# Community Infrastructure Partnership Program

# Rolling Agenda

# Relationship Building and Joint Service Agreement Development

The purpose of the Rolling Agenda is to identify issues to address and activities to complete as you move through the process of building a stronger relationship and developing a joint service agreement. You may find that some activities do not apply to your situation.

**To stay focused and on track, at every meeting:**

* Develop and review dialogue principles
* Review Checklist for Positive Relationship-building (page 22 Toolkit)
* Develop and Review of Vision Statement
* Review agenda for the meeting
* Review work plan
* Set time and date for next meeting
* Set objectives and next steps for the following meeting

**To keep your relationship strong and positive leading to sustainable agreements:**

* Establish a regular meeting of the Chief and Mayor
* Establish a regular meeting of the municipal and First Nation Councils
* Establish a regular social event that allows your communities to come together
* Develop a Friendship Agreement or Communications Protocol (page 27 Toolkit)

**To draft sustainable joint service agreements:**

* Confirm project or issue to be addressed
* Review and answer the Preparation Questions (page 62 Toolkit)
* Work through “Checklist 1: Essential contract elements of a service agreement” (page 64 Toolkit)
* Work through “Questions for developing a service agreement” (handout)
* Identify issues for further research and provide answers (i.e. water use rates or cost of maintaining water plant)
* Review “Guidelines for pricing options” and “Sample pricing models” (page 75 Toolkit) and CIPP Pricing Webinar on line at [www.fcm.ca/cipp](http://www.fcm.ca/cipp)
* Develop a feasibility study as necessary
* Develop funding proposal as necessary
* Develop and implement public engagement strategy
* Develop first draft of agreement
* Solicit feedback from your council and community on draft
* Incorporate feedback in second draft
* Prepare draft council resolution to sign agreements
* Council adopts draft resolution and agreement

**To get support from CIPP Team**

* Do we need a volunteer mentor and if yes, what kind of service would be required?
* Have we checked in with the First Nation – Municipal Network on LinkedIn to seek advice and offer solutions to others?
* Have we participated in the webinars?
* Have we reviewed the Toolkit and online service agreements?