



TOOL F

DISPUTE RESOLUTION PROCESS SUGGESTIONS

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



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 **s708.34 of the MGA**, 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.

