framework Regulation****, are addressed.*

*Please note, as outlined in Section* ***24(2) Intermunicipal Collaboration Framework Regulation,*** *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.*